



MINUTES OF THE MEETING OF THE BOARD OF PAKŪRANGA COLLEGE

Meeting Information

- Date & Time: Monday 12th May 2025 at 7:00pm
- Location: Pakūranga College Board Room

- Present: N. Troughear (Presiding Member)
P. Schmidt (Parent Rep)
J. Maclean (Parent Rep)
M. Turinsky (Parent Rep)
J. Fletcher (Parent Rep)
K. Bigwood (Parent Rep)
B. Merchant (Principal)

- In Attendance: S. Hewetson (Associate Principal)
C. Dennis (Board Secretary)
A. Muir (Invited Guest)

- Apologies: A. Kefu (Parent Rep)
B. Payne (Staff Rep)
A. Plom (Student Rep)

Conflict of Interest

- N. Troughear's declaration of a conflict of interest as a result of her employment as a Teacher at Botany Downs Secondary College, a Staff Representative on the school Board of Botany Downs Secondary College.
- J. MacLean's declaration of a conflict of interest as a result of her employment as administration staff at Wakaaranga Primary School.
- B. Payne's declaration of a conflict of interest as a result of being a Trustee on the Sowers Trust Board.
- M. Turinsky's declaration of a conflict of interest as a result of being on the Howick Local Board and his wife Jewel being an employee of the Sowers Trust.
- B. Merchant's declaration of a conflict of interest as a result of his wife being a Teacher (Head of Faculty – Science) at Pakūranga College.
- K. Bigwood's declaration of a conflict of interest as a result of her employment as a Deputy Principal at Kings College, and as a parent of an employee at Pakūranga College.

Meeting Opening / Welcome

The meeting opened at 7:05pm with Karakia led by S Hewetson, followed by introductions from N Troghear and apologies for absentees.

Meeting Notes

Whāe Bex Jeffery - Te Ao Māori Kaitiaki, attended the meeting to present an update to the Board which was summarized as follows:

- **Strategic Goal: Effectiveness to Te Reo Waitangi**
Upholding the mana of Te Reo Māori, reflecting on past actions, and evolving practices at the College. The Mana Māori group has been rebranded and a new poster outlining goals was distributed. Initiatives include deliberate tikanga, regular pōwhiri, and increased staff and student participation in waiata and karakia.
- **Pōwhiri and Tikanga Practices**
The college now holds a pōwhiri at the start of every term, attended by all staff and run by students, with full immersion in te reo Māori. Staff briefings are scheduled to accommodate these events, and there is a growing culture of waiata and karakia.
- **Future Aspirations for Māori Cultural Practices**
Whāe Bex shared aspirations for implementing mihi whakatau for visitors, karakia in every classroom at 8:40 and 3:10, and more visible staff and student participation in waiata throughout the day.
- **Kaingaroa Student Leadership Group**
Kaingaroa, previously known as whānau tutor, now focuses on nurturing Māori leaders. Entry is based on engagement, attendance, and teacher feedback. There are currently 21 students, with about five having left, and a waiting list. The goal is to build strong cohorts at every year level.
- **Kapa Haka Participation**
Kapa haka numbers are strong, with about 30 students attending morning sessions and up to 50 or 60 in the afternoon. There is an increase in new participants and overall Māori student numbers.
- **Te Reo Māori Academic Progress**
Since 2022, Māori student enrollment in Takuta at year 11 has grown from five students to now include the first year 13 class, ongoing year 12 and year 11 classes, and increased year 9 and 10 participation.

B. Merchant acknowledged Whāe Bex for her leadership and the positive impact of the new kaitiaki role, which was established following a strategic board decision to resource Māori development explicitly.

Matters for Decision

Minutes of the last meeting

Board members reviewed the minutes of the previous meeting and there were no amendments to be made.

Motion:

“That the Board approves the minutes from the Board meeting of Monday 24th March 2025 as a true and accurate record.”

Moved: N Troughear / **Seconded:** J Maclean
Carried.

Policy Review

There were no policies to be reviewed at the May Board meeting.

Matters for Discussion

Property and Finance Report

P. Schmidt reported a positive financial outlook. Building projects are progressing, awaiting auditor sign-off by the next committee meeting. Interest rates are dropping, but the school still generates over \$100,000 annually from deposits. No unusual balance sheet activity.

There was a brief discussion of the SAS uniform contract (no issues) and the Licence to Occupy contract for building letting which has reasonable terms. Both parties can give notice, responsibilities for upkeep and insurance are clear, and the school can reclaim the building if needed.

P Schmidt, N Troughear and B Merchant discussed the need to review the Pakuranga College Foundation Trust, change trustees, consider the trust's future, and organize fundraising. The Executive Officer – C Stephenson, holds the trust deed and membership list but is not a trustee. It was agreed that a meeting of trustees needs to be called.

Motion:

“That the Property & Finance report of the meeting held on 9th April 2025 be accepted.”

Moved: N Troughear / **Seconded:** J Maclean
Carried.

Principal’s May 12th Report

Presented by B. Merchant, the Principals report for the May 12th Board meeting included the following reporting areas: An introduction to Term 2; NCEA Analysis of the Background Stories; Pastoral WSL Term One Review; CRP Working Group Progress Report; Attendance Term 1 Report; Emergency Procedures Update; Term 2 EOTC Activities; EOTC Management System Review by EONZ; Summer Sports Review Term 1; Winter Sports Preview; Uniform Review Update; Stand Downs, Suspensions and Exclusions and an update on Personnel, Staffing and Recruitment.

- **Analysis of student leavers and achievement at Level 1, 2, and 3**

Detailed review of students leaving at various NCEA levels, including numbers, breakdown of domestic and international students, and primary reasons for leaving, with attendance as the main factor.

- **Attendance challenges and interventions**

Examination of attendance rates, especially for students over 16 with less than 50% attendance, and the complexities involved, including external factors and mental health issues.

Recognition that Year 9 had the highest proportion of students with strong attendance, which is seen as a positive development.

Explanation of how regular attendance is measured (90%+), challenges in achieving this due to justified absences, and comparison with national averages (school at 66% last year, now 69% for term one; national average 41%).

Discussion on justified absences, parent enabling, and improved attendance tracking systems. Leaders are actively following up on individual cases.

- **Mentoring and within-school leadership model**

Shift from 12 coaches to 6 within-school curriculum leaders (WSLs) who mentor students, with 44 students engaged in term one and 25 showing significant improvement in attendance and engagement.

- **Potential risk to Kahui Ako funding**

Discussion of leaked government documents suggesting Kahui Ako funding may be under threat, with concerns about sustaining current mentoring and leadership models if funding is cut.

- **Culturally responsive pedagogy and professional development**

Implementation of targeted workshops based on teacher inquiries, with AI (ChatGPT) used to generate workshop topics for 147 teaching staff.

- **EOTC (Education Outside the Classroom) Activities and Safety Audit**

EOTC activities are increasing, creating both curriculum benefits and challenges with staff relief. A safety audit by EONS was conducted in term one, with findings in Appendix B. The audit found no immediate safety concerns but recommended updating paperwork and moving to digital forms via Schoolbridge.

Clarification of approval processes for low-risk, high-risk, overnight, and overseas trips. K Kandasamy signs off low-risk, higher-risk escalates to the Principal, and overnights/overseas go to the Board.

Emphasis on ensuring parents are fully and explicitly informed before giving consent for trips.

Discussion on moving from RAMS to RAS forms and digitizing EOTC paperwork using Schoolbridge. The electronic system allows parent approval via phone.

Discussion on the heavy administrative load for the EOTC coordinator with another Deputy Principal providing backup. Consideration of whether this is a good use of a Deputy Principal's time.

- **Uniform Changes and Transition**

Year 12 moving to Year 13 want to look distinct; new striped shirts for Years 11 and 12 are being considered, with a transition year to avoid parent inconvenience. Blazers will be optional for Years 11-13, and new waterproof jackets and lava lava are being introduced.

Discussion on the need for a clear policy regarding badges for leadership, sports, and other achievements. Concerns about fairness and meaningful recognition were raised.

- **Suspensions and Stand Downs**

A single incident involving four students significantly affected statistics, but overall numbers have been maintained.

Motion: *“That the Principal’s report of 12th May be accepted by the Board.”*

Moved: B Merchant / **Seconded:** N Troughear

Carried.

Upcoming elections and Board succession planning

The upcoming board elections were discussed as well as succession planning, including committee roles and co-opting options, with the triennial election timeline as follows:

- Call for nominations by 18th July
- Nominations close on 6th August
- Voting papers issued by 14th August
- Election Day is 10th September

Discussion focused on making Board roles more accessible and less intimidating, particularly regarding the Finance Committee. Suggestions included holding evening sessions and lunchtime talks to explain board responsibilities and encourage participation.

B Merchant emphasized the significant value all board members bring, regardless of whether their children are at the college, and encouraged continued involvement.

Suggested Items for the Next Meeting

There were no suggested items put forward for the next meeting.

Correspondence

All correspondence that is operational and can be done under the Principal’s delegation is dealt with in that way. Other correspondence is dealt with by the Presiding Member and if the whole Board needs to know, then that correspondence is circulated. Bigger issues are reported on through the Board Operations.

There was no inward or outward correspondence to be noted since the previous meeting.

In Committee

The Board moved into committee at 8:42pm.

Motion:

"That the Board go 'into committee' to discuss matters relating to staff members and students and matters of a commercially sensitive nature, this being necessary to protect the privacy of the individuals under Section 9 of the Official Information Act 1982."

Moved: P Schmidt / **Seconded:** J Maclean
Carried.

In committee items to be released to main minutes

The following motions were passed:

Motion:

"That the Board approve Michelle Viljoen's request for leave without pay for a period of 3 months from 14th July 2025 for personal reasons."

Moved: N Troughear / **Seconded:** P Schmidt
Carried.

The Board moved out of Committee at 8:53pm.

Meeting Closure

The meeting closed with Karakia and ended at 8:54pm.

Signed: _____



N Troughear – Presiding Member

Date: _____

16/6/2025

(The next Board meeting will be held on Monday 16th June at 7:00pm in the Board Room)