

**Papakura High School
Board of Trustees Meeting
5.30pm Wednesday 30th March 2016**

MINUTES

Present: John Rohs, Peter Goldsmith, Rosalie Freeman, Allen Kukutai, Dee Howard-Afeaki, Aaron Davidson, Eddie Taia, Ula Leeana, Sipa Leka, Alan Curtis, Gail Boyce, Nancy McConnell

Opening: Karakia and Mihi - Matua Allen

Apologies: Nil

1. Strategic

- Principal's Report (JR) Term 1 making connections across the community from local board, schools, community Term 2 Focus in the classroom.
- Polyfest was an enormous success for our students
- There are huge positives around the school, however there are concerns. Some of the issues presenting in school stem from community. Y9s have been challenging to settle into routine.
- Only people with appropriate credentials may come onsite and assist with students. Additional staff may be required, BOT members may not assist.

Moved report accepted John Rohs
Seconded Ula Leeana

- MoE & ERO Meeting (JR and PG)
While review office has obligation to report, the impact on our roll is a significant issue that the school is left to deal with, secondly the review in the form that it was published didn't touch on many of the positives that John could instantly see. Our MOE led team strongly support ERO. In first two months John reports staff showing dedication, he personally has received support from many staff members and despite the issues PHS has with lack of engagement there are also many outstanding students. ERO follow up meeting June/July 2016 then in February 2017 they will return and do an unpublished review. Feedback at that time will be useful to measure how far we have come during this twelve month period. MOE have been open to listening to requests, in particular a holiday from staff reductions over next 12 / 24 months (CAPNA). John is currently working on a 24 month plan for MOE with proposed initiatives. This is still being discussed with Peter, hope to have available at our next meeting.

As a result of leadership changes at school many initiatives have been brought in to this school. We need to determine which ones we have and which ones we need, John suggests focus on maybe one or two. Our new MOE Representative replacing Lena Orum is Ted Benton.

John has requested moving Principal's office to front of admin block, further discussion to take place with key staff. BOT support changes to admin area to accommodate this.

LSM intervention may be nearing an end, Alan Curtis has discussed with Lena. Student achievement and attendance will continue to be our main focus.

- Papakura High School Strategic Plan 2016, 2017, 2018
At SLT meeting today John tabled Strategic Plan - it doesn't apply to where our school is now and needs to be rewritten relevant to our needs, one that our new BOT can buy into. There may be some current BOT members who can make a start on redrafting to combine with new BOT following elections on 3 June 2016.

- **Board Elections**

- Election date confirmed 3 June 2016.
- Succession Planning will be discussed following election.

- **Board Training**

- Vulnerable Children Act (PG & AK) Will review BOT policies
- Succession Planning (PG) Peter to prepare report and circulate
- Health & Safety (DAH & UL)

- **Board Policies Review 2016 (outstanding from 2015)**

- Treaty of Waitangi needs to be reviewed (Dee)
- Bullying discussed

Moved that we accept Bullying Policy 5.5
Seconded

Aaron Davidson
Allen Kukutai

- **School Financial Audits 2015**

- School Annual Financial Statements are now required to disclose the amount of time that Board of Trustees' members spend on board activity - preparation and meeting time (expressed in the form of a single aggregated FTE) BOT members to estimate monthly average hours spent on BOT over 2015 and let Cheryl know by email.

- **Hautu Review Tool**

BOT needs to invest time to do self review in conjunction with John. Peter and John to discuss prior to next meeting and bring back to BOT, possibly a Saturday option after election with new BOT members.

New BOT members should be encouraged to do NZSTA Survey - this highlights strengths and gives the board and overview of where their strengths and weaknesses are.

- **March 2016 Roll Return**

Tabled

2. Student Discipline

Resolution to exclude the public

Section 48, Local Government Official Information and Meetings Act 1987

Moved that the exclusion of the public from this section of the proceedings of the meeting is necessary to enable the Board of Trustees to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

Moved that the Board go 'In Committee'

Moved	Peter Goldsmith
Seconded	Rosalie Freeman

Moved that the Board go 'Out of Committee'

Moved	Peter Goldsmith
Seconded	Dee Howard-Afeaki

* Aaron Davidson excused himself from the meeting at 7.10pm

3. School Trips

- Polyfest Samoan Group 11-13 March (approved by email)
- Polyfest Samoan Group 17-18 March (approved by email)
- L3 OED Tongariro 30 March - 3 April (approved by email)
- The Rising Foundation Hunua Camp 18-22 April
- Level 2 OED Hunua 6-7 May
- Level 3 OED Tongariro 12-14 May
- Level 2 OED Waitakere Ranges 27-28 May

All trips moved accepted
Seconded

Dee Howard-Afeaki
Rosalie Freeman

3. General

- Jason Borland HOD PE requesting Special Resolution approving application for grant of \$4,000 towards Outdoor Education Camp at Hillary Outdoors in Tongariro.

Approved
Seconded

Dee Howard-Afeaki
John Rohs

- Nartarsha McHattan Drama re proposed USA trip
Discussed, must be in school holidays. John endorsed Gails concerns around time off school in term 4, safety is biggest concern. Review documentation in BOT folder, decision to be made at next meeting.
- * Alumni Engagement Aaron Davidson - would like to get group together to mentor academically able / tertiary bound students, - start with Lisa Mortimer and Rachel Fagan. Aaron will ask ex-students to do article for newsletter.

4. Correspondence

Inward

- 26-02-16 Ltr from Christine MacDonald re trees on boundary and update from Carol Robinson
- 23-02-16 Crowe Horwath - Terms of Engagement (PG signed original)
- 08-03-16 PPTA Ltr re Health & Safety at work Act 2015

Outward - Nil

Moved that all correspondence be accepted

Dee Howard-Afeaki

Seconded

Rosalie Freeman

5. Delegation of Authority to Principal

Move that it is accepted

Dee Howard-Afeaki

Seconded

Ula Leeana

6. Returning Officer

BOT Secretary - Cheryl Inder, gross figure of \$1000 to be paid for upcoming election.

Moved accepted

Rosalie Freeman

Seconded

Dee Howard-Afeaki

2015 By-Election and Staff Rep Election

Net figure to be paid for each \$500

Moved that it is accepted

Rosalie Freeman

Seconded

Nancy McConnell

Parliamentary - NZ Business and Parliament Trust - 1 day seminar funding available for students.

Meeting closed 7.32pm

Next Board Meeting – Thursday 26 May 2016

Peter Goldsmith

Date

BOT Chairman