



MINUTES OF THE MEETING OF THE BOARD OF PAKŪRANGA COLLEGE

Meeting Information

- Date & Time: Monday 8th September 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)
 - A. Muir (Parent Rep)
 - J. Maclean (Parent Rep)
 - A. Plom (Student Rep)
 - B. Merchant (Principal)
- In Attendance:
 - C. Dennis (Board Secretary)
 - S. Hewetson (Associate Principal)
- Apologies:
 - A. Kefu (Parent Rep)
 - M. Turinsky (Parent 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 and as a parent of a staff member at Pakūranga 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 7:08pm with Karakia led by B Merchant, followed by apologies for absentees from N Troughear.

Guest Presentations - Meeting Notes

Deputy Principal - Ceri Cheshire, attended the meeting to present an update on the portfolio of Literacy and Numeracy. Key points as summarized below:

- **Literacy and Numeracy Strategy**
Discussion focused on interventions to increase the number of students leaving school with NCEA, targeting ESOL and underachieving students, outlining workshops, curriculum changes, and individualised programmes.
- **ESOL Student Achievement**
Challenges faced by ESOL students in gaining literacy and numeracy, including recent arrivals and language barriers, with specific data on numbers and intervention strategies.
- **CAA Assessment Completion**
Update on the completion rates for the term three CAA assessments, including catch-up sessions and the impact of interventions.

Deputy Principal - Chris Wall, was also in attendance to present an update on the portfolio of Professional Learning and Development, which included a snapshot of PLD initiatives in terms 2 and 3, and what lies ahead.

- **Professional Learning and Development (PLD)**
Overview of PLD activities, including inquiry processes, workshops led by within school leaders (WSLs), and restorative practice training.
 - **Restorative Practice Training**
Details of teacher-only day and subsequent workshops facilitated by University of Waikato practitioners, aimed at building restorative practice across staff.
 - **Inquiry Process and Faculty Alignment**
Explanation of how teacher inquiries are now closely aligned with faculty and strategic goals, supported by WSLs, improving targeted professional development.
 - **Gen AI Response**
Recognition of the need to address staff confidence and knowledge regarding Gen AI, with plans for resource creation and professional learning.
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Matters for Discussion and Decision

Minutes of the previous Board Meeting

The board briefly discussed the previous meeting minutes, confirmed no issues were raised, and moved to accept them.

Motion: *“That the Board approves the minutes from the Board meeting of Monday 4th August 2025.”*

Moved: J Maclean / **Seconded:** A Muir

Carried.

Property and Finance Report

The property and finance report was presented by P. Schmidt: All projects have been reviewed, including classroom updates and gym/reception improvements. Things look solid on the finance front. The property and finance report for August was accepted.

Motion: *“That the Property & Finance report of the meeting held on 27th August 2025 be accepted.”*

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

Carried.

Policy Review

There were no policies to be reviewed at the meeting.

Proposed Continuation and Funding of Within-School-Leader (WSL) Roles for 2026

Associate Principal – Sharon Hewetson, made a strong presentation on the positive impact of the WSL roles, which are government funded. Government funding for Kahui Ako roles ends at the end of 2025, raising concerns about sustaining the gains made through WSL roles.

Eight curriculum WSLs (one per faculty) and six pastoral WSLs (one per whānau) have driven strategic planning, professional learning, mentoring, and support for teachers and students.

- A recent Teacher survey with 72 responses showed strong positive impact.
- Heads of faculty and WSLs reported increased leadership capacity and support.
- Teachers and leaders noted increased capacity and positive impact on students.
- Student feedback highlighted feeling cared for, improved goal setting, motivation, and practical academic help.
- Pastoral WSLs mentored 47 students (with numbers expected to rise to 55-60), focusing on at-risk students. Of these, 31 improved engagement scores, 1 had no change, and 22 improved attendance.
- 86 % of mentored students are now predicted to achieve over 60 credits which is a significant improvement.

Reflecting on the effectiveness of the WSL programme, B Merchant made a proposal to the Board requesting that the Board consider funding the WSL Roles for 2026.

The proposal included allocating approximately \$148,000 from Board funds to support the continuation of the WSL roles for another year, including the breakdown of costs for non-contact hours and RRR payments.

The previous generous Kahui Ako funding model included \$8,000 per annum and two non-contact hours per individual. The proposal made by B Merchant is to continue the WSL roles with reduced board-funded payments of \$4,000 per annum and two non-contact hours per individual.

The Board spent time discussing in detail the impact of the Kahui Ako funding cut. A comparison with the previous arrangements and justification for the new budget request was considered and approved.

Motion:

“That the Board agrees to continue to support the continuation of the Within-School-Leader structure in 2026 from Board funds.”

Moved: N Troghear / **Seconded:** A Muir

Carried.

External Funding Applications

Permission was requested for two external funding applications for the astro cloud project. Support for both funding applications was agreed.

Motion:

“That the Board approve an application of \$100,000 to be made to the Lion Foundation to go towards the cost of the astro cloud.”

Moved: N Troghear / **Seconded:** J Maclean

Carried.

Motion:

“That the Board approve an application of \$150,000 to be made to Trillian Trust to go towards the cost of the astro cloud.”

Moved: N Troghear / **Seconded:** J Maclean

Carried.

Board Representation at Code Nights

Arrangements for Board members to attend the upcoming Code Nights for football, netball, hockey, rugby, and basketball were confirmed, ensuring the attendance of a Board member at each event.

Update - Triennial Elections

Update on nominations for student, staff, and parent elections: 11 student nominations, 4 staff nominations, and 24 parent nominations. Voting closes on Wednesday 10th September, with results expected a week later.

The Principal's September 8th Report

Presented by B. Merchant, the Principals report for the September 8th Board meeting included the following reporting areas: Group Conferences; Engagement and Progress Reports; NCEA Tracking and Predictive Data; Comparative EQI Schools Data; 2026 Year 9 Enrolments; September Roll Return; Stand Downs and Suspensions; 2025/2026 Student Election; Teacher Registration; and an update on Personnel, Staffing and Recruitment.

- **School Size and Enrolment Trends**

Discussion on the school's status as the seventh largest co-ed state school in Auckland and eleventh largest in New Zealand, with significant Year 9 in-zone enrolment increases attributed to infill housing. Out-of-zone offers have dropped from 160 in previous years to 80 this year, with expectations of further reductions.

- **Out-of-Zone Ballot Process**

Details on the out-of-zone ballot: 80 places offered on Friday, 45 accepted so far, with a target of 60 out-of-zone students. If fewer than 60 accept, another 20-25 offers may be made.

B. Merchant expressed his gratitude to the Board members for their dedication and support, noting the emotional and challenging aspects of Board roles, especially disciplinary hearings.

The Principal's report, dated 8th September 2025, was presented for acceptance by the Board.

Motion:

"That the Principal's report of 8th September 2025 be accepted."

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

Carried.

Property Projects Update

B. Merchant provided an update on property projects, with all progressing well except for the Pamela Stone flood mitigation project. Original 5YA funding application was for \$650,000; MoE granted \$428,000. QS priced the project at \$600,000, leaving a \$170,000 shortfall. Supplementary funding has been requested from the ministry to cover the shortfall as this is a ministry building.

Suggested Items for the Next Meeting

Discussion on the first meeting with the new Board scheduled for 20 October 2025, including possible induction for new members and co-option processes dependent on returning members.

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:

- 13/08/2025 email received from PPTA RE - Preliminary Notice of Industrial Action.

Outwards:

- 14/08/2025 letter sent by email to Pamela Puckree RE – International Student.

In Committee

The Board moved into committee at 8:34pm.

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:** J Maclean

Carried.

There were no in-committee items to be released to the main minutes.

The Board moved out of Committee at 8:40pm.

Meeting Closure

N. Troughear expressed her thanks to the Board members and reflected on their time and friendships developed during their service to Pakūranga College.

The meeting closed with Karakia and ended at 8:43pm.

Signed: 
N Troughear – Presiding Member

Date: 24/10/2025

(The next Board meeting will be held on Monday 20th October at 7:00pm in the Board Room.)

First meeting of the New Board