CONFIRMED MINUTES

BOARD MEETING

At the **Board Meeting** on **4 May 2026** these minutes were **confirmed as presented.**

Name:	Mangakōtukutuku College Board
Date:	Monday, 23 March 2026
Time:	5:30 pm to 7:30 pm (NZDT)
Location:	Mangakotukutuku College, 6 Collins Road
Board Members:	Serena Sligo, Jo Kukutai, James Hay-Mackenzie, Kalel Upoko, Presiding Member Lance Enevoldsen, Mark Stevenson, Monika Bali, Shawn Gielen
Attendees:	Wendy Bulloch
Apologies:	Dave McNulty , Cherie Vallis, Raewyn Pene-Hopa, April Tauelangi

1. OPENING MEETING

1.1 WELCOME AND KARAKIA

1.2 APOLOGIES

Apologies received from:

Dave McNulty

Cherie Vallis

Raewyn Pene-Hopa

April Tauelangi

1.3 Welcome to Jo Kukutai

Lance welcomed Jo Kukutai as the Ngati Mahanga representative to the Board as appointed by Mana Whenua as per the Board constitution.

2. Administration Matters

2.1 INTERESTS REGISTER

Include all Board Members in the register

Wendy to add all Board Members to the Interest Register with a "Nil" beside their name.

Due Date: 27 Mar 2026
Owner: Wendy Bulloch

Action Plan

Include an Action Plan from previous minutes.

Due Date: 20 Apr 2026
Owners: Presiding Member Lance Enevoldsen, Wendy Bulloch

3. Reports

3.1 PRINCIPAL/MANAGEMENT

NCEA Results - Jim drew attention to the NCEA Results shown in his report. The confirmed results align to the figures in the Principals Report. The improvement % is due to the work the teachers put into the students. Compared to other schools we are unfortunately below the standard. Whole school PD is currently happening across the school for Writing. SLT and staff members are focusing on monitoring the NCEA results and implementing programmes to support the Y12/Y13 students.

PAT Results - Because we sat ASTTLE last year we have no baseline data for the PAT's and the baseline data from the PAT's will not be available until next term. When they arrive they will give us a formative assessment.

Chromebook Quotes - Quotes were received for 120 Chromebooks. We went with the second-lowest quote as the hardware offered was newer than the lower quote from another company. Jim assured the Board the devices would be well cared for. If they are used well as part of the learning programme, the technology is well looked after, if not, it sometimes can be trashed.

Recent Appointments - Monika Bali has secured the Deputy Principal position starting next term. Congratulations Monika. This means we have a vacancy for a LAL (English). This would be a permanent position.

Physical Restraint Training - Teacher and LA's took part in Physical Restraint training in February. The teachers who completed the online module are able to restrain students. The LAL's took part in the training so they are able to restrain if needed. This training should possibly be updated annually. Jim assured the Board staff members have the appropriate level of competence after taking part in the training. All physical restraining has to be reported to the Ministry. Support is offered for both parties in a restraint situation. A record of the event is also kept. The Policy Review Document should show a review for actual restraint, de-escalation, recording, following guidelines, etc. in the first section of the Health and Safety review.

March Roll Return - In this return we had 781 full time students. Our roll last year was 801 which is down by 20. We are staffed for 1090 students. Later this months we will be advised of our staffing situation for 2027.

Standdown/Suspension Report - We have had a few physical fights in school lately. Our students require role models. Support is required so they feel at home at school. As the older students have had their earlier schooling disrupted by Covid, the figures should show it is them who need to be encouraged to be more engaged, the younger students did not experience that disruption to their High School learning.

Health and Safety Committee - It was suggested that "Wellbeing" be a permanent agenda item in the Health and Safety Committee meetings. There will be a group of staff members who will take on the responsibility of checking and acting on the wellbeing of staff.

Accidents/Incidents Register

Remove names of students in the register.

Due Date: 20 Apr 2026
Owner: James Hay-Mackenzie

Move the acceptance of the Principals Report

Moved that the Principals report be accepted with the recommendations

Decision Date: 23 Mar 2026
Mover: James Hay-Mackenzie
Seconder: Mark Stevenson
Outcome: Approved

Approve the purchase of 120 Chrome Books

the Board approve the preferred quote and subsequent purchase of 120 Chromebooks and COW's.

Decision Date: 23 Mar 2026
Mover: James Hay-Mackenzie
Seconder: Mark Stevenson
Outcome: Approved

Permanent Learning Area Leader of English

The Board approves the appointment of a Permanent Learning Area Leader of English

Decision Date: 23 Mar 2026
Mover: James Hay-Mackenzie
Seconder: Mark Stevenson
Outcome: Approved

3.2 BOARD ASSURANCE FRAMEWORK

The Complaints and Concerns Policy/Procedure will be cross-referenced in this framework after the procedures have been reviewed as per the Principals Report in March 2026.

ERO Visit next week. ERO will be looking at the following:

Physical Restraint Training

Verification of Identity

Mandated hours for Reading, Writing and Mathematics.

We have evidence of all these taking place.

Shawn advised that when looking at the Board Assurance Framework the right-hand column is where we will see specific evidence of adherence. "Where/What/Who/When" information should be shown there in a specific, cohesive way. Risks are to be highlighted and assurances given. Items that have not been sufficiently addressed are to be identified and dragged forward to the next term for completion, either management or the board can highlight this.

Complaints and Concerns procedures

Complaints and Concerns procedures to be cross-refernced in the Board Assurance Framework.

Due Date: 8 Jun 2026
Owner: James Hay-Mackenzie

4. Committees

4.1 FINANCE

Approve Annual Report and Financial Statements

The Annual Report and Financial Statement be approved.

Decision Date: 23 Mar 2026
Mover: Shawn Gielen
Seconder: James Hay-Mackenzie
Outcome: Approved

The Finance committee has processed through the annual accounts. See committee minutes.

4.2 PROPERTY

Lance, Elsie and Jim met with the Ministry regarding the plans to refurbish the school. Subsequent to that meeting they were advised that going forward there are no plans for this. We have been deferred again. We may experience a few changes to our benefit, but will have to wait and see.

Email from Ministry

Give Secretary a copy of the email from the Ministry regarding refurbishment of the school for Incoming Correspondence.

Due Date: 20 Apr 2026
Owner: James Hay-Mackenzie

Property Report accepted

Moved the Property Report be accepted.

Decision Date: 23 Mar 2026
Mover: James Hay-Mackenzie
Seconder: Presiding Member Lance Enevoldsen
Outcome: Approved

4.3 CONSULTATION

The word "Review" is ambiguous and "Consultation" is the purpose of the committee - not to carry out the review itself. This will be discussed further in the review of our Governance Manual.

Terms of Reference have been drafted but the key contributor needs to review this.

Terms Of Reference - Consultation Committee

Lance to forward and add anything extra required in the Terms of Reference for the Consultation Committee.

Due Date: 20 Apr 2026
Owner: Presiding Member Lance Enevoldsen

Move the minutes of the Consultation Committee

Moved the minutes of the Consultation Committee meeting.

Decision Date: 23 Mar 2026
Mover: James Hay-Mackenzie
Seconder: Shawn Gielen
Outcome: Approved

5. Strategic Discussion & Decisions

5.1 STRATEGIC PLAN REVIEW FOR 2026

A 1-pager Strategic Plan sheet has been prepared and the Annual Implementation Plan was also included. It was suggested the headings around the goals be shortened.

Approval of Annual and Strategic Plan for 2026

Motion: To approve the Annual and Strategic Plan for 2026

Decision Date: 23 Mar 2026
Mover: James Hay-Mackenzie
Seconder: Shawn Gielen
Outcome: Approved

5.2 EOTC REVIEW: BOT AUTHORISATION

Mark has reviewed the EOTC Review and will put together a document with his suggestions. he will share this with Serena prior to bringing it to the Board.

5.3 Ratification of Flying Minutes

Ratification of Flying Minutes

Move that the NZSBA Regional Executive Nomination, Y12/13 OED Te Taiao Camp, Biology Goat Island Marine Reserve Water-Based Trip, Pinnacles Night Trip were approved in Flying Minutes along with Ratification of the Flying Minutes

Decision Date: 23 Mar 2026
Mover: Presiding Member Lance Enevoldsen
Seconder: Serena Sligo
Outcome: Approved

5.4 Principal's Delegation review

The Principals Delegation Review was signed off in October 2025.

The following are the changes required as suggested by Shawn: Remove the reference to LSM with a statement saying LSM and Intervention with this Ministry is up for review in the next 2 months. In light of that, "LSM" has been changed to "Board" in the document. Add "and or committee" under the Principal recommendation to LSM for leave requests requiring Board approval. "Presiding Member" to replace "LSM" in the finance committee minutes. Flag the key changes of "LSM" to "Board and Committee". The specifics of the delegations Jim has, especially around employment, leave and finance are the key items the board needs to be mindful of when it comes to granting leave, signing accounts and making appointment . Bullet point B3 - Take our the reference to PPTA Branch which was a 2025 Agreement and is no longer in play.

Key Changes to Principals Delegation

Shawn to make the agreed changes to the document and submit it to Lance and Jim. Jim will sign off and Lance has the authority to sign off on behalf of the Board.

Due Date: 20 Apr 2026
Owner: Shawn Gielen

5.5 Statement of Variance for 2025

This has to be part of the Annual Report submitted in May to the Auditor.

6. CORRESPONDENCE

6.1 Incoming

6.2 Outgoing

7. Confirm Minutes

7.1 CONFIRM MINUTES

Board Meeting 9 Feb 2026, the minutes were confirmed as presented.

Confirm minutes of 9 February 2026 meeting

The minutes of the meeting held 9 February 2026 are confirmed as a true and correct record of that meeting.

Decision Date:	23 Mar 2026
Mover:	Presiding Member Lance Enevoldsen
Seconder:	Mark Stevenson
Outcome:	Approved

8. PUBLIC EXCLUDED

8.1 PUBLIC EXCLUDED RESOLUTION @ 7.22 p.m.

8.2 OUT OF PUBLIC EXCLUDED RESOLUTION AT 7.47 PM

9. Close Meeting and Karakia

9.1 Meeting closed at 7.48 pm

Next meeting: Board Meeting - 4 May 2026, 5:30 pm

Approved decisions made between meetings

Y13 OED Overnight hike up the Pinnacles, March 19-20 2026

The Board approval for the Y13 OED Overnight hike up the Pinnacles. March 19-20, 2026.

https://drive.google.com/drive/folders/1t3YmXIK3uW-xM7nmUGY1mcflidN-lAy5?usp=sharing

11 Supported: April Tauelangi , Cherie Vallis , Dave McNulty , James Hay-Mackenzie , Kalel Upoko , Lance Enevoldsen , Monika Bali , Raewyn Pene-Hopa , Serena Sligo , Shawn Gielen ,
Mark Stevenson - Approved based on the base on the comments provided about the back-up to cell phones.

0 Opposed:

0 Abstained:

Decision Date:	11 Mar 2026
Outcome:	Approved

Signature:____________________ **Date:** 24 Jun 2026