



## MINUTES OF THE MEETING OF THE BOARD OF PAKŪRANGA COLLEGE

### Meeting Information

- Date & Time: Monday 24<sup>th</sup> November 2025 at 7:00pm
  - Location: Pakūranga College Board Room
  - Present:
    - N. Troughear (Presiding Member)
    - 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)
  - Apologies: J. Fletcher (Parent Rep)
  - 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. Trougher welcomed all members present. The meeting opened at 7:07pm with Karakia led by B. Merchant.

### Acknowledgement of the Passing of Former Principal, Mike Williams

The Board noted with sadness the passing of former Principal, Mike Williams. The Board acknowledged his significant contribution to the school and the enduring impact of his leadership. Mike's legacy continues to inspire many within the education sector.

The Board also expressed its sincere appreciation to the Senior Leadership Team and staff of Pakūranga College for their thoughtful work in organising and supporting the recent tribute event, which served as a fitting and heartfelt honour to Mike.

### Guest Presentation

Kaitiaki Te Reo Māori – Bex Jeffery, attended the meeting to present a proposal for a “Whare Wānanga” complex to support the school's strategic goals. The vision is for an inclusive space for all students to learn about local history and tikanga, not just a facility for Māori students.

- The idea, raised during strategic planning four years ago, aligns directly with the school's goals. It is envisioned as a long-term project, with an initial scoping phase estimated to take 12 months and cost \$12,000-\$15,000.
- The project would start with a whare wānanga and a marae courtyard, with potential future stages including facilities for cooking and overnight stays (noho marae). The space could host pōwhiri, kapa haka, and other events.
- Some concerns were raised about roll growth and classroom space. B. Jeffery explained that while desks and chairs may not be suitable, the Whare Wānanga could still be used as a learning space, and it would provide a great opportunity for our international students to learn about tikanga.
- Health and safety concerns regarding overnight stays were noted, and a phased approach was favored.
- The location is a key consideration, with the repurposing of the pavilion mentioned as a possibility.
- We would need to manage expectations with Iwi and carefully consider all communications.
- The school should make enquiries into any funding opportunities.

In conclusion, the board passed a motion to approve the project's scoping phase, committing a budget of \$15,000. The next steps involve co-design with Ngāi Tai, cost analysis, and site selection.

#### **Motion:**

*“That the Board approves the scoping phase for the proposal of a Whare Wānanga complex to support the school's strategic goals, committing a budget of \$15,000 for 2026.”*

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

*Carried.*

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## Matters for Discussion and Decision

### Minutes of the previous Board Meeting

The minutes from the previous meeting were approved, with a correction to the spelling of Jacqui's name.

**Motion:** *“That the Board approves the minutes from the Board meeting of Monday 20<sup>th</sup> October 2025.”*

**Moved:** N Troghear / **Seconded:** S Collier

Carried.

### Electronic Decisions

Two electronic motions passed since the previous meeting were ratified.

- Electronic Motion passed 01/11/2025 RE Phil Schmidt committee member appointment.
- Electronic Motion passed 05/11/2025 RE Approval to seek external funding.

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

Carried.

### Property and Finance Report

The property and finance report was spoken to by J. Maclean. It was requested that health and safety reports from key areas such as Property, Physical Ed, and the Health Centre be submitted to the committee for all meetings.

**Motion:** *“That the Property & Finance report of the meeting held on 5<sup>th</sup> November 2025 be accepted.”*

**Moved:** J Maclean / **Seconded:** R McIntosh

Carried.

### 2026 Proposed Board / Property & Finance Meeting Dates

**Motion:**

*“That the Board approves the suggested 2026 Board / Property & Finance Meeting Dates.”*

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

Carried.

### Giving effect to Te Tiriti o Waitangi

With the Government having recently removed the requirement of giving effect to Te Tiriti o Waitangi for School Boards, N. Troghear had drafted a statement for the Board to review which was circulated for approval. The Board agreed to reaffirm our commitment to giving effect to Te Tiriti o Waitangi within our kura. This intent is embedded alongside *Raising Achievement* and *Lifting Standards* as one of our three strategic goals. The statement will be emailed to all staff and will be included in the next Bulletin.

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### **The Principal's November 24<sup>th</sup> Report**

Presented by B. Merchant, the Principals report for the November 24<sup>th</sup> Board meeting included the following reporting areas: 2025 Senior Prizegiving; 2026 Proposed Term Dates; Curriculum, Assessment and Reporting; NCEA Success Programme; 2025 Co-Curricular Summary; 2025 Sports Participation Summary; Review of Year 13 Privileges; Review of School Values; Curriculum Review; Stand Downs and Suspensions; Term 4 Student Discipline Analysis; Teacher Registration Assurance Report; and an update on Personnel, Staffing and Recruitment.

The following areas were discussed; summarised as below.

- **Achievement:** Predictions for 2025 Level 2 and 3 results are positive, trending better than in 2023 and 2024. The "Success Program" has been helpful in proactively supporting at-risk students, though engagement from some Year 12 students was mixed.
- **Co-curricular:** Overall participation in clubs has decreased, while sports participation has increased by 4%. A drop in participation among boys and Māori students was noted as an area of interest. The school has not yet hit its 75% participation target.
- **Discipline:** Stand-downs are ongoing but have not reached the high levels of 2023. Suspensions and exclusions are at an all-time low. The school uses a restorative approach with wrap-around support, though punitive measures are sometimes necessary for safety. It was noted that Junior students are over-represented in recent incidents.

### **Attendance Management Plan 2026**

A new Attendance Management Plan was presented to meet a 2024 compliance requirement. The government's target is 80% regular attendance by 2030; the school's current rate is 57%.

The plan consolidates existing systems and defines actions for different attendance levels using a color-coded system. Analysis shows that medical reasons account for 62% of non-regular attendance, while actual truancy is only 15%.

B. Merchant spoke about how chronic attendance tends to be habitual, usually starting at a primary or intermediate level. Communicating the impact of absence to parents was highlighted as crucial. There was discussion around how attendance is reported and possibly changing the approach.

The next steps are Implementation of the plan, followed by monitoring and tracking.

#### ***Motion:***

*"That the Board approve the proposed 2026 Attendance Management Plan."*

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

*Carried.*

### Review Annual Plan 2025

Deputy Principals have reviewed the annual plan, noting successes (especially in literacy and numeracy) and other areas for improvement. They are now developing their 2026 annual plans based on this review. An update will be provided to the Board on the progress of the Annual Implementation Plan at the next meeting.

### Strategic Plan

The three overarching strategic goals will remain unchanged to provide consistency. A statement reiterating the school's commitment to these goals will be shared with staff and in the school newsletter.

### Property Projects Update

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

- Work has started on the Art Block and is progressing on classroom refurbishments.
- Reception refurbishment and school hall starting soon.
- Major work on the Hall (A Block), including roof replacement and internal renovations, will begin at the end of the term and continue into Term 1.
- A new shade canopy and reception refurbishment will commence in Term 1 and is expected to take approximately 12 weeks.
- A new boundary fence and repairs to the Science Block floor will be funded by an additional \$100,000 property maintenance grant.
- Several projects, including the Hark Building courtyard, are on hold pending Ministry approval or supplementary funding.

The Principal's report, dated 24<sup>th</sup> November 2025, was presented for acceptance by the Board.

**Motion:**

*"That the Principal's report of 24<sup>th</sup> November 2025 be accepted."*

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

*Carried.*

### **Suggested Items for the Next Meeting**

The next meeting on the 1<sup>st</sup> December is a short meeting with a primary focus of approving the Budget. There were no suggested items for the agenda.

## 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:

- 3/11/2025 Letter received from Auckland Council RE Housing Intensification and Resilience
- 13/11/2025 Parent email RE Commitment to continue to give effect to Te Tiriti O Waitangi.

### Outwards:

- 14/11/2025 Response to parent email RE Commitment to continue to give effect to Te Tiriti O Waitangi.

The board discussed correspondence on local housing intensification and decided against a formal submission. B. Merchant will discuss this further with other Principal's at the next Counties Manukau meeting.

**General Business – None.**

**In Committee** - The Board moved into committee at 8:32pm.

### **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 Trougher / **Seconded:** A Muir

Carried.

There were no in-committee items to be released to the main minutes. The Board moved out of Committee at 8:44pm.

## Meeting Closure

The meeting closed with Karakia and ended at 8:46pm.

Signed:   
N Trougher – Presiding Member

Date: 16/02/2026.

**(The next Board meeting will be held on Monday 1<sup>st</sup> December at 6:00pm in the Board Room to approve the 2026 Budget.)**