



MINUTES OF THE MEETING OF THE BOARD OF PAKŪRANGA COLLEGE

Meeting Information

- Date & Time: Monday 16th June 2025 at 7:00pm
- Location: Pakūranga College Board Room
- Present:
 - N. Troughear (Presiding Member)
 - P. Schmidt (Parent Rep)
 - J. Fletcher (Parent Rep)
 - K. Bigwood (Parent Rep)
 - B. Payne (Staff Rep)
 - B. Merchant (Principal)
- In Attendance: A. Muir (Invited Guest)
- Apologies:
 - M. Turinsky (Parent Rep)
 - J. Maclean (Parent Rep)
 - A. Kefu (Parent Rep)
 - A. Plom (Student Rep)
 - C. Dennis (Board Secretary)
 - S. Hewetson (Associate Principal)

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.
- A Muir's declaration of a conflict of interest as a result of her employment as a Teacher at Botany Downs Secondary College.

Meeting Opening / Welcome

The meeting opened at 7:03pm with Karakia led by B Merchant, followed by apologies for absentees from N Troughear.

Board Co-option and Election Appointments

The board formally co-opted Amanda Muir to the Board for the purpose of continuity in her educational experience, with the term of co-option lasting until the election.

Motion:

“The Board agree to Co-opt Amanda Muir to the Pakūranga College Board for the purpose of continuity and Amanda’s Education experience. The Board agrees that the term of co-option will be until the next election.”

Moved: N Troughear / **Seconded:** K Bigwood
Carried.

Additionally, the board approved the appointment of Melissa Cockrell as the returning officer liaison for the 2025 tri-annual parent elections, and the returning officer for the 2025 staff and student election.

Motion:

“That the Board approve the appointment of Mellissa Cockerell as the Returning Officer Liaison for the 2025 Triennial Parent Elections.”

Moved: K Bigwood / **Seconded:** J Fletcher
Carried.

Motion:

“That the Board approve the appointment of Mellissa Cockerell as the Returning Officer for the 2025 Triennial Staff and Student Elections.”

Moved: K Bigwood / **Seconded:** J Fletcher
Carried.

Plans to organize a meeting for prospective Board candidates were discussed, including communication via the School Bulletin and coordination with B. Merchant.

Guest Presentations - Meeting Notes

Deputy Principal, Clare Tyrrell attended the meeting to present an update on her portfolio to the Board, as well as an update on the recent staff well-being review. Key points as summarized below:

The Pakūranga Way

An update was provided on The Pakūranga Way portfolio, which focuses on lifting standards, embodying school values, and explicitly teaching behaviour. This includes looking at P through Y behaviour across the school and developing a common template for expected behaviours in various spaces.

- **Student Mentoring Program Effectiveness and Expansion**

A mentoring program involving 44 students in Term 1 showed that 57% improved attendance and engagement scores, 22% stayed the same, and 22% continued a decline. In Term 3, the program will extend to small group mentoring focusing on common themes like ESOL, literacy, and numeracy, adopting a fortnightly model. The mentoring program is working well, showing positive results in student attendance and engagement.

- **Whānau Group Program Development**

The whānau group program is progressing well, with plans to build on its ongoing nature by embedding a two-account attainer model and a five-tiered approach.

- **Student Leadership Development and Support**

A delegated staff member in the student leadership position, has conducted student surveys, organized external workshops and arranged a guest speaker for 2025-06-20. There is a recognized need to support student leaders' self-confidence and resilience, with efforts to bring in external expertise.

- **Enhanced Group Conferences**

Group conferences have been made more purposeful by moving them to SchoolPoint for better data storage and refining the document to key questions. A voluntary activity helped students identify goals, and a "kitty of questions" was developed to facilitate conversations.

- **New Staff Appointments**

New staff appointments include a new whānau connector (a revised social worker role) and three new counsellors. Feedback on the new whānau connector role has been positive from leaders, students, and teachers.

Staff Wellbeing Review Findings

Findings from a staff wellbeing review, based on a whole staff survey, faculty surveys, and focus group interviews, indicated overall positive wellbeing, good relationships, and appreciation for initiatives. Key areas for improvement include workload (marking, administrative inefficiencies), support staff happiness, and addressing 'pockets of discontent' within faculties. Overall staff wellbeing is positive, but specific areas for improvement have been identified.

Future initiatives include sharing good practices among heads of faculty, launching the TELUS (EAP) program, continuing explicit wellbeing efforts, reviewing marking load in six subjects, streamlining administrative processes

(e.g., earlier calendars/meeting schedules), promoting the campus plan, and addressing SLT recognition and faculty discontent.

The Board discussed the various wellbeing activities implemented for staff, such as staff refreshments, fun activities (e.g., King's birthday scones, weekly bottle of wine), flexi-time, and email cut-off - to name a few. The Board hosted staff refreshments recently and an opening for the new deck being built off the staff room is being planned. C. Tyrrell offered to share the School Calendar of all staff wellbeing activities with the Board.

Deputy Principal, Kreasen Kandasamy was also in attendance to present an update on his portfolio, as well as an update on the current Six Subject Review as summarized below:

Six Subject Review

A comprehensive review of the six-subject structure for Year 11, 12, and 13 students was conducted. Surveys were administered to staff (pre-2023 and post-2023), Year 11, 12, and 13 students, and parents of Year 11, 12, and 13 students. Responses included 69 staff prior to 2023, 33 staff post 2023, 123 Year 11 students, 145 Year 12 students, 86 Year 13 students, and 70 parents.

The rationale for retaining six subjects for Year 11 and 12 is to provide breadth and keep future pathways open, while Year 13 will have five subjects. The review also highlighted staff workload issues due to over-assessment, with 50% of courses not reducing credits despite a 20% time reduction. There is an appetite for a different timetable, but structural changes cannot be made before early 2026. A team will explore future timetable options between June 2025 and mid-2026 for potential implementation in 2027.

The final decision is to retain six subjects for Year 11 and Year 12, and five subjects for Year 13. This maintains the status quo for subjects. Faculties are tasked with reducing assessment load to a minimum of 14 credits plus one assessment per subject to address workload concerns and allow for subject endorsement.

Matters for Discussion and Decision

Minutes of the previous Board Meeting

The Minutes of the previous meeting had not been included in the Board Pack. Board Secretary to forward electronically to all Board members and to be tabled for approval at the next meeting.

Property and Finance Report

An update on the school's financial status, indicating a reduced surplus of \$362,000 from approximately half a million. This reduction is attributed to a \$127,000 contribution towards the Nelson block moisture remediation project. Spending for May and June was approved. A minor change to the credit card policy for fuel expenditure was also noted, now requiring a counter signature from the chair of the Finance Committee.

Motion:

“That the Property & Finance report of the meeting held on 7th May 2025 be accepted.”

Moved: P Schmidt / **Seconded:** J Fletcher

Carried.

Motion:

“That the Property & Finance report of the meeting held on 4th June 2025 be accepted.”

Moved: P Schmidt / **Seconded:** J Fletcher

Carried.

An update on the Pakūranga College Trust was noted. The outstanding financial obligations for the Trust from last year have been completed. A meeting will be organized via Zoom to update the trustees, removing the previous Principal and adding B. Merchant as the new Principal.

Policy Review

There were two policies to be reviewed.

1. Student Management and Health & Safety Policy

After review, the board approved the Student Management and Health and Safety Policy.

Motion:

“That the Board approves the Student Management and Health & Safety Policy.”

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

Carried.

2. Legislative Requirements Policy

An addition to this policy has been suggested RE adding an arbitration clause under the disputes section of the Appendix. Once the amendments have been made the Legislative Requirements Policy will be tabled for approval at the August Board meeting.

SchoolDocs

The board approved the use of SchoolDocs for policy management, as discussed in 2024 and budgeted for 2025. The transition will take two terms, during which the Senior Leadership Team will review and adapt current policies to the SchoolDocs system. This will ensure automatic updates for legislative changes. Deputy Principals (DPs) with portfolio responsibilities will initially review policies for SchoolDocs implementation.

Motion:

“That the Board approve the use of SchoolDocs as discussed with the Board in 2024 and included in the 2025 budget.”

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

Carried.

EOTC Safety Management Plan

An updated EOTC Safety Management Plan was presented, incorporating recommendations from EONs review. The plan addresses outdated paperwork, moves processes online, and updates references (e.g., removing RAMS

forms). The plan is based on templated advice adapted to the school's context. The Finance Chair will review the document and provide feedback by the end of next week, June 23, 2025.

Sports Department Funding Applications

Two motions were approved for sports department funding applications: \$30,000 to Blue Sky Community Trust for sports equipment and \$30,000 to Trillian Trust for sports uniform. The connection with Blue Sky Community Trust, whose owners are Apple Jacks, was noted, stemming from a thank you event for sports managers and coaches.

Motion:

"That the Board approve an application of \$30,000 to be made to BlueSky Community Trust for sports equipment."

Moved: K Bigwood / **Seconded:** A Muir
Carried.

Motion:

"That the Board approve an application of \$30,000 to be made to Trillian Trust for sports uniforms."

Moved: K Bigwood / **Seconded:** A Muir
Carried.

2026 Prospectus and Donation Scheme

The 2026 Prospectus, featuring updated imagery and quotes while maintaining the same layout and messaging, was presented and approved.

Motion:

"That the 2026 Prospectus be approved."

Moved: A Muir / **Seconded:** K Bigwood
Carried.

A motion was approved for the College to opt into the donation scheme for 2026, allowing access to funding under the new EQI system rather than relying on parent donations. The board approved opting into the donation scheme for 2026.

Motion:

"The Board approves that Pakuranga College OPT IN to the Donations Scheme for 2026."

Moved: K Bigwood / **Seconded:** A Muir
Carried.

The Principal's June 16th Report

Presented by B. Merchant, the Principals report for the June 16th Board meeting included the following reporting areas: The recent education budget announcements; proposed changes to the Education Act; staff only day; NZQA Principal's nominee and literacy numeracy corequisites; verbal report evenings; uniform review; 2026 curriculum

plan, 2026 donation scheme; 2026 enrolments and prospectus; stand downs and suspensions; teacher registration and an update on personnel, staffing and recruitment.

Positive feedback from a teacher-only day on restorative practices, indicating a supportive and enjoyable school environment for both staff and students; budget implications, noting a 1.5% increase in ops funding which is less than inflation, and the significant impact of losing Kahui Ako funding, amounting to approximately \$200,000, which affects within-school leaders (WSL's) and career pathways.

The report also touched upon the Education Act changes, shifting focus to achievement and attendance, and the removal of local curriculum, raising concerns about Te Ao Māori and competency-based learning.

Uniform Review – Transitioned changes

Board approval for proposed uniform changes for the 2026 school year was sought and accepted.

The school is implementing significant uniform changes for the 2026 school year. Year 13s will transition from mufti to white shirts, favoring them with blazers and ties. Year 9s and 10s uniforms remain unchanged. Year 11s and 12s will introduce a white shirt with a thin pinstripe, with samples currently being developed.

A transition phase will allow current Year 11s and 12s to continue wearing their existing white shirts next year, preventing parents from needing to purchase new uniforms immediately. Blazers will be optional for Year 11, 12, and 13 students, with strong interest noted, especially from sports teams and leadership roles. The school is exploring options for borrowing blazers or offering a reduced sum (e.g., \$100 reduction from \$200) or a bonding system to ensure accessibility.

The Lava Lava has been officially adopted as a uniform item, and a new waterproof jacket was introduced last term. Discussions included concerns about the cost implications of uniform variety and the potential for higher costs with more options, emphasizing the need to consider the most common items for cost efficiency.

Motion:

“That the Board approves the proposed uniform changes as presented to the Board and included in the Principal’s report to be introduced from the start of the 2026 school year.”

Moved: B Merchant / **Seconded:** P Schmidt

Carried.

Property Projects Update

- **Pickup/Drop-off Zone**

Initial exploration for a pickup/drop-off zone at the College front involved design work and a traffic report from Auckland Transport. The project, estimated at \$1.5 million, was deemed too expensive and potentially traffic-inducing. Alternative, more cost-effective safety measures like improved fencing and clearer zebra crossings are preferred. The pickup/drop-off zone project is on hold.

- **Hall Refurbishment**

The 5YA funded project will replace the asbestos roof of the hall. Internal upgrades to the hall would be a Board-funded initiative.

- **Shade Canopy**

A shade canopy for the astroturf is planned as a board-funded project, with potential trust fund contributions. This project requires significant preliminary reports (e.g., geotechnical, gas line, land surveyor) costing \$80,000 for scoping works to obtain accurate cost figures.

Motion:

“That the Board approve an additional \$80,000 to enable the scoping of existing Board funded projects to be completed.”

Moved: B Merchant / **Seconded:** J Fletcher

Carried.

- **Front Reception Redesign**

The front reception, untouched for 25 years, is slated for a full redesign to improve its welcoming appearance. The redesign includes new carpeting, lighting, furniture, painting, and partitioning, with a quote of just under \$200,000. A budget of up to \$250,000 is suggested to cover project management and contingency. Concept designs were presented, and Board interest was sought for proceeding with the project. No conclusion was reached, decision deferred to the next meeting.

- **Classroom Renovation Funding**

The Board initially agreed to contribute \$500,000 over two years for classroom renovations. However, with an additional \$890,000 contributed by the Ministry, the Board’s required contribution has been reduced to \$200,000. The final decision on this revised amount will be made in the next meeting. A meeting is scheduled for Thursday to raise questions regarding architect fees during the tender process for classrooms.

The Principal’s report, dated 2025-06-16, which included various property updates and other school matters, was presented for acceptance by the Board.

Motion:

“That the Principal’s report of 16th June be accepted by the Board.”

Moved: P Schmidt / **Seconded:** K Bigwood

Carried.

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.

- Inwards: 19/05/2025 Report to the Governance of Pakūranga College from Silks Audit
- Outwards: 19/05/2025 Representation Letter for the year ended 31 Dec 2024 to the Appointed Auditor
- Inwards: 26/05/2025 Letter RE Enrolment Scheme Review received from Te Mahau

Audit Report and Recommendations

Discussion of the annual audit report, including recommendations regarding cyclical maintenance cost estimation, handling of mufti money, and fuel card sign-off procedures. The audit found no fiscal concerns, which was reassuring given the thoroughness of the new auditors but made suggestions for best practices moving forward.

Enrolment Scheme Review

The Ministry's triennial review of the school's enrolment scheme concluded no changes are needed. The school's enrolment scheme remains unchanged, maintaining its status quo. Discussion included a neighboring school's challenge regarding zoning for a new development of approximately 60 properties. Ongoing monitoring is required regarding the zoning status of the new 60-property development near the marina, as any changes could significantly impact enrolment numbers and the intake of international students.

In Committee

The Board moved into committee at 8:45pm.

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: N Troughear / **Seconded:** K Bigwood
Carried.

In committee items to be released to main minutes

The following motions were passed:

Motion:

"That the Board approve Alana Jupp's request for support of her Area School Teachers' Study Award and Support Grant application."

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

Motion:

"That the Board approve Charlotte Bass's request for support of her Study Support Grant application."

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

Carried.

Motion:

"That the Board approve Sarah O'Neil's request for support of her Study Sabbatical Application for T2 of 2026."

Moved: N Troghear / **Seconded:** K Bigwood

Carried.

The Board moved out of Committee at 8:57pm.

Meeting Closure

The meeting closed with Karakia and ended at 8:59pm.

Signed: _____



N Troghear – Presiding Member

Date: _____

4th August 2025

(The next Board meeting will be held on Monday 4th August at 7:00pm in the Board Room)