CONFIRMED MINUTES

SEPTEMBER BOARD MEETING

At the **October Board Meeting** on **19 Oct 2026** these minutes were **confirmed as presented.**

Name:	Pakūranga College
Date:	Monday, 7 September 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:	Jason Fletcher, Jacqui MacLean
Guests/Notes:	Anae Tuifao, Chris Wall

1. Meeting Opening

1.1 Welcome, Present and Apologies

The meeting opened at 6:56pm with apologies from Jason Fletcher and Jacqui MacLean.

A warm welcome was extended to Anae Tuifao, school parent and proposed co-opted member in attendance. Deputy Principal, Chris Wall was also welcomed to present an update on his portfolio.

N. Troughear extended her thanks to the Senior Leadership Team for the hard work and preparation that went into the Strategic Planning Day last week Saturday. Acknowledgement of the considerable time and effort behind the scenes to compile the data and survey responses for Board discussion was noted.

1.2 Conflict of Interest Disclosures

Conflict of Interest disclosures were reviewed and there were no changes to be made.

2. Presentations

2.1 DP Portfolio Presentation: Chris Wall

Deputy Principal, Chris Wall presented an update on his portfolio, noting that the 2026 focus is to build greater consistency in how assessment is used to help students understand where they are, where they need to get to, and what they need to do next. The Board noted AfL and the science of learning as the two key pillars underpinning teaching improvement and change management.

- A termly cycle of alignment, implementation, review, and improvement is guiding the work.

- The team structure has changed, including new curriculum leads and an updated team supporting implementation.
- Teachers are increasingly linking Assessment for Learning approaches to specific inquiry goals and measurable student outcomes.
- Work has included workshops on lesson design, peer observation, feedback practices, and development of success rubrics aligned with junior curriculum descriptors.
- Baseline data from Year 10 focus classes will be revisited in Term 4 to review changes in student ownership and engagement.

The Board noted interest in making Assessment for Learning concepts more accessible to parents and whānau so that students can be supported beyond the classroom.

Chris Wall was thanked for his attendance and presentation.

3. Items for Discussion and Decision

3.1 Board Membership: Proposed Co-option

The Board discussed the proposed co-option of Anae Tuifao.

One Board member expressed their reservations and raised concerns regarding the proposed co-option, noting their preference for engaging with the school community through existing forums such as Kōrero and Kai and Pasifika community evenings.

The Principal spoke to the importance of ensuring the Board reflects the diversity of the school community and noted that Māori and Pasifika learners are priority groups within the school's strategic focus. The Principal advised that Pasifika representation at the Board table would provide valuable ongoing insight and perspective and emphasised the importance of recognising and addressing unconscious bias in school leadership and governance.

Another Board member spoke in support of the co-option, noting that Pasifika representation would address an identified gap in the Board's composition and strengthen the Board's ability to represent its community.

A. Tuifao was invited to address the Board. He outlined his background and relevant experience, including leadership, operational, learning and development, social work, and community work involving Māori and Pasifika initiatives. He spoke of his family's connection to Pakūranga College and the positive educational experiences and outcomes achieved by his children through the school.

Board members acknowledged the breadth of skills, experience and perspectives A. Tuifao could bring to the Board table.

Following discussion, a motion to co-opt A. Tuifao to the Board was put to a vote. The motion was carried, with one vote against and all remaining Board members voting in favour of the co-option.

Co-option of Anae Tuifao

Approved. The Board approved the co-option of Anae Tuifao as a co-opted Board member, effective from 7 September 2026 until the next triennial election, to strengthen Pasifika community representation and perspective in Board governance.

Decision Date:	7 Sept 2026
Mover:	Nicola Troughear
Seconder:	Amanda Muir
Outcome:	Approved

3.2 Confirm Previous Minutes

August Board Meeting 3 Aug 2026, the minutes were confirmed as presented.

Minutes of the meeting of 3rd August 2026

Motion:

"That the Board approves the minutes from the meeting of 3rd August 2027 as a true and accurate record."

Approved as presented.

Decision Date:	7 Sept 2026
Mover:	Amanda Muir
Seconder:	Richard McIntosh
Outcome:	Approved

3.3 Confirmation of Board Action Items

All action points from the August meeting were confirmed as completed.

3.4 Property and Finance Report - Meeting of 26th August 2026

The Property and Finance Report was presented by R. McIntosh in the absence of J. MacLean.

The Board received an update on the school's financial position and noted that the school was reporting a healthy surplus against budget after current project commitments. Several Board funded projects were under budget, and any classroom upgrade overrun can be managed through reallocation within existing committed sums rather than requiring additional Board funding.

A separate bank account has been opened to hold construction retentions in line with legal requirements.

The Board reviewed the status of current property works and noted progress across several projects including:

- The Art Block remediation project is complete and within budget.
- Classroom refurbishment works are progressing.
- The flood mitigation project remains on hold pending Ministry action.
- The Crib Wall has deteriorated and presents a safety concern.
- The boiler replacement approach is being reconsidered.
- Intumescent paint remediation remains an issue.

The Principal noted an ongoing health and safety concern arising from parents driving into the school car park, creating congestion and risk for students. This was identified as a significant unresolved issue within the wider property and site management context.

The need to establish a budget for the 2027 school production was briefly discussed so that rights for a headline show can be secured in time.

The Board is very pleased with the progress of the Health and Safety reporting and the work the committee has done.

Approval of the Property and Finance Report - 26 August 2026

The Property and Finance Report from the August meeting was approved by the Board.

Decision Date:	7 Sept 2026
Mover:	Richard McIntosh
Seconder:	Nicola Troughear
Outcome:	Approved

3.5 Student Elections 2026

The Board received an update on the 2026 student election. Four eligible candidates stood for the position, electronic voting closed on 3 September 2026, and the current student representative's term was noted as coming to an end following a closely contested election.

N. Troughear thanked P. Chawla for her advocacy of the students during her time spent as Student Representative.

P. Chawla expressed her gratitude for the opportunity of working with the Board.

3.6 Proposed Uniform Change - Boys Socks

S. Hewetson summarised the request for the Board, explaining that Whānau Leaders had raised the issue of the boys socks. The traditional boys socks with the mallard stripes are very expensive and there are a very low number of male students who wear the correct socks.

The school sought approval from the Board to have a single, universal standard uniform sock for all students: plain black socks (crew length or longer). This simplifies school uniform rules, removes equity barriers for families, and establishes a practical standard that is easy to enforce.

There was some discussion around how many boys are still wearing shorts in summer and it was noted that trousers are becoming increasingly popular. Consideration was given to how we can make uniform items more affordable for families and it was acknowledged how much work is being done with families who are experiencing financial hardship. Uniform donations are regularly requested and shared with those in need.

The Board approved the change to the uniform policy so that all students may wear plain black crew-length socks as the standard sock. The decision was made to reduce cost pressures on families, improve durability and practicality and create a more consistent and gender-neutral standard. It was agreed that the Mallard striped socks would be phased out gradually over time.

Uniform Change - Boys Socks

Motion:

"That the Board approve the phased removal of the current mallard striped socks from the school uniform requirements, and adopt plain black socks (crew length or longer) as the standard uniform sock for all students."

Decision Date:	7 Sept 2026
Mover:	Nicola Troughear
Seconder:	Sandy Collier
Outcome:	Approved

3.7 SchoolDocs

C. Dennis thanked the Board members for feedback received. The Board discussed the feedback arising from its review of the SchoolDocs policies and noted a small number of clarifications. The Board approved adoption of the SchoolDocs policies to ensure the policy framework remains current with legislative requirements.

Adoption of SchoolDocs Policies

Following Board review and discussion of feedback, the Board approved adoption of the SchoolDocs policies to support policies remaining current with legislative requirements.

Motion:

"That the Board approves the adoption of the SchoolDocs policies."

Decision Date:	7 Sept 2026
Mover:	Billy Merchant
Seconder:	Nicola Troughear
Outcome:	Approved

3.8 Pakuranga College Foundation Trust

The Board reviewed the current governance position of the Pakuranga College Foundation Trust and noted that within the Trust Deed it states that trustees can only serve a maximum of 5 years, therefore only the Principal is presently recorded as a legal trustee.

It was agreed that retaining a board member would be beneficial to the Trust. It was proposed that going forward, trustee members should be elected following each triennial election. Trustees should ideally consist of people who have a connection to the College and an understanding of our kura. Suggestions include a past student and an alumni staff member.

M. Robertson offered to be the Board representative on the Trust which was accepted and approved by the Board.

Foundation Trust Appointment of Board Rep Trustee - Matt Robertson

To help meet the Foundation Trust requirement for between four and nine trustees and strengthen the Trust's governance structure, the Board appointed Matt Robertson as the Board representative trustee.

Motion:

"That the Board approve the appointment of Matt Robertson as the Board Representative on the Pakuranga College Foundation Trust."

Decision Date:	7 Sept 2026
Mover:	Amanda Muir
Seconder:	Sandy Collier
Outcome:	Approved

4. The Principal's Report

4.1 7 September 2026 - Principal's Report

Presented by B. Merchant, the Principal's report for the September meeting included the following reporting areas: Literacy & Numeracy Update; Group Conferences; Engagement & Progress Reports; NCEA Tracking and Predictive Data; 2027 Year 9 Enrolments; September Roll Return; Proposed Uniform Change for Boys Socks; 2026/2027 Student Election; Update on 2027 School Trip to Japan; Stand Downs and Suspensions for Term 3, Guidance and Hauora Report and an Update on Personnel and Staffing.

Questions were welcomed, and the following areas were discussed as summarised below:

- B. Merchant paid tribute to the late Dr. Dave Hofman. Year 13 Calculus cup awarded at Senior Prizegiving will now be named The Hofman Cup in honour of Dr. Dave Hofman.
- A busy term across academic, cultural, sporting, and curriculum activity was noted.
- Deputy Principal, Ceri Cheshire - Literacy and Numeracy portfolio update was spoken to by B. Merchant. There has been significant progress in literacy and numeracy co-requisite

achievement, including strong outcomes for Year 13 students and the impact of targeted interventions, workshops, mentoring, and differentiated pathways.

- Group conferences. 75% attendance as opposed to over 80% a few years ago. This may reflect the growing availability of student information through the parent portal. The most recent targeted conference evening for students at risk through attendance or credit concerns achieved a similar attendance rate. It was great having interpreters to assist with language barriers.
- Year 9 enrolments - Numbers are up. MoE prediction is 2204; we'll be looking at 2400 as a roll for next year. Looking for 440 ideally as a Year 9 cohort. Overall, we are doing very well for numbers. 200 out of zone applications have been received. Approximately 60 out-of-zone places are expected to be offered by ballot. Very good reflection; we are a school of choice.
- The Board noted the update on the proposed April 2027 school exchange trip to Toyama, Japan. 17 students are currently committed, travel planning is well advanced, and final Board approval will be sought at a future meeting once arrangements are ready for sign-off.
- An update on Stand Downs and Suspensions was provided. The Board discussed student behaviour trends and noted that a spike in Stand Downs had previously occurred during the CAA exam period. In response, changes are being made to exam procedures to reduce disruption and better manage behaviour, particularly for junior students where changes in routine can create difficulties.
- The Board reviewed the Guidance and Hauora update and noted sustained high levels of student need, strong self-referral rates which is positive, and the value of the integrated support model. The role of the service includes triage, therapeutic support, mentoring, and connection with external agencies. The school funds close to five Guidance Counsellors, compared with staffing funded for only 2.4 positions. There was some discussion about the Whānau Connector role and the Youth Workers who offer additional support. It was acknowledged that connecting to external agencies is important, but even the external agencies are very stretched due to demand. Students are often reluctant to engage with external providers, which creates tension in managing need and service pathways. OT referrals are on the increase; we are seeing more of this in our community; we are not unique in this area of need - this is a trend amongst many schools. Space remains a significant constraint for confidential meetings, counselling interns, and hosting external agencies on site. A new group space has been created in the library to support wellbeing sessions. It was noted that wellbeing passes are issued to students as well as headphone passes for those in need.

Approval of the Principal's Report - 7th September 2026

Motion:

"That the Board accepts the Principal's Report for the meeting of 7th September 2026."

Decision Date:	7 Sept 2026
Mover:	Billy Merchant
Seconder:	Amanda Muir
Outcome:	Approved

4.2 Property Projects Update

B. Merchant provided a more detailed update across the current property projects:

- The flood mitigation project in front of the Pam Stone building remains on hold pending Ministry action, which is also delaying associated courtyard landscaping.
- The Crib Wall has deteriorated and presents a safety concern; the Ministry has allocated $100,000 for scoping only, and concern was noted about the pace of the Ministry’s response. An assessment of the level of risk has been carried out. If the crib wall was to give way, it

would block the exit posing a risk to student and staff safety. The Board agreed to put their concerns in writing to the Ministry.

- The boiler replacement approach is being reconsidered, with heat pumps linked to the Ministry solar project preferred over replacing end-of-life boilers. Pakūranga College has been named as one of the schools on the solar initiative.
- Intumescent (fire retardant) paint is our biggest challenge at the moment with remediation remaining an issue on both the Haque Block and the Board-owned Williams Gym. The gym remediation is expected to be complex and costly.

5. Next Board Meeting

5.1 Suggested agenda items for the next meeting

None.

6. Matters for Noting

6.1 Correspondence Inwards

The Board noted positive emails received from families following the school's recent Open Day, including favourable comments about the quality of student ambassadors and the overall event.

6.2 Correspondence Outwards

7. General Business

7.1 Any Other Business

The Board noted that responses to questions raised through the Ngā Tai ki Tāmaki hui had been submitted, but no correspondence had yet been received in return. The school intends to follow up.

A reminder was also noted for the Kōrero and Kai evening scheduled for 9 September 2026.

8. Public Excluded Business

8.1 In Committee

The Board moved into committee at 8:53pm to discuss confidential matters that cannot be disclosed to protect the privacy of those concerned.

9. In Closing

9.1 Review of Actions & Karakia

The meeting closed with karakia at 9:01pm.

9.2 Meeting Closure

Next meeting: October Board Meeting - 19 Oct 2026, 7:00 pm

Signature:  **Date:** 19/10/2026