

MINUTES (in Review)



MANGAKOTUKUTUKU COLLEGE BOARD

Name:	Mangakōtukutuku College Board
Date:	Monday, 20 October 2025
Time:	5:30 pm to 8:08 pm (NZDT)
Location:	Mangakotukutuku College, 6 Collins Road
Board Members:	April Taelangi, Serena Sligo, Cherie Vallis, James Hay-Mackenzie, Presiding Member Lance Enevoldsen, Mark Stevenson, Raewyn Pene-Hopa, Shawn Gielen, Monika Bali, Kalel Upoko
Attendees:	Wendy Bulloch, Dave McNulty

1. OPENING MEETING

1.1 WELCOME AND KARAKIA

1.2 APOLOGIES

1.3 Co-opt proposal: David McNulty

The Property committee recommended that David McNulty be co-opted to the Board:

- Dave was a previous DP in Melville High School and was a member of the Establishment School Board
- Board members were advised via the Board Property Committee about this recommendation
- Other personnel could include from Ngaati Mahaanga, Ngaati Wairere and our local community in general
- An option to consider is that the Board could appoint non-Board members to any Board Committees as an option.
 - No Board maximum term of office limit required.
 - No requirement to attend Board meetings.
 - The Board can appoint the Chair of the committee and one person to more than one committee.
 - The Board can give a non Board member of a committee a delegated authority.



Co-Opt David McNulty to the Board

Motion: Co-opt David McNulty to the Board for the remaining elected term of office of this Board.

Decision Date: 20 Oct 2025

Mover: Presiding Member Lance Enevoldsen

Seconder: Serena Sligo

Outcome: Approved

This motion was carried and at Cherie Vallis's request her vote of "No" is recorded.

1.4 APPOINTMENT OF NGATI MAHANGA REPRESENTATIVE

Lance has been holding conversations with Jo Kukutai regarding the schools need. Jo will take this to her board and they will discuss potential appointees. Due Diligence will be done, then a decision will be made.

Jo requested a history of the school and where we are looking to in the future. They will find someone they think is a fit and will put that person forward as an appointee.

2. Administration Matters

2.1 INTERESTS REGISTER

There have been no changes since the previous meeting, however, Serena asked if she should disclose her membership of another school Board in the area. She was advised to do this.



Add to Interests Register

Serena to add her membership of another school Board on the Interests Register.

Due Date: 23 Oct 2025 **Owner:**
Serena Sligo

2.2 FOOD AT BOARD MEETINGS

It was decided that finger food only will be supplied at our meetings. There is no actual requirement to provide food for meetings and this is up to individual board members.

3. Reports

3.1 PRINCIPAL/MANAGEMENT

Jim spoke to his Principals Report and the following points were raised and discussed:

In Term 4 we are assessing all students with the AsTTle tool which will provide consistency across all year levels. Jim will report outcomes to the next board meeting.

Planning is underway for 2026 and beyond and we are looking at what our draft literacy framework could look like. Because we have Y7 and Y8 we also fall into the Primary School literacy reports. We are mandated to provide 5 hours reading, 5 hours writing and 5 hours numeracy per week. Professional Development will focus on Literacy in all year levels. The Maths programme called "No Problem Maths" has been used all this year for the Junior Curriculum. Jim advised that providing the 5 x hours in Term 3 of 2025 from his observations was variable. It wasn't consistently taking place, which ERO picked up on. He will ensure this will be scheduled into timetabling in 2026. Does the "No Problem Maths" programme tie in to the AsTTLE tool? No, MoE are bringing in their own programme next year, but are now going to pilot it instead.

Will we group children with similar learning needs? No, Jim is against streaming. A bright child will work just as well in a mixed class.

NCEA

Page 10 - Chart is NCEA results from 2024. Blue is NCEA Level 1, Middle Colour is High Equity Index Schools, Green Mangakotukutuku in 2024. As part of planning day the goal is to beat the High equity index figures from last year.

Page 11 - Current NCEA results. This chart was prepared Monday last week, but is already out of date. Year 11 is historically a difficult year. They need about 80 credits, most are over 20, large % over 60. Forecasting over 50% by the end of the year. We need 50-odd kids to pass. 2 have already passed.

Page 12 - Most students have not yet met the requirements to get NCEA.

Level 2 results looking good, There are some plans in place to get the students across the line. At the end of Term 2 our LF's did spreadsheets and surveyed teachers regarding the likelihood of students achieving AT, so may not have NCEA Level 2, but depend on external results.

Page 13 - Most students have their Literacy and Numeracy. We are an inclusive school and enrol children at different times during the year. ¼ students could get UE.

It was asked when the kids are asked what they want to do after High School in order to identify those who need the credits. We have LFs who do that, a Careers person, Whanau teachers, then with subject selection the year before, they have the option then.

How many picking up UE Lit in Y12. Not seeing many in Y12. 80% take Y12 English. If they do their internals, they pretty much get their UE.

LF's are monitoring students at all levels.

Week 4 - Tish Kelly (MoE) running an Art programme to support Literacy and Numeracy. Standards to do to help get those credits. Looking at doing this internally next year.

Assessment continues in to February next year if required.

New Qualification

SLT Planning developed a new certificate - Te Whanaketanga. It is designed to prepare students for NCEA Levels 1 and 2. We want out students to get Level 2 (Level 1 is very basic). A lot of schools are not assessing Level 1. Is there a benefit for the kids to do Level 1 helping them get Level 2? Something that is currently being discussed.

What support for teachers requiring extra guidance in key expectations? Needs to be relational. What does it look like for the teacher? Teachers who are struggling will work alongside LAL's. Many schools use SLT. Support plans will be put in place setting goals. If that doesn't work, competency then becomes the issue.

Do students select subject with whanau? a Booklet is sent home, then kids did it at school. It is important for whanau to discuss this. Any curriculum activity (apart from School Camps) is free to our children. We are part of the Donation Scheme which takes away these costs.

School is staffed for 1020 until end of 2026. We will be operating with surplus staffing after that. Jim is looking at possible scenarios. We have no idea how many students will enrol next year. LF's busy with new enrolments at the moment. Uniform is an obstacle for some. This could be a discussion at a future meeting. There is a discretionary budget for those who cannot afford a uniform.

Restorative training has changed over the years, anything involved in listening etc. should include Neurodiversity.

Expect a report and analysis of The Teacher Staff Workplace Survey which has also been shared for review. The Health and Safety team is currently reviewing this.

It was evident at a recent H&S Meeting that staff are using various forms to report accident/incidents. We now have a unified form.

Each learning area has a hazard register. How do we decide what goes to “management” level? Maintenance register is updated from that. If the Ministry rebuilds the school that would fix the problem.

Cleaning Contract - Keep cleaning at the Silver stage, Gold has a larger cost for a small amount of changes. Maintain Silver level at this stage.

Complaints register is an informal complaint. If it needs to go further it will be attended to Shawn via Jim.

Strike Thursday 23 October

ToD Friday 24 October - was calendared in Term 2.

Senior Prizegiving is in the afternoon

Leaders dinner same night

Junior Prizegiving 9.00 am

Dates as presented in the report to be sent out to parents asap.

- Thursday 23 October – Final day for Year 11, 12, and 13 students
- Friday 24 October – Curriculum Day
- Monday 27 October – Labour Day (Public Holiday)
- Tuesday 28 October – Cultural Evening
- Thursday 30 October – Sports Evening
- Monday 1 December – Board of Trustees Meeting
- Wednesday 3 December – Senior Prizegiving
- Tuesday 9 December – Junior Prizegiving and Last Day of School

All Board invited to prizegivings. Wendy to make a calendar note for when those are happening. Is it possible to have name badges for Board Members?

Attendance

Currently 18% of children attend school regularly. Karen Crowe was put forward by the MOE to assist with planning for better attendance outcomes, she has been engaged by Jim as an Attendance Adviser and he will report back on the benefits of her support.

Lunches are not appetising for children which contributes to them leaving the school grounds to purchase food.



Move the Principals Report be accepted

That the Principals Report be accepted

Decision Date: 20 Oct 2025

Mover: Presiding Member Lance Enevoldsen

Seconder: Mark Stevenson

Outcome: Approved

4. Committees

4.1 FINANCE

Board Members were advised they are entitled to attend any of the committee meetings (Property/Finance/Consultation). Are some of these meetings able to be held later in the day for those who work and cannot attend during school time? Lance requested board members email him their preferred availability to be considered for meeting timings going forward.

April questioned the \$517,000 funding from the Ministry not now being received (\$300,000 Teaching and Learning, \$217,000 Library). We have only had verbal confirmation that this will not

be forthcoming. Jim questioned the Ministry, but he said yes we have received it. He was referring to the first payment.

Shawn is sending an email to Darryl at the MOE asking why the final instalment has not been forthcoming.



Financial Reports be Accepted

That the Financial Reports be accepted.

Decision Date: 20 Oct 2025

Mover: April Taelangi

Seconder: Cherie Vallis

Outcome: Approved

4.2 PROPERTY

At the Board Meeting 8 September it was decided to dispose of the school house into the Ministry SPIDS scheme. A Letter of Intent will go to the Ministry of our intention to sell the school house. Note: 100% of the nett proceeds from the sale will come back to the school



Property Report be accepted

That the Property Reports be accepted.

Decision Date: 20 Oct 2025

Mover: Mark Stevenson

Seconder: Serena Sligo

Outcome: Approved

4.3 CONSULTATION

Jim will follow up on the survey sent out to parents regarding the change to NCEA Level 1. We received only 4 responses and 1 person came to the discussion evening. Jim is happy to hold more drop in sessions. Jim will also prepare another survey with details going out in the newsletter this week.

The Strategic Plan for 2026 - 2028 is to align with Legislation. This will be put together with Jim's help to start off the year and is due March 2026. The Ministry is pushing out the due date and will let us know this term when that dates is.

Draft of Annual Implementation Plan will be completed prior to Christmas this year, and will be formalised more as we start the year. We can then keep building on the big strategic issues. Keep it



Accept the Consultation Committee Report

That the Consultation Committee Report be accepted.

Decision Date: 20 Oct 2025

Mover: April Taelangi

Seconder: Raewyn Pene-Hopa

Outcome: Approved

4.4 Wendy give access on BoardPro to all committees to every Board member

5. Strategic Discussion & Decisions

5.1 BOARD ASSURANCE FRAMEWORK

Shawn spoke briefly about the Board Assurance Framework.

School Docs puts out an overview broken into 4 terms. This is Term 4 and it is up to Governance and Management to provide assurance statements that relate to the evidence. The Board has to be assured things are happening according to the policy framework. Members should ask questions and seek assurance that what is happening as stated in the right hand side column sounds right, and question if unsure. Appendices can be attached which give a lot of supporting information as required.

Sign off the Assurance in the second meeting of the term. If something is not assured it gets taken into the next term. It was suggested that items could be coloured green as they are deemed to have sufficient evidence of assurance for the board.

Based on our Strategic Plan and School Doc's plan, we do a specific overview called a Board Work Plan and put that into our 8 meetings for the year to guide monitoring, reporting and review.

Child protection framework - Guidance team have reviewed the policy. They will be holding a session with staff on Wednesday and will sign off after that and any adjustments will be edited on the policy and added as an appendix to the Assurance document for board review and sign off.

5.2 STRATEGIC PLAN REVIEW FOR 2026

As per discussion in 4.3 above.

5.3 BOARD TRAINING

Shawn has had training with our Staff Trustee (Monika) and would like to run a session on Complaints and Concerns. At the next meeting next week following the Consultation Committee he wonders if newer people to Governance could meet at 3.15pm Tuesday 28 November (Monika, Selena, Kalel). Won't be longer than an hour. They indicated that time worked for them all.

Wendy forward Student Training email to Kalel.

Governance Manual - Time constraints are making this difficult. Specific training as slots 1 hour prior to Board Meetings, opt-in/opt-out prior to next meeting. April would like to engage in this.

5.4 BOARD PRO AND MEETING DATES

6. CORRESPONDENCE

6.1 Incoming

6.2 Outgoing

A discussion was held regarding emailed correspondence, or any other such communication be listed as Inward and Outward Correspondence. Items can be forwarded to Wendy to slot into a table of correspondence that can be attached to the agenda. There is a facility in Board Pro which can record this.

7. Confirm Minutes

7.1 CONFIRM MINUTES

Mangakotukutuku College Board 8 Sept 2025, the minutes were confirmed as presented.



Confirm Minutes of 8 September 2025

That the Minutes of 8 September 2025 be confirmed

Decision Date: 20 Oct 2025
Mover: Mark Stevenson
Seconder: Raewyn Pene-Hopa
Outcome: Approved

8. PUBLIC EXCLUDED

8.1 PUBLIC EXCLUDED RESOLUTION @ 7.45 p.m.

8.2 OUT OF PUBLIC EXCLUDED RESOLUTION AT 8.05 p.m.

9. Close Meeting and Karakia

9.1 MEETING CLOSED @ 8.08 pm

Next meeting: Mangakotukutuku College Board - 1 Dec 2025, 5:30 pm

Approved decisions made between meetings



New Flying Minute

That the Board approve funding for a fixed-term, full-time teaching position from Term 4 2025 to Term 4 2026, to deliver the Foundation Course aimed at reengaging our senior students.

9 Supported: April Taelangi , Cherie Vallis , Kalel Upoko , Lance Enevoldsen , Monika Bali , Raewyn Pene-Hopa , Serena Sligo , Shawn Gielen , Mark Stevenson - Great initiative.

0 Opposed:

0 Abstained:

Decision Date: 22 Sept 2025
Outcome: Approved

Signature: _____

Date: _____