



MINUTES OF THE MEETING OF THE BOARD OF PAKŪRANGA COLLEGE

Meeting Information

- Date & Time: Monday 20th October 2025 at 7:00pm
 - Location: Pakūranga College Board Room
 - Present:
 - N. Troughear (Presiding Member)
 - J. Fletcher (Parent Rep)
 - J. Maclean (Parent Rep)
 - A. Muir (Parent Rep)
 - M. Robertson (Parent Rep)
 - R. McIntosh (Parent Rep)
 - S. Collier (Staff Rep)
 - P. Chawla (Student Rep)
 - B. Merchant (Principal)
 - In Attendance:
 - C. Dennis (Board Secretary)
 - S. Hewetson (Associate Principal)
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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.
- A Muir's declaration of a conflict of interest as a result of her employment as a Teacher at Botany Downs Secondary College.
- M. Robertson's declaration of a conflict of interest as a result of being on the executive for the National Party for Pakuranga.
- 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.

Meeting Opening / Welcome

N. Troughear welcomed all members to the first meeting of the new Board. The meeting opened at 7:05pm with Karakia led by B. Merchant, followed by introductions around the table.

Board Administration and Governance

The meeting began with the election of officers.

- Presiding Member (Board Chair)
Nicola Troughear was nominated by Sandy Collier which was seconded by Jacqui Maclean. No other nominations were received for Presiding Member. Nicola Troughear accepted the nomination as Presiding Member.
- Deputy Chair
Jacqui Maclean nominated Amanda Muir as Deputy Chair, which was seconded by Nicola Troughear and confirmed by a unanimous vote. Amanda Muir accepted the nomination as Deputy Chair.
- Chair - Finance and Property
Jacqui Maclean was nominated by Jason Fletcher, which was seconded by Nicola Troughear. No other nominations were received. Jacqui Maclean accepted the role of Chair for the Finance and Property Committee.

The Finance and Property Committee also covers Health and Safety. The current members include Jason Fletcher and Jacqui Maclean. The committee meets with the Executive Officer once a month on a Wednesday morning, with options for members to attend in person or via Zoom. New Board members were invited to join. Richard McIntosh indicated his interest, which was confirmed by the Board.

Conflict of Interest Disclosures

The Board conducted its routine disclosure of potential conflicts of interest. The *Conflict of Interest Register* will be updated by the Board Secretary.

Board Members Code of Conduct

The Board Members Code of Conduct was circulated for each member to receive a copy. Board members were asked to read the document independently and raise any questions. There were no questions relating to the Code of Conduct. All Board members acknowledged receipt of the Code of Conduct.

Board Member Payments

Board members are paid \$60 per meeting, with the total amount paid out at the end of the year. This rate was set to avoid tax implications.

Co-option

N. Troghear suggested the co-option of Phil Schmidt, a lawyer and former Board member. Phil's expertise is considered very valuable for the Finance and Property Committee and policy reviews. All Board members were in favour. It was agreed that the term of co-option would be until the next election. The Board Secretary will complete the necessary process.

Pasifika representation was discussed for co-option. The Board agreed on the importance of having a Pacifica voice on the committee to reflect the school community. It was noted that in Pacifica culture, it is more appropriate to invite someone to take on a role rather than waiting for them to volunteer. B. Merchant will reach out to families who are actively involved in school events, such as Talanoa evenings, to gauge interest. Potential candidates may be invited to attend a meeting first to see if the role is a good fit, a process that was successful with a previous member. This is considered a work in progress for the new year.

Matters for Discussion and Decision

Minutes of the previous Board Meeting

The minutes from the previous Board meeting were reviewed and approved without changes.

Motion: "That the Board approves the minutes from the Board meeting of Monday 8th September 2025."

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

Property and Finance Report

The property and finance report was summarised by J. Maclean: The school is in a good financial position. The end-of-year forecast predicts a healthy surplus which is largely driven by the international student programme. Revenue from the international student programme is used to fund extra staff that the school could not otherwise afford. The property and finance report for October was accepted.

Motion: "That the Property & Finance report of the meeting held on 15th October 2025 be accepted."

Moved: J Maclean / **Seconded:** J Fletcher
Carried.

Proposed International Student Fees - 2027

The International Student Programme is a valuable part of the school, generating a surplus that funds buildings and additional staffing.

The program is performing well, with 80-odd students already enrolled for next year. A new marketing plan is in place, with the International Director having recently visited Laos, Cambodia, Germany, Austria, Italy, and South America. The results from these marketing trips are typically seen 12-18 months later.

The Board discussed the proposed international student fees for the 2027 intake and how important it is to balance the impact on the school and the experience the students receive. The fee is strategically positioned to be competitive with other local schools.

Motion: "That the Board approves the proposed 2027 Int. Student Fees included in the October Principals Report."

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

The Principal's October 20th Report

Presented by B. Merchant, the Principals report for the October 20th Board meeting included the following reporting areas: Predicted NCEA Results; Literacy Update; 2025 Attendance Report Update; Annual Plan Update; Term 3 Student Discipline Analysis; 2026 House Leaders; Term 4 EOTC Schedule; Winter Sports Review; Term 4 International Students Report; and an update on Personnel, Staffing and Recruitment.

The following areas were discussed in detail and have been summarised.

Academic Performance and Student Support:

- Pakūranga College has a history of performing well, consistently sitting above the national average in numeracy, literacy, and for specific student groups. When compared with similar schools (formerly decile 7-8), our performance has always been at or slightly above the benchmark.
- The school's use of data has evolved from having no data to now being able to use it to target individual student needs and identify effective interventions.
- Predicted NCEA results are being impacted by new requirements. Although the number of credits needed has been reduced to 60, passing has become harder due to a mandatory numeracy and literacy co-requisite. This presents a significant challenge for the school's high percentage of ESOL students, who must reach national literacy standards in a short timeframe.
- The school has robust tracking systems to identify students needing support, and they will be required to attend extra sessions during exam leave to help them pass.

Student Attendance - Analysis, Challenges and Improvement Strategies:

- Last year's regular attendance was 65%, which is above the national comparison of 55%. The current year-to-date figure is 62%, though it is expected to rise to around 80% in Term 4.
- The government defines "regular attendance" as being present 90% of the time, with no excused absences (including illnesses like COVID). The national target is to reach 80% regular attendance by 2030.
- It was emphasized that getting a child to school every day is the single most impactful thing a parent can do for their child's learning outcomes. An attendance rate of 90% equates to a student missing one day of school every two weeks. A 75% attendance rate is equivalent to missing one full term of learning.
- Pakūranga College is considering changing how attendance is reported to parents to better convey its impact. A key challenge is that parents who most need to be contacted are often not reading school communications.

- We have been collaborating with other institutions to share best practices. Existing truancy services are considered "ineffective" and have very little power.
- The Board has funded a "Whānau Connector" role for home visits.
- Low attendance is often a symptom of wider social issues, with some parents expecting the school to take on parenting responsibilities.
- A formal, Board approved Attendance Management Plan will be a requirement for all schools for 2026.

The Principal's report, dated 20th October 2025, was presented for acceptance by the Board.

Motion:

"That the Principal's report of 20th October 2025 be accepted."

Moved: B Merchant / **Seconded:** A Muir

Carried.

Property Projects Update

B. Merchant provided an update on the current property projects which include Ministry and Board funded projects.

Ministry-Funded Projects:

- Art Block - Funding has been received to repair a weather-tightness issue causing a wall to rot.
- Classroom Refurbishment (5YA) - A project to renovate 30 classrooms and four large spaces over the next 18 months is well underway.
- Hall Upgrade - The project is at the tender stage for a roof replacement and interior renovations, set to begin after exams.
- Boilers - The current boilers are at their end-of-life. The ministry is investigating replacement options, such as heat pumps, and the associated power capacity challenges.

Board-Funded Projects:

- Shade Canopy - A large "cloud structure" over the astro turf is planned to start in Term 4.
- Reception Area - The main reception area will be renovated at the end of the term.
- Staff Room Deck - A new deck and archgola have been completed, doubling the size of the staff room.
- Williams Gym - A health and safety issue with falling ceiling tiles was resolved by installing a ceiling net.
- Digital Sign - The sign at the front of the school has been upgraded to display more color, graphics, and photos.

Suggested Items for the Next Meeting

- Attendance Management Plan
- 2026 Meeting Dates
- 2026 Term Dates

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:

- 7/10/2025 email received from NZEI RE – Informal Notice of Strike
- 12/10/2025 email received from PPTA RE – Notice of Strike Action by STCA Members

A "Super Strike" is scheduled for Thursday, 23rd October involving NZEI and PPTA members. The school will be closed for health and safety reasons due to the high number of striking teachers.

General Business

Several Board members confirmed their attendance for the upcoming Sports Awards and Senior Prizegiving.

In Committee

The Board moved into committee at 8:20pm.

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 8:25pm.

Meeting Closure

The meeting closed with Karakia and ended at 8:26pm.

Signed: 
N. Trougher – Presiding Member

Date: 24/11/2025

(The next Board meeting will be held on Monday 24th November at 7:00pm in the Board Room.)