CONFIRMED MINUTES

MAY BOARD MEETING

PAKŪRANGA COLLEGE

At the **June Board Meeting** on **15 Jun 2026** these minutes were **confirmed as presented.**

Name:	Pakūranga College
Date:	Monday, 11 May 2026
Time:	7:00 pm to 9:00 pm (NZST)
Location:	Pakūranga College, Pigeon Mountain Road, Half Moon Bay, Auckland, 2012
Board Members:	Nicola Troughear (Chair), Amanda Muir, Billy Merchant, Matt Robertson, Pavani Chawla, Richard McIntosh, Sandy Collier
Attendees:	Candice-Lee Dennis, Sharon Hewetson
Apologies:	Jacqui Maclean, Jason Fletcher

1. Meeting Opening

1.1 Welcome, Present and Apologies

The meeting opened at 7:02pm. Apologies from Jason and Jacqui were noted.

1.2 Conflict of Interest Disclosures

There are no changes or updates to be made.

2. Presentations

2.1 Report back on 2026 College Reviews (Part 1)

Presented by Deputy Principal, Larraine Barton.

- A values review is underway to simplify and socialize core values, acknowledging that COVID disrupted earlier efforts and students often reference "Pakway" or learning habits instead of our school values.
- Ms Barton's presentation included interactive prompts and board members provided sticky-note responses for collection and synthesis.
- Over the last three terms, feedback from parents, staff, students, and the board aligns with earlier values and is being synthesized into three core pillars; emerging top values include integrity and excellence with a third theme inferred from belonging, kindness, inclusivity, and problem-solving.
- The school values must be lived and represented in all areas. They should inform curriculum, decision-making, and daily life (e.g., on the rugby field, language, student behavior).

3. Items for Discussion and Decision

3.1 Confirm Previous Minutes

March Board Meeting 23 Mar 2026, the minutes were confirmed as presented.

The minutes from the March meeting were approved as presented.

Minutes of the March Meeting

Approved as presented.

Decision Date: 11 May 2026
Mover: Nicola Troughear
Seconder: Amanda Muir
Outcome: Approved

3.2 Confirmation of Board Action Items

All action items were confirmed as completed. External funding applications for the Astro cloud have been submitted and are in process.

3.3 Property and Finance Report - Meetings of 1 April and 6th May 2026

Property and Finance Reports

Approved.

Decision Date: 11 May 2026
Mover: Richard McIntosh
Seconder: Nicola Troughear
Outcome: Approved

The property and finance reports from the meetings held on 1 April and 6 May were discussed and accepted by the Board.

3.4 Annual Report / Audited Accounts Approved

2025 Annual Report

Approved.

Decision Date: 11 May 2026
Mover: Matt Robertson
Seconder: Richard McIntosh
Outcome: Approved

B. Merchant provided an overview of the Annual Report.

- Accounts and audited financials are compliant; content covers performance vs goals, data analysis, equal opportunities, Kiwi funding, and full financials.
- The Report is required to be uploaded to the Ministry and published on the website as a legal public document.
- The Executive Officer manages compliance and submissions; auditor questionnaire completed to demonstrate integrity and absence of conflicts.

The Annual Report and audited accounts were approved with great thanks from B. Merchant to Carol Stephenson, Executive Officer. N. Troughear acknowledged Carol's very diligent processes; how she always submits on time and keeps our kura very safe.

3.5 Pakūranga College Foundation Trust

N. Troughear provided background information for new board members.

- The Pakūranga College Trust is a registered charitable trust which was established in 2021 to ringfence donations funding long-term scholarships.
- Donors gain tax credits as a charitable trust.
- There are four trustees which include N. Troughear and the late Michael Williams, previous Principal.
- Trust funds are completely separate from Crown resources; alumni fundraising has been challenging; ideas include business sponsorships, naming rights, and advertising subject to regulations and ROI.
- Governance requirements include that the trust be registered; correct paperwork; deed clarifies trustee appointments; minimum four trustees; and annual minuted meetings are required.
- The annual statements are managed by the Executive Officer, C. Stephenson.

A resolution was passed by the Board to record the cessation of the late Michael Williams, and acknowledge Billy Merchant as the Principal of Pakūranga College, is a trustee of the Trust by virtue of clause 7.1.2 of the Trust Deed.

Board members requested that the Trust Deed be circulated for review. Topic to be revisited at the next meeting to acknowledge trustee changes, clarify trustee roles, review figures and plan future compliance.

Foundation Trust Resolution

Approved.

Decision Date:	11 May 2026
Mover:	Sandy Collier
Seconder:	Amanda Muir
Outcome:	Approved

3.6 2026 Student Rep Election

The proposed 2026 student election date was discussed and approved to take place on 3rd September. The Returning Officer decision for the Student Elections can wait until the August meeting.

3.7 Motion for approval: Date of 2026 Student Election

2026 Student Rep Election Date

Approved as 3rd September 2026.

Decision Date:	11 May 2026
Mover:	Nicola Troughear
Seconder:	Amanda Muir
Outcome:	Approved

3.8 2027 School Prospectus (Brochure)

2027 School Prospectus

Approved.

Decision Date:	11 May 2026
Mover:	Nicola Troughear
Seconder:	Sandy Collier
Outcome:	Approved

- Physical prospectus copies remain; date removed previously to reduce reprints.
- Materials are due for redesign next year; broader refresh to be planned with balanced imagery on signage and uniform posters.
- New photos to be taken for improved cultural mix; ensure Māori and Pasifika representation in classroom contexts.
- Wording on "Dedicated Extension Classes" in Prospectus was discussed. Review of "diverse learners" wording was noted.

4. The Principal's Report

4.1 11 May 2026 - Principal's Report

Presented by B. Merchant, the Principal's report for the May Board meeting included the following reporting areas:

2025 NCEA Analysis of the background stories behind the students who left but did not achieve NCEA Level 2 and Level 3; 2025 NCEA Predicted Results vs Achieved Results; Values Review Progress Report; Term 1 Attendance Report; Education Outside the Classroom - Term 2; Summer Sports Review - Term 1; Personnel, Staffing and Recruitment.

The following areas were discussed as summarised below.

- Student Leavers Without NCEA Level 2 (Years 11–12)
    - Year 11: 19 leavers with complex causes, attendance and anxiety central; some moved or pursued work; significant interventions documented.
    - Year 12: 16 early leavers; disengagement often rooted in earlier years; chronic attendance issues persist; LSP offers smaller classes and personalized learning for anxiety but has limits; family factors often beyond school control.
- Year 13 Retention, Engagement, and Outcomes
    - Many Year 13s remain all year with few/no credits; parents insist on "graduation" despite poor attendance; benefit rules (16–18) influence retention.
    - The school expanded non-academic pathways for purposeful Year 13s; concern about retaining disengaged students for social reasons; earlier interventions needed.
- Targeted Curriculum Support (TCS) for Year 13
    - TCS is improving attendance and support.
    - Criteria removes independent study for students missing numeracy/literacy, below 85% attendance, or lacking Level 2; students placed in timetabled classes with IEPs; some parental pushback has been received.

  - Attendance improved by 10% YoY in Term 1; students aim to keep attendance above 85%; ongoing review planned; predictive data used for mentoring and support.
  - Structure includes six timetable lines and six staff (four DPs, two whānau leaders), with consistent planning and careers/pastoral support; cost approx. $75,000; exit surveys are being collected.
- Predictive Data and NCEA Outcomes (Numeracy/Literacy)
  - Predictive data is accurate; Level 2 predicted near 94% but drops to ~80% with numeracy/literacy requirements; high ESOL enrollment affects outcomes; an additional ESOL teacher hired to reduce class sizes.
- ESOL Needs, Funding, and Capacity
  - ESOL class sizes are too large (ideal 16–18; actual up to 28–29), hindering acceleration; rehired former head of ESOL for the rest of the year; five additional classes have been added.
  - ESOL funding of $161,000 has been received for Terms 1 & 2 for 324 students (281 migrant, 14 refugee, 29 NZ-born ESOL); approximately a quarter of the school registered as ESOL, with lower levels bulging.
- Attendance Data and National Context
  - "Every Day Matters" shows regular attendance (≥90%) at 71%, above national levels; government target is 80% by 2030; school is back to pre-COVID levels; chronic non-attendance at 5–6% persists; ministry facilitates termly hui for best practice sharing.
- EOTC and Safety Audit Updates
  - External audit by EONZ found no board-level concerns; paperwork has been revised to electronic systems.
  - Positive audit outcomes and process improvements implemented.
- Sports Participation Highlights
  - Pakūranga College outperforms regional averages in sports participation.
  - Participation rates: 48% total (vs 42% regional co-ed), 44% girls (vs 41%), 51% boys (vs 44%).
  - Acknowledgments to the staff in the Sports Department: Clive Daniels, Renee Silvester, and Le-Shur Vermeulen.

Approval of the May Principal's Report

Approved.

Decision Date:	11 May 2026
Mover:	Billy Merchant
Seconder:	Amanda Muir
Outcome:	Approved

4.2 Property Projects Update

4.3 Motion for approval: Extension of staff room

A request was made for the Board to approve expenditure of up to $32,000 to undertake a feasibility and scoping study for the proposed expansion of the staffroom, in order to inform future decision-making on the viability of the project.

The Staff room is overcrowded and kitchen is small. The recent deck extension helps but remains insufficient. The scoping cost includes concepts, surveying, engineering, QS and project management. The timing includes 4 weeks of scoping and approximately 3 months to tender/lodge for a December 2026 start. Missing this window may push the project out to Christmas 2027.

The Board agrees that the staff room expansion is important but are not comfortable with the current scoping cost. Board members questioned whether there is an opportunity to get a competitive quote; B. Merchant explained that any alternative consideration would need to be Ministry approved project managers.

B. Merchant agreed to seek reduced scoping costs/clarity from Milnes and align with a master plan before proceeding.

4.4 Appendix A - Term 1 Attendance Report

5. Next Board Meeting

5.1 Suggested agenda items for the next meeting

6. Matters for Noting

6.1 Correspondence Inwards

- A parent expressed interest in co-option; response required.
- A need for Pasifika representation on the Board has been identified; prior outreach faced humility/representation barriers; plan to consult DP - Pasifika Development for engaged community members.

6.2 Correspondence Outwards

- Outgoing correspondence thanked Max's mother for her generous donation to the College resulting in the establishment of Basketball Awards for students facing financial barriers.

7. General Business

7.1 Any Other Business

Governance Training on Disciplinary Hearings:

- An internal training session will be organized; multiple members expressed interest. Training session to be scheduled and coordinated.

Staff Jackets:

- A new order is underway; Candice to obtain size samples for Board members.

8. Public Excluded Business

8.1 In Committee

The Board moved into committee at 8:51pm to discuss staff study leave endorsements, an update on the positive progress of recently suspended students and a personnel issue.

The Board moved out of committee at 9:06pm.

9. Meeting Closure

9.1 Review of Actions & Closing Karakia

The meeting closed with karakia at 9:07pm.

9.2 Meeting Closure

Next meeting: June Board Meeting - 15 Jun 2026, 7:00 pm

Signature: ______________ **Date:** 15 June 2026