

# CONFIRMED MINUTES

## MARCH BOARD MEETING



At the **May Board Meeting on 11 May 2026** these minutes were **confirmed as presented**.

<b>Name:</b>	Pakūranga College
<b>Date:</b>	Monday, 23 March 2026
<b>Time:</b>	7:00 pm to 9:00 pm (NZDT)
<b>Location:</b>	Pakūranga College, Pigeon Mountain Road, Half Moon Bay, Auckland, 2012
<b>Board Members:</b>	Nicola Troughear (Chair), Amanda Muir, Billy Merchant, Matt Robertson, Pavani Chawla, Richard McIntosh, Sandy Collier
<b>Attendees:</b>	Candice-Lee Dennis, Sharon Hewetson
<b>Apologies:</b>	Jacqui Maclean, Jason Fletcher

### 1. Meeting Opening

#### 1.1 Welcome, Present and Apologies

The meeting opened at 7:05pm with Karakia led by B. Merchant.

#### 1.2 Conflict of Interest Disclosures

There have been no changes; all Conflict of Interest Disclosures remain the same.

### 2. Items for Discussion and Decision

#### 2.1 Confirm Previous Minutes

**Feb Board Meeting 16 Feb 2026**, the minutes were confirmed as presented.

The Board reviewed the minutes of the previous meeting held on 16th February 2026 and there were no changes to be made. The minutes were approved as presented.

#### 2.2 Confirmation of Board Action Items

Action items from the previous meeting held on 16th February 2026 were confirmed as completed.

## 2.3 Property and Finance Report - Meeting of 4th March 2026

The school ended the previous year with an approximate one million dollar surplus, significantly exceeding the projected four hundred thousand. This was due to a number of factors including an unused budget buffer for support staff wages, better-than-expected investment returns, and higher international student numbers. A similar surplus is not expected for the current year due to spending on facility improvements and interest rates.

Property projects were discussed. A need to review the health and safety model was identified. Health and safety meetings occur twice per term, but recent attendance has been low, partly due to a conflict with a school camp. To improve attendance, moving meetings from lunchtime to before or after school is being considered. A new protocol requires faculty representatives who cannot attend to find a replacement, similar to the executive meeting model.



**Motion: “That the Property and Finance Report of the meeting held on 4th March 2026 be accepted.”**

The minutes of the Property and Finance meeting held on 4th March 2026 were moved and approved.

**Decision Date:** 23 Mar 2026  
**Mover:** Richard McIntosh  
**Seconder:** Nicola Troughear  
**Outcome:** Approved

## 2.4 Draft Annual Financial Statement

The draft annual report for the past year was reviewed.

The draft financial statement has been sent to auditors for the first stage of the regular audit process. No further comments can be made until the auditor's report is received. The Executive Officer will provide a final version of the annual accounts once approved by the auditors.



**Motion: “That the Board approve the Draft Annual Financial Statement.”**

The Draft Annual Financial Statement was accepted and approved by the Board.

**Decision Date:** 23 Mar 2026  
**Mover:** Nicola Troughear  
**Seconder:** Sandy Collier  
**Outcome:** Approved

## 2.5 Policy Review - Timetable Policy

B. Merchant confirmed that all Teaching staff members were consulted about the Timetable Policy but that no comments were received. Average class sizes were reviewed, and no staff require compensation for exceeding the average load of twenty-eight students. As such, there have not been any changes made to the Timetable Policy.



**Motion: “That the Board approves the Timetable Policy as presented.”**

The Pakūranga College Timetable Policy was reviewed and approved by the Board.

**Decision Date:** 23 Mar 2026  
**Mover:** Nicola Troughear  
**Seconder:** Amanda Muir  
**Outcome:** Approved

## 2.6 Board Annual Work Plan



**Motion: "That the Board approves the 2026 Annual Work Plan as presented."**

The final version of the Board's Annual Work Plan was approved.

**Decision Date:** 23 Mar 2026  
**Mover:** Richard McIntosh  
**Seconder:** Matt Robertson  
**Outcome:** Approved

The Board's annual work plan, outlining tasks for each meeting, was reviewed.

## 2.7 External Funding Applications

The Board's endorsement is required for all funding applications to trusts and charities. Clive Daniels will submit three new applications. The board approved moving forward with all three funding applications.



**"Approval of a funding application to be made to Trillian Trust \$40,000 towards sports uniforms."**

Permission was granted for Clive Daniels to apply to Trillian Trust for external funding towards the cost of sports uniforms.

**Decision Date:** 23 Mar 2026  
**Mover:** Billy Merchant  
**Seconder:** Sandy Collier  
**Outcome:** Approved



**Approval of a funding application made to Four Winds Foundation for \$50,000 towards the astrocloud.**

Permission was granted for Clive Daniels to apply to Four Winds Foundation for external funding towards the cost of the cloud over the astroturf.

**Decision Date:** 23 Mar 2026  
**Mover:** Billy Merchant  
**Seconder:** Richard McIntosh  
**Outcome:** Approved



**Approval of a funding application made to Lion Foundation for \$50,000 towards the astrocloud.**

Permission was granted for Clive Daniels to apply to the Lion Foundation for external funding towards the cost of the cloud over the astroturf.

**Decision Date:** 23 Mar 2026  
**Mover:** Billy Merchant  
**Seconder:** Matt Robertson  
**Outcome:** Approved

## 2.8 2027 Overseas School Trip

The board approved in principle a trip to a sister school in Toyama, Japan. N. Troghear explained why the Board approves these trips.

This trip has been running every two years for the past 12+ years. Usually three staff members will attend to accompany the students. Final approval is required closer to departure once the full itinerary is finalised; costings and budgets are complete and all necessary EOTC compliance / risk assessments have been completed.



### **Approve in principle for the proposed school trip to Japan in April 2027."**

*The Board approved in principle, the proposed overseas school trip to Japan in April 2027 to allow for continued planning.*

**Decision Date:** 23 Mar 2026  
**Mover:** Sandy Collier  
**Seconder:** Matt Robertson  
**Outcome:** Approved

## **2.9 Analysis of Variance (2025)**

B. Merchant presented the 2025 Analysis of Variance to the Board.

There was detailed discussion around the table with key points summarised below:

- **Positive Outcomes:**

- Level 2 results bounced back to 84.7% (target: 85%).
- Level 3 results were 79.9%, nearly matching the previous year.
- Level 2 Pasifika data "went through the roof" with a 22% increase.
- Numeracy and literacy data at Levels 2 and 3 are very strong.
- The school outperforms national and similar Equity Index (EQI) school averages.

- **Areas of Concern:**

- Year 13 Māori student data was "so so disappointing," partly due to 13-14 students leaving during the year. A significant achievement gap of +22.8% exists at Level 3.
- A persistent achievement gap where girls outperform boys mirrors a national trend but remains a concern.
- University Entrance (UE) rates have dropped but are still 10% above the national average.

### **Strategies for Student Achievement**

- The school tracks the 54 students over 16 who left without Level 2 qualifications to understand their stories and allocate resources effectively. This will be reported to the Board in detail at the next meeting.
- For the current Year 13 Māori student group (31 students), mentors were assigned and tracking began in week four.
- The importance of tailoring student timetables and involving whānau leaders in subject selection was highlighted to prevent students being in the wrong courses.
- Data shows that students taking more UE-approved subjects are more likely to achieve University Entrance; some students taking only three are considered high-risk.
- The leadership team has identified key areas of concern and has a plan for the year. The focus for Pasifika students is to sustain Level 2 gains and extend them to Level 3.
- Strategic achievement targets, which were not previously visible to staff, will now be socialized to motivate and track progress.

## **2.10 Annual Implementation Plan (2026)**

The annual plan for the current year is established, will be published on the school website, and is seen as better aligned with the strategic plan, particularly in raising Māori achievement.

A new strategic plan is required for all schools from next year. The process will begin in Term 3 to socialize ideas, with the goal of having the plan approved in Term 4 for a Term 1 launch.



### **That the Board approve the Annual Implementation Plan.**

The board approved the annual implementation plan as presented.

**Decision Date:** 23 Mar 2026  
**Mover:** Richard McIntosh  
**Seconder:** Sandy Collier  
**Outcome:** Approved

## **3. The Principal's Report**

### **3.1 23rd March 2026 - Principal's Report**

#### **Staffing and Roll**

- **Staffing:** The school is currently staffed at about five staff members over allocation. A new allocation based on the March 1st roll return is expected on the 26th of the month, which may generate at least one more FTE. All teachers have completed their professional growth cycles and are properly registered.
- **Roll Numbers:** Student numbers are up, with the Year 9 roll at 454 and increasing, attributed to infill housing and immigration.
- **Out of Zone Places:** The number of out-of-zone places may be reduced from 60 to 30 next year due to high demand, potentially affecting siblings of past students.
- **Student Retention:** High Year 13 retention is seen as a mixed blessing, as some students may be returning without a clear purpose.
- **International Students:** The program is rebounding strongly post-COVID and is compliant with NZQA standards.

#### **Attendance**

- Daily attendance is high (90-93%), but the Ministry's new definition of "regular attendance" (90% or more, including justified absences) and changes to study leave coding negatively impact the school's official data. The Term 4 figure was 58% under the new system versus 76% the previous year.
- Schools are using different attendance codes (e.g., 'Q' for board-approved off-site learning) to adapt, creating inconsistencies.
- A new attendance response system resets every term, which may obscure underlying issues.

#### **Student Discipline**

- **Stand-downs:** Numbers are slightly higher than some local schools but are used to engage parents and are lower than in previous years.
- **Suspensions:** There has been one suspension this year.
- **Exclusions & Expulsions:** There have been zero exclusions or expulsions.

#### **Parent-Teacher Communication**

- Group conferences are used to engage parents and are under continuous review. The school tracks attendance and follows up with non-attendees.
- Online conference options are available and have worked well. A suggestion was made to have separate nights for in-person and online conferences.

### **3.2 Property Projects Update**

### 3.3 Approval of the Principal's Report



#### Principal's Report Approved

March Principal's Report approved.

**Decision Date:** 23 Mar 2026  
**Mover:** Billy Merchant  
**Seconder:** Amanda Muir  
**Outcome:** Approved

## 4. Next Board Meeting

### 4.1 Suggested agenda items for the next meeting

Deputy Principal, Lorraine Barton to report to the Board at the next meeting on the School Values review.

## 5. Matters for Noting

### 5.1 Correspondence Inwards

### 5.2 Correspondence Outwards

## 6. General Business

### 6.1 Any Other Business

#### Finance & Property Policy:

The Auditors noted the review cycle should be three years, not one. The next review date for the Property and Finance policy was corrected from Feb 2025 to Feb 2027. The board approved this change.



#### Property and Finance policy review date to be corrected from Feb 2025 to Feb 2027.

The board approved this correction.

**Decision Date:** 23 Mar 2026  
**Mover:** Sandy Collier  
**Seconder:** Amanda Muir  
**Outcome:** Approved

## 7. Public Excluded Business

### 7.1 In Committee

The Board moved into committee at 8:23pm to discuss staff leave requests; a student matter and a personnel issue.

The Board moved out of committee at 8:58pm.

## 8. Meeting Closure

### 8.1 Review of Actions & Closing Karakia

The meeting closed with Karakia at 9:00pm.

### 8.2 Meeting Closure

**Next meeting:** May Board Meeting - 11 May 2026, 7:00 pm