

CONFIRMED MINUTES

FEB BOARD MEETING



At the **March Board Meeting** on **23 Mar 2026** these minutes were **confirmed as presented**.

Name:	Pakūranga College
Date:	Monday, 16 February 2026
Time:	7:00 pm to 8:44 pm (NZDT)
Location:	Pakūranga College, Pigeon Mountain Road, Half Moon Bay, Auckland, 2012
Board Members:	Nicola Troghear (Chair), Amanda Muir, Billy Merchant, Jacqui Maclean, Jason Fletcher, Matt Robertson, Pavani Chawla, Richard McIntosh, Sandy Collier
Attendees:	Candice-Lee Dennis, Sharon Hewetson

1. Meeting Opening

1.1 Welcome, Present and Apologies

The meeting opened at 7:04pm with karakia led by B. Merchant.

1.2 Conflict of Interest Disclosures

All Conflict of Interest Disclosures remain the same and there are no changes to be made.

2. Items for Discussion and Decision

2.1 Election of the Presiding Member / Board Chair

J. Fletcher opened for Chair nominations.

N. Troghear was nominated by J. Maclean. The nomination was seconded by J. Fletcher.

There were no other nominations for Presiding Member.

N. Troghear agreed to serve again and accepted the nomination.

2.2 Election of Other Officers

Deputy Chair:

N. Troghear called for nominations for the role of Deputy Chair.

N. Troghear nominated A. Muir which was seconded by J. Maclean.

No other nominations were received.

The nomination was accepted by A. Muir.

Property and Finance subcommittee:

J. Fletcher, R. McIntosh and M. Robertson expressed their interest and were confirmed as members of the Property and Finance sub-committee.

J. Maclean was nominated and confirmed as chair of the Property and Finance sub-committee.

2.3 Delegation of Authority

N. Troughear summarised the Delegations Policy and the key things that impact on the Board. Questions and comments were welcomed for discussion.

- Operational authority is vested in the Principal; if absent, authority passes to the Associate Principal. Likewise, if the Presiding Member is away, responsibilities pass to the Deputy Chair.
- Leave approvals: The Principal has authority to approve up to 5 days; anything beyond 5 days is referred to the board.
- Teacher performance and employment matters are delegated to the Principal who regularly reports to the board on registered teachers and may delegate specific functions (e.g., registration attestation) to the Associate Principal.
- Finance controls: The Principal's expenditure requires two signatories; spending within budget is permitted, above budget requires board approval.
- Discipline: Consists of ad-hoc committees with at least two board members; no standing committee.
- Privacy officer role remains delegated to the Principal.
- Trips: All trips requiring board approval; overseas trips must come to the board.
- School closure: Prior closures were government-mandated; the Principal may enact a health and safety closure if unable to reach the Presiding Member or Deputy Chair.

A motion was proposed to adopt the Delegations of Authority policy.



Approved

Approved

Decision Date: 16 Feb 2026
Mover: Nicola Troughear
Seconder: Jacqui Maclean
Outcome: Approved

2.4 Confirm Budget Meeting Minutes - Meeting held on 1st December 2025

Budget Approval Meeting 1 Dec 2025, the minutes were confirmed as presented.



Approved.

Approved.

Decision Date: 16 Feb 2026
Mover: Nicola Troughear
Seconder: Sandy Collier
Outcome: Approved

Budget Approval Minutes:

A paper copy of the minutes from the budget approval meeting held on 1st December 2025 was provided to all Board members for review and approval. The minutes were approved as presented.

2.5 Confirm Previous Meeting Minutes - Meeting held on 24th November 2025



Approved.

Approved.

Decision Date: 16 Feb 2026
Mover: Richard McIntosh
Seconder: Jacqui Maclean
Outcome: Approved

November Minutes:

The Board reviewed the minutes of the previous meeting held on 24th November 2025, which were approved as presented.

2.6 Property and Finance Report - Meeting of 26th November 2025

Financial Performance and Outlook

The annual accounts are nearing completion with the surplus is looking a lot healthier than expected due to a number of factors, namely: Unexpected funding, unfilled/partially staffed roles, deferred support staff 3% settlement, stronger international student numbers and investment interest returns.

This will be the second consecutive year with \$1,000,000 surplus; next year is expected to be lower due to dropping interest rates and committed projects reducing investable funds; change driven by conditions, not spending.

The minutes of the Property and Finance meeting were moved and approved.



Approved.

Approved.

Decision Date: 16 Feb 2026
Mover: Jacqui Maclean
Seconder: Richard McIntosh
Outcome: Approved

2.7 Confirmation of Board Action Items

All action points from the previous meeting have been completed.

2.8 Board Annual Work Plan

Annual Work Plan and Strategic Focus:

- The draft version of the Board Annual Work Plan "AWP" was presented for comment and discussion.
- The AWP serves as a board meeting "annual agenda" and creates safety around what we do. The *New Zealand School Boards Association* "NZSBA" sends out a termly task list which is referenced and used to inform the creation of the Board AWP.

- Largely rolled over what has been done in previous years with a few tweaks. Our strategic foci remains the same; raising achievement, lifting standards, giving effect to Te Tiriti. The strategic and assurance reports remain the same however the reviews have changed. The reviews underway for 2026 include school values; whānau time (relevance, placement, content); junior curriculum alignment amid curriculum changes and reporting processes.
- The Ministry's new reporting smart tool comes through this year. Reporting aims for clarity and meaningful parent information, especially Years 9–10 with terminology alignment. New Targeted Curriculum Support "TCS" classes have been introduced this year and the Attendance Plan is now compulsory for all schools.
- There is a preference for Deputy Principals' portfolio presentations to take place mid-year for substantive updates. The Board made comment on how much they enjoy the DP presentations.
- The meeting schedule was confirmed to continue on Mondays at 7:00pm.

3. The Principal's Report

3.1 16th February 2026 - Principal's Report

Presented by B. Merchant, the Principals report for the February Board meeting included the following reporting areas:

2025 Provisional NCEA Results; NCEA Catch Up Programme; Scholarship Results; EOTC Report for Term 1; International Students Report and an update on Personnel, Staffing and Recruitment.

The following areas were discussed as summarised below.

- B. Merchant acknowledged how tough the start of the year has been with the tragic loss of two students due to the Mount Maunganui landslide. Making sure that our own school community was feeling supported was our top priority. Balancing grief with the regular day to day business and school events that still need to continue, has been one of the greatest challenges. The support that has been received from the *Traumatic Incident Team* at the Ministry, other schools across New Zealand, members of the community, parents of the school and the Senior Leadership Team has been truly overwhelming. S. Collier on behalf of all staff, acknowledged the Principal's outstanding leadership throughout this tragic loss.
- Scholarship results: One fewer scholarship than last year, one more outstanding scholarship; Cerys Gibby was recognized as a national outstanding scholar, one of only 57 students in New Zealand. We are delighted with the results!
- Targeted Curriculum Support "TCS" for Year 13 replaces default study leave for Year 13 students needing attendance, numeracy, literacy, or Level 2 remediation. Criteria-based placement; classes of 12–14 with mentor support; reviewed every five weeks; students exit when criteria has been met. So far we have received positive feedback. A formal evaluation is planned at year-end.
- Attendance Plan Compliance: Attendance plan signed off; sent to the Ministry and published on the website. Government target is 80% of students attending school 90% of the time. Ongoing monitoring will take place with an end-of-year review planned.
- Enrollments: Larger Year 9 intake this year (currently 450, up from 423) and inflow across year levels; growth driven by changing demographics and infill housing; out-of-zone offers reduced to 50 (previously up to 160). Uniform policy positively impacts our school image and student pride (Year 13 blazers, badges); resulting in reduced daily stress and improved public perception.

- Student Camps and Participation: Camp participation trends discussed; participation appears higher than last year; post-COVID opt-outs noted; cost reductions may have helped the increased participation.
- International Student Program: Hosted 12 South American visitors via consortium (Colombia, Brazil, Chile, Argentina). Last year's target was 130 students, we achieved 143 students, contributing to the financial surplus. The current budgeted target is 145 students; the International Director projects 150 students FTE by year-end; stricter screening for wellbeing and fit; subject capacity constraints were acknowledged. Turkey is a new and very interesting market to be getting into. Looking at extra staffing for homestay / admin.
- Senior Subject Selection and Timetable: The Student-led subject choice model was discussed. It was acknowledged that we need to do some work around subject selections for our students. The timetable is built from demand. Far too many changes are being made which makes it very hard to predict where the numbers are going to go. Only slight trends.

3.2 Appendix - Provisional NCEA Results

Academic Performance, UE Outcomes, and Equity

- Exam results: Level 2 has seen an increase year on year for the past few years.
- Our overall performance is above national and similar EQI schools; UE 60–63%, still 12–15% above the national average but a declining trend.
- Current figures: Level 2 84.4% (national 72.7; similar schools 78); UE 62.2% (national 49.9; similar schools 50).
- Pasifika achievement is up 22%.
- Concern: Level 3 Māori boys below similar schools; significant equity issue requiring investigation.
- Barriers to UE: We have seen UE drop consistently over the past few years. 108 students did not achieve UE; 62 had indicated a university pathway; biggest barrier is UE literacy (about 25% missed UE due to Level 2 literacy); ESOL 10% of non-UE cases; some students only 30 Level 3 credits.
- Subject selection strategy: Advise four UE-approved subjects to mitigate risk, especially if UE literacy not secured at Level 2; English not compulsory at Level 3; reliance on Level 3 externals risks UE attainment.
- Cohort effects: Year 12 pass rate in 2024 was 76.2%, indicating a weaker cohort into Year 13; Year 13 outcomes ended 1% below previous year; expectation that next Year 13 will be stronger.
- Reporting and governance: We are in the process of unpacking the data. We are committed to a full, transparent data analysis; planned deep dive and variance analysis, including UE requirements by course.

3.3 Strategic Plan 2025 - 2027

The strategic plan remains unchanged with an emphasis on continuity and embedding existing initiatives in response to staff feedback.

3.4 Property Projects Update

Property Projects and Facilities

- Art block remediation complete; awaiting Code Compliance Certificate and Right to Occupy.
- Classroom refurbishment: Board committed to 32 rooms; Pamela Stone downstairs has been completed; C block upstairs/corridor done; four rooms in downstairs C underway.

About one-third completed; scope varies (LED/blinds vs full refurb). Roughly six weeks per room.

- Hall upgrade and roof replacement: Asbestos removed over Christmas; re-roofing complete; upgrade ongoing with significant visual improvements (branding colors, new wall/windows).
- Flood mitigation: Awaiting ministry decision on supplementary funding for Pamela Stone block front and Seager crib wall.
- Courtyard development is currently on hold pending flood mitigation; vision includes seating, shade, artificial grass around library and science block.
- Shade canopy over astroturf: Site handover delayed one week due to storm; foundations start next Monday; crane operations visible; completion targeted by end of holidays for Term 2; includes lighting, AV, Wi-Fi; multipurpose use (sports, poetry, culture nights).
- Reception renovation: Quality issues with joinery and recycled-material benchtop; remediation underway.
- Road frontage fence and landscaping installed: Plants establishing; improved roadside appeal; uniform policy enhances public perception.

3.5 Approval of the Principal's Report



The Principal's Report was approved.

The Principal's Report was approved.

Decision Date:	16 Feb 2026
Mover:	Billy Merchant
Seconder:	Jacqui Maclean
Outcome:	Approved

4. Next Board Meeting

4.1 Suggested agenda items for the next meeting

5. Matters for Noting

5.1 Correspondence Inwards

Multiple positive emails have been received recently acknowledging school values and care; recognition from parents and staff reinforces confidence in current practices.

5.2 Correspondence Outwards

NA

6. General Business

6.1 Any Other Business

7. Public Excluded Business

7.1 In Committee

The Board moved into committee at 8:17pm to discuss the cancellation of a planned school overseas trip; a staff leave request; sensitive expenditure and a personnel matter.

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

The Board moved out of Committee at 8:42pm.

8. Meeting Closure

8.1 Review of Actions

8.2 Close with Karakia

Next meeting: March Board Meeting - 23 Mar 2026, 7:00 pm

Signature: 

Date: 01/04/2026