

MANGAKOTUKUTUKU COLLEGE BOARD



Name:	Mangakōtutukutuku College Board
Date:	Monday, 8 September 2025
Time:	5:30 pm to 8:05 pm (NZST)
Location:	Mangakōtutukutuku College, 6 Collins Road
Board Members:	James Hay-Mackenzie, Presiding Member Lance Enevoldsen, Raewyn PeneHopa, Shawn Gielen, Serena Sligo, Mark Stevenson, April Taelangi, Cherie Vallis, Student Representative Rangī Waruhia
Attendees:	Dave McNulty , Jackie Woodland , Krissy Witehira, Matt Crispe, Jocelyn Caughley, Tame Moana-Kaumataua, Ratau Turner-Kuia, Wendy Bulloch
Apologies:	Staff Representative William Kokaua

1. OPENING MEETING

1.1 WELCOME AND KARAKIA

Karakia: Tame Moana

Shawn welcomed all - acknowledging past and present Board members - acknowledging the work that past members had done and the present Board for the work they will do.

Shawn also welcomed Wendy Bulloch who will be taking over as Board Secretary. Tame and Ratau were welcomed also as visitors.

Speaking rights were given to everyone at the meeting.

1.2 APOLOGIES

Will Kokaua

1.3 PRESIDING MEMBER / NGAATAI WAIRERE IWI REPRESENTATION

For the purposes of continuation - Shawn as LSM appointed Lance Enevoldsen as Presiding Member

As per the board's ongoing alternative constitution - the Board is allowed seven members, (5 parent elected and 2 Iwi Appointed) and Raewyn Pene-Hopa was appointed by Shawn as the Ngaatai Wairere representative.

Shawn handed the meeting over to Lance.

Shawn as LSM, appointed Lance Enevoldsen as Presiding Member.

Decision Date: 8 Sept 2025
Mover: Shawn Gielen
Outcome: Approved

Shawn, as LSM, appointed Raewyn Hopa to the Board, as Ngaati Wairere iwi representative.

Decision Date: 8 Sept 2025
Mover: Shawn Gielen

Outcome: Approved

2. Administration Matters

2.1 INTERESTS REGISTER

No further interests were declared. All new members need to add any interests such as children that may be attending the College, to the register through BoardPro.

3. Reports

3.1 PRINCIPAL/MANAGEMENT

Jim spoke to his tabled reports, starting with student achievement. Terms 1 and 2 junior students were tested. All students did not sit the test, consequently data was not strong. Reading, writing and numeracy are below their level. Y7 - 10 students are going to be tested by AsTTle. PLD providers have been engaged. We need to do the mandate of three hours per day of reading, writing and maths. There is a new way of assessing Y7 - 8 students which will come in next year.

2024 NCEA data was discussed. Across the three levels we achieved well below similar schools and well below the national average. Jim has checked progress, and the students are not progressing as well as they should. There is a large number of students who haven't achieved numeracy and literacy. A lot of work is required to bring this up. There has to be a whole school approach. The learning facilitators have already had a meeting with SLT. SLT has talked to the Learning Area Leaders to see how they are dealing with it. Literacy and numeracy requirements need to be met to gain NCEA. There is a possibility that courses need to be put in place to help the students get 'over the line'. This will need to be budgeted for.

MNA - the school had a successful assessment - NZQA were happy with us, and some suggestions were given.

Junior/senior curriculum - at present we are visiting the curriculum programme with a view to refreshing this. It will be important to see where we are at with this. We need to take a draft framework to the community.

SLT are presently observing teaching and learning.

The Strategic Plan expires at the end of this year. Implementation plan, which includes goals was pointed out.

SLT are meeting off-site this week looking at 2026 - goals, plans, courses etc. Term 3 reports are due at the end of this term.

A survey undertaken by the principal was spoken to. There is a lot of good data in this. A similar survey was undertaken with staff. Jim asked the Board for any feedback on the Survey.

Three new staff started at the beginning of Term 3. The roll stands at 758 as of 1 September.

Staffing overuse will be balanced out, which is OK until the end of 2026. There is a need to forecast that we do not have overuse at the end of 2026, as we will be funded by our roll number from 2027. Attrition needs to be used strategically going forward.

The Stand-down/Suspension Report was spoken to. There have been no suspensions during the last six weeks.

Jim is currently working with staff towards their teacher registration - this is being done with the professional growth cycle. The Professional growth cycle was explained by Jim.

Industrial Action - PPTA members [five staff are not PPTA members] struck on 20 August. Next week, pending a vote, rolling strikes could occur. Different levels are happening on different days. Junior students will need to be given work. Discussion occurred on how to get Board approval for this.

No accident/incidents have been reported this year. Jim will review this. Health and Safety meetings are occurring. Naomi Bates leads the Health and Safety, along with EOTC. She meets with Learning Area Leaders who each have their own accident register. A staff wellbeing survey is being undertaken.

The process of hazard reports was discussed with Jim explaining the process. Elsie Leslie, in charge of property, has weekly meetings. ERO was happy with our Hazard/Accident process. The process being used is the one Shawn provided for implementation earlier this year. Discussion regarding actions and degree of risks was undertaken. This issue to be raised at the next Property Meeting - Mark is keen to provide his experience with this.

Complaint Register - any issues that come to the principal's attention. Five complaints have been received in Term 3 - three have been resolved and two are ongoing. Justine keeps a register of complaints. Jim explained the process.

ERO visit - the school had a good review when ERO visited a couple of weeks ago. The school is now on a four-year cycle, which is great. ERO made some good observations. Learning Support and Pathways was identified as a strength. Attendance was mentioned, with Karen and Toni doing a great job with this. Discussion ensued.

The middle leadership structure is being reviewed for clarity.

School calendar was pointed out, as was enrolments. There are more ORRS funded students asking to be enrolled. Some of these are high-needs. Capacity has to be looked at.

The Ministry goal is 80% of students attending 90% of the time. We are seeing some shifts with attendance.

Overall attendance rate during Term 3 is just under 70% and is improved compared to Term 3 2024.

IT WAS MOVED that the Principal's Reports be accepted.

Decision Date:	8 Sept 2025
Mover:	James Hay-Mackenzie
Seconder:	April Taelangi
Outcome:	Approved

IT WAS MOVED that the Board approve year groups working from home during the rolling strike, should it be required.

Decision Date:	8 Sept 2025
Mover:	James Hay-Mackenzie
Seconder:	Presiding Member Lance Enevoldsen
Outcome:	Approved

4. Committees

4.1 FINANCE

Finance reports taken as read. Capital expense - it was a very hopeful plan, and this has been minuted previously - highly unlikely this will be spent. A more realistic budget in terms of volume of projects should occur for 2026.

The document from Solution Services is helpful for financial awareness.

Shawn informed the Board that a range of well-being budgets was put in place in response to industrial issues that occurred last year, to support staff for what went down there. Departments have a budget for well-being.

There is also a separate extra budget for extra PLD. We need to be aware of what has been spent. This is a one-off occurring in 2025 only.

Well-being expense ideas require Principal sign off.

IT WAS MOVED that the financial reports be accepted.

Decision Date: 8 Sept 2025
Mover: Presiding Member Lance Enevoldsen
Seconder: Mark Stevenson
Outcome: Approved

4.2 PROPERTY

Board Pro will be used for the next Board Property Committee meeting.

Terms of Reference - the Ministry wish this to happen quickly, and limited consultation will take place. They will be focussing on the Collins Road site, and school is the main focus. Recreational centre has been mentioned. Funding will come from 10YPP, plus other funding. According to the Ministry we have the footprint to have over 1000 students.

Date for completion of the plan was suggested. It was felt that communication to the Ministry asking for specific dates needs to be asked for. Discussion ensued and it was felt that 15 December 2025 be put to the Ministry.

April queried why Mana Whenua was put into the document? We should say staff, student and school community - which includes Mana Whenua. We need to decide who is doing what. Discussion ensued on roles of Ngaati Wairere and Ngaati Māhanga. One point was that it is important that the roles are defined. Raewyn wishes to go back to her Marae and get their clarification.

It was decided to make the change, as it will have inclusion of everyone. Mana whenua needs to maintain their mana. The voice from mana whenua will come through the Board. The funding is in addition to our 5YA. At meetings the Board needs to be included, so that the Board is part of everything that changes. How is initial conversation going to be with mana whenua, and how is the feedback going to happen?

School House ownership was discussed. Sculptures were discussed. Need to wait until the new school plan is in place before it is decided where they go.

Discussion occurred as to where the old school signs were buried. This area cannot be built over. It was suggested that a sign be put up acknowledging this.

IT WAS MOVED that the Board dispose of the schoolhouse into the Ministry SPIDS scheme.

Decision Date: 8 Sept 2025
Mover: Presiding Member Lance Enevoldsen
Seconder: Serena Sligo
Outcome: Approved

IT WAS MOVED that the Board accepts the Property Terms of Reference. with the amendments that "Mana Whenua" be replaced with "Staff, Students and School Community" and a plan is in place by the 15th of December 2025.

Decision Date: 8 Sept 2025
Mover: Presiding Member Lance Enevoldsen
Seconder: Serena Sligo
Outcome: Approved

IT WAS MOVED that the Property Reports be accepted.

Decision Date: 8 Sept 2025
Mover: Presiding Member Lance Enevoldsen
Seconder: Shawn Gielen
Outcome: Approved

5. Strategic Discussion & Decisions

5.1 BOARD ASSURANCE FRAMEWORK

Shawn asked the new Board members to look through the Board Assurance Framework deeply. The genesis of this comes from School Docs and the Board Assurance Framework document is a live document. The Board needs to be assured and needs to ask questions of the principal for

anything they wish to know. This can be built into the Board Work Plan coming from the Strategic Plan. A new document is produced from the SchoolDocs overview and then attested to each term.

Risk Management - ERO reviewed EOTC procedures - this is an example of assurance of Risk Management. ERO were assured of our procedures.

School lunches is still being looked at. Discussion ensued. Jim will get back to the Board in Term 4.

Child Protection Framework is presently being reviewed, in consultation with staff.

IT WAS MOVED that the Board accepts the tabled Policy Assurance Framework.

Decision Date:	8 Sept 2025
Mover:	Presiding Member Lance Enevoldsen
Seconder:	Mark Stevenson
Outcome:	Approved

5.2 CONSULTATION WITH PARENT AND MAAORI COMMUNITY

Consultation - need structure around how to go about consultation with our community.

Shawn suggested that a committee of the Board be formed to get ideas and frameworks to get this moving on.

Jim, Shawn, April and Mark will be part of this Board Consultation committee.

Terms of Reference is in the Governance Manual for committees.

IT WAS MOVED that a Consultation Committee be established.

Decision Date:	8 Sept 2025
Mover:	Raewyn Pene-Hopa
Seconder:	Shawn Gielen
Outcome:	Approved

5.3 STRATEGIC PLAN REVIEW FOR 2026

The Board needs to work with the principal on strategic direction going forward. Jim was asked what sort of format he would like. We have a Strategic Plan in place but going forward do we reinvent the wheel or does the present document be changed.

Jim would like feedback on how it represents what we do in the school. The present document does not have vision or values, nor does it use our language. It is not a usable document and does not reflect what the school is. It should be an overview of what we do.

Need to look for a structure going forward using our vision, our language. Goals set the kaupapa of our school. The approach taken will evolve alongside the consultation process going forward.

5.4 BOARD TRAINING AND INDUCTION

Governance manual developed by Shawn with Wendy's help, as a live document, will be sent to Board members tomorrow.

Whanaungatanga and induction took place on 27th August for new Board members. Webinars are online and training workshops are available, as per NZSBA website. Presiding Member Mentoring is underway.

Student Representative will also attend a one-day training.

5.5 APPOINTMENT OF NGATI MAHANGA REPRESENTATIVE

Ngaati Māhanga representative was discussed. Ratau stated she has contacts, and April will Awahi this as a Board member to follow up and request a representative to be put forward.

5.6 PRINCIPAL PROFESSIONAL LEARNING AND PERFORMANCE AGREEMENT

- Shawn spoke to the Board's need to make sure the principal has professional development and performance management. This wraps around Jim and also the Board.
- Jim spoke to his professional growth cycle process - he belonged to a Principals Professional Network at his previous school. Jim will continue with his development focus as a Māori leader. He will receive a letter of attestation which will be tabled for the Board.
- Jim spoke to the Board on the process he undertakes. It is a high trust model. With Jim having a PRA, this involves a further line of professional expectations.
- Shawn has drafted a performance agreement and is to meet and discuss this with Jim regarding goals and professional standards for principals. This will be tabled at the next Board meeting in PEB.
- Shawn will table a proposal at the next meeting from Jo Wilson at Leading Learning for an external appraisal for 2026.

6. CORRESPONDENCE

6.1 Incoming

IT WAS MOVED that the Incoming Correspondence be accepted.

Decision Date: 8 Sept 2025
Mover: Presiding Member Lance Enevoldsen
Seconder: Serena Sligo
Outcome: Approved

6.2 Outgoing

IT WAS MOVED that the Outgoing Correspondence be approved.

Decision Date: 8 Sept 2025
Mover: Presiding Member Lance Enevoldsen
Seconder: Serena Sligo
Outcome: Approved

7. Confirm Minutes

7.1 CONFIRM MINUTES

IT WAS MOVED that the minutes of 23 July 2025 are a true and accurate record.

Decision Date: 8 Sept 2025
Mover: Raewyn Pene-Hopa
Seconder: Presiding Member Lance Enevoldsen
Outcome: Approved

8. PUBLIC EXCLUDED

8.1 PUBLIC EXCLUDED RESOLUTION @ 7.40 p.m.

IT WAS RESOLVED that in terms of Section 48 of the Local Government's Official Information and Meeting Act 1987; the public be excluded from this part of the meeting because the Board wishes to discuss a matter concerning personnel and this discussion if in public would infringe the privacy of a natural person under Section 9/2/A of the Official Information Act 1982

Decision Date: 8 Sept 2025
Mover: Presiding Member Lance Enevoldsen
Outcome: Approved

8.2 OUT OF PUBLIC EXCLUDED RESOLUTION

IT WAS MOVED that the Board Move 'Out of Committee' and the decisions made whilst in-committee be approved.

Decision Date: 8 Sept 2025
Mover: Presiding Member Lance Enevoldsen
Outcome: Approved

9. Close Meeting

9.1 MEETING CLOSED @ 8.05 PM

Next meeting: MANGAKOTUKUTUKU COLLEGE BOARD - 20 Oct 2025, 5:30 pm

Approved decisions made between meetings: 'Flying Minutes'

Y13 EOTC JOURNEY OUTDOORS – PRE- APPROVAL

THAT the Board approve the pre-approval for the Y3 Journey Outdoors.
[Jim has asked that the Board approve this pre-approval for the Y13 Outdoor Education class to participate in Ziplining and a 1/2 day Fishing Charter activity. Both these activities support achievement in Achievement Standard. Physical Education 3.7. Analyse issues in safety management for outdoor activity to devise safety management strategies. This achievement standard requires the students to critically analyse issues in safety management for outdoor activity to devise safety management strategies involves: comprehensively examining the safety management issues for a selected outdoor activity evaluating the issues in terms of their relative importance questioning and challenging assumptions and practices relating to safety management in outdoor activities. Gaining pre-approval means the EOTC Coordinator can start organising the paperwork for Final Approval.

Decision Date: 20 Aug 2025
Outcome: Approved

JUNIOR VOLLEYBALL NI TOURNAMENT

That the Board approves for the Mangakōtukutuku College Junior Volleyball team to attend the North Island Junior Volleyball Tournament held at Pulman Arena, Auckland, from Tuesday 18th November to Friday 21st November 2025.

Decision Date: 29 Aug 2025
Outcome: Approved

TOURISM EOTC TO ROTORUA

THAT the Board approves the proposal for Tourism EOTC Trip to Rotorua for students studying Tourism at NCEA Levels 2 and 3.

[This EOTC Trip includes a jet boat ride experience hence seeking the Board of Trustees approval.]

Decision Date: 1 Sept 2025
Outcome: Approved

Y13 EOTC JOURNEY OUTDOORS - FINAL APPROVAL

THAT the Board approve the EOTC Y13 Journey Outdoors: Fishing and Ziplining as part of the Achievement Standard 91504.

Decision Date: 7 Sept 2025

Outcome: Approved