



**Papakura High School Seminar Room  
BOT Meeting  
5.30pm Thursday 23 March 2017  
MINUTES**

**Present:** Peter Goldsmith, Deeana Howard-Afeaki, Hina Manase, Rev. James Matamua, Jerome Mika, Allen Kukutai, Rosalie Freeman, Beverley Matamua,

**Karakia timatanga**

**Absent:** Daniel Newman

**Prior Leave** Aaron Davidson

**Election of BOT Chair 2017** - Nominations from February 23 meeting carried forward.

Deeana Howard-Afeaki elected as chairperson

Declarations of Interest nil

Minutes of Meeting 23 February 2017

Moved Peter Goldsmith  
Seconded Rosalie Freeman

**1. BOT Self Review - Careers**

(Presentation by: Sandra Paulus)

Term 1 started working on portfolios with students, working with Kaiarahi and tutors preparing for scholarship applications as they come in later in the year.

**BOT Policy Review**

- 1.2 Treaty of Waitangi  
Our policy is sound, currently compiling a list of whanau to attend a hui
- 5.3 Complaints  
Policy sound,
- 5.6 Cybersafety  
2016 was reviewed but not signed off by BOT last year. This policy internet, use of devices is an area that will require constant and vigilant attention.

Moved that we ratify 5.3 Complaints policy and 5.6 Cybersafety John Rohs

Seconded Beverley Matamua

**2. Principal's Report John Rohs**

- Annual Report  
Although we don't have formally in writing we have been told that MOE has agreed to refund the school the \$.5m that was spent on plans for the school rebuild.

Biggest challenge is the achievement of our students, L1 and Y11 retention. We are currently planning programmes that will engage more of our at risk and disengaged students - a substantial range of programmes is needed to provide these students with a hook to keep them at school and get them achieving. Steps have already been put in place to increase our Y11 results.

Many of our staff are increasingly engaged - 24 staff are doing the Te Reo class run by Te Wananga o Aotearoa which is 3 hours on afternoon each week.

- **March Report**

Polyfest has taken up a large amount of time from term 1, as Principal I see 1/3rd of our school actively engaged in something that is enormously positive which serves as a vehicle to engage with our community. Over this time our school has been packed on several occasions with whanau and community.

We are still being approached by people interested in donating to us as a result of Under the Bridge.

We are currently looking at providing incentives (such as meat pack draws) for whanau to come in to meetings to understand what our kids need to get their 80 credits.

Moved that both reports be accepted  
Seconded

Deeana Howard-Afeaki  
Jerome Mika

Rev. James Matamua thanked the school for the contribution to Polyfest. The Samoan Polyfest boys were visited by the Hon. Bill English.

Rev. James wanted to have noted that the annual report did not mention the fact that the Fale had been blessed, only that it had been opened by Hon. Judith Collins. It was agreed that the report would be amended to include the blessing of the Fale.

- **BOT Self Review Schedule**

Jerome thanked John for the Review Schedule and asked that we advise staff to allow 20 minutes for this, 15 minutes speaking followed by 5 minutes question time.

Rosalie asked whether BOT can have a Hub for easy access to board documentation.

Open Deleted Policy folder to track changes.

- **Roll Return March 2017**

Critical number 564, there has been an increase of 30 Y9 students, growth is key, Papakura Intermediate is also growing, we are hoping to be up in 600s by 2018.

### **3. Charter - John Rohs**

John Moved Charter be adopted  
Seconded     Deeana Howard-Afeaki

### **4. Report on progress with school finances - John Rohs and Rosalie Freeman**

Karee Lilley has settled in well as Finance Officer, Ed Tech have been involved with preparation of our 2016 accounts and our internal payroll for support staff has changed over to Novopay.

### **5. General business - Nil**

7. **LSM report - Bruce Ritchie**

John's appraisal has been completed, Bruce reported that John's objectives are listed in the Performance Agreement.

Bruce's report acknowledged as received by BOT.

Moved that Bruce's report is accepted Rosalie Freeman  
Seconded Jerome Mika

8. **Trips for Approval**

- The Rising Foundation - Whangaruru 24-04-17 - 28-04-17

Moved be approved Rosalie Freeman  
Seconded Jerome Mika

9. **Correspondence**

- **Inward**  
18-03-17 Ltr from Steve McCabe
- **Outward**  
20-03-17 Ltr to Steve McCabe

Moved all correspondence accepted Jerome Mika  
Seconded Peter Goldsmith

Deeana and John thanks Peter Goldsmith for his service to Papakura High School on the BOT and a presentation of a Taonga was made.

Meeting closed 8.10pm

**Karakia whakamutunga**

  
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BOT Chair

25 May 2017  
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Dated