

BOT Meeting

Papakura High School Staffroom
5.30pm Thursday 23 August 2018

Present	John Rohs, Deeana Howard-Afeaki, Rosalie Freeman, Aaron Davidson, Peter Goldsmith, Rev. James Matamua, Eakalafi Taeiloa	
In Attendance	Lisa Mortimer, Sally Dalzell, Alison Taylor, Paul van Etten	
Karakia timatanga	Rev. James Matamua	
Apologies	Beverley Matamua	
Prior Leave		
Declarations of Interest	Nil	
Moved Minutes of Meeting	26 July 2018 be accepted	Rosalie Freeman
Seconded		Peter Goldsmith

1. BOT Self Review

Achievement Stocktake Junior & Senior - Lisa Mortimer DP

[BoT Achievement Data](#)

Senior: Staff have been looking at predicted outcomes for senior students as a method of being able to identify those who are below the expected levels to achieve NCEA, and therefore able to look at interventions to assist these students.

Junior: Ongoing concern re the low numeracy and literacy levels that our students enter PHS at. Discussions happening amongst staff as to how we can accelerate the learning of these students. Example: A group of students have been working as a 'class' in the learning support centre 4 days a week on their literacy and numeracy and most have shown an improvement in their levels. Plan is to give them success so that they can go back into their regular class. The students have enjoyed working as a group, rather than being singled out.

John believes that if we were to employ a Primary School teacher as an intervention in The Learning Centre for Juniors it would significantly accelerate their progress.

2a. Principals Report - John Rohs

Our junior report cycle has now been completed with very positive results, very pleasing was the significant increase in number of parents who attended our report night. Our Staff made a tremendous effort in contacting whanau and it was very

pleasing to have so many attend. We have received great feedback from whanau, many who wished to thank staff for looking after their children. Students identified as 'at risk' have been identified, whanau will be contacted and we will be having interviews with them and their whanau.

Following on from last years' successful holiday week programme this will be repeated again during week 1 of the next break although with high interest from both students and staff it is very likely that this will continue through week 2 as well.

Alison Taylor, Deputy Principal who has been working alongside SLT since the beginning of term 3 will now concentrate on HODs, coaching them in classroom observations.

John reported very pleasing progress with the Year 12 leadership group of 22 students who are showing that they are focussed on getting an endorsed level 2. John has been working with the team over the term, focussing on goals and future leadership potential.

The schools within the Papakura Kahui Ako (Community of Learning) are in the process of applying to the Secretary for Education to approve a shared leadership model including tier 2 principals and/or deputy principals to move the important work of the Kahui Ako forward.

We have now completed an exhaustive consultation on our school values which has included lengthy discussions by our students, our staff and by the wider community. A workshop, including BOT is scheduled for 12 September. It is important that these values are well embedded into our curriculum.

Past student, Patrick Mailata has started his 10 weeks sports development programme in our school - giving our students a chance to work with a very aspirational past head student.

Moved report be accepted
Seconded

John Rohs
Deana Howard-Afeaki

2b. LSM Report - Sally Dalzell

Each BOT meeting BOT will receive reporting data.
Further explanation of MOE Turnaround school - making clearer BOTs governance role.

[LSM Report 23 August 2018](#)

3. Report on Finance - Rosalie Freeman

Following the change of accounting systems to Xero, Finance Officer Karee Lilley has discovered an error in the approved budget deficit (to our advantage) and is seeking clarification from auditors regarding how we should handle this.

Recent accident in school has been dealt with to the satisfaction of all parties.

Carvings that are currently being restored are not covered by the Ministry insurance, it is important that once these are returned we arrange insurance.

Karee Lilley has been asked to prepare a one page summary financial report for BOT meetings.

Rosalie Freeman requested her verbal report be accepted
Seconded Peter Goldsmith

4. Policy Review

- 3.2 Principal's Appraisal - on hold
- 4.1 Financial Management - on hold
- 4.3 Capital Items - on hold
- Governance Policies
- Health & Safety Policy Review
- BAS Health & Safety Review

Deana thanked the Policy Committee and Paul van Etten for the extensive work they have undertaken reviewing BOT Policies. Such major review is necessary to ensure appropriate policies are in place. The work on this is ongoing and is being done in consultation with NZSTA, and will work through each of the BAS sections. The review committee recommend that we adopt the set of of NZSTA Governance Policies which will give us a strong framework for how we should do our work.

Rosalie Freeman proposed that new Governance Policies G1 - G9 be accepted, and that Policies NAG 2.1, 2.2, 2.3 & 2.4 be removed and archived.
Seconded John Rohs

Once we have all of our Policies reviewed it is important to get them uploaded onto our website. These Policies together with a Complaint Procedure information page would be drop-down page options from our About Us page.

Health & Safety

The review committee have spent some time looking through the Health & Safety BAS document, which we have converted into an excel spreadsheet so that we can list the evidence. We also looked at the policies that we have and recommend some changes.

Rosalie Freeman proposed that the NZSTA Health & Safety model policy is adopted to replace our current H&S policy 5.1, and that Policies NAG 5.2, 5.4, 5.5 & 5.6 be removed and archived, and where required, converted to procedures.
Seconded Aaron Davidson

[H & S Policy 5.1](#)

NZSTA Health and Safety Policy

[NAG 5.2](#)

[NAG 5.4](#)

[NAG 5.5](#)

[NAG 5.6](#)

[Board Assurance Statement \(BAS\)](#) checklist for Review Committee prepared by Paul van Etten

The Review committee have identified areas in the BAS H&S section that we need to do some work on.

Health & Safety to be reported on at each BOT meeting. Review committee will meet again and look at areas where we need to work on and plan time frames for completion so that BOT can forward this information to ERO before their upcoming visit.

Deeana Howard-Afeaki requested meeting be extended by 10 minutes

Seconded

Rosalie Freeman

5. General business

- 2019 Term dates

Moved dates accepted

Rosalie Freeman

Seconded

Deanna Howard-Afeaki

6. Trips for Approval

- Kahurangi kapa haka noho - various dates (approved via email)
- U15 rugby noho 10 - 11 Aug (approved via email)
- Yr 12 Decision Reach Out OPC Leadership 30 Sept - 5 Oct
- Youth Health Council 3-5 Oct
- Rising Foundation 8-12 Oct

Moved trips approved

Aaron Davidson

Seconded

Deanna Howard-Afeaki

7. Correspondence

- **Inward**
 - 02-08-2018 novopay re Suzann Workman
 - 03-08-2018 MOE re funding for ORS services (discussed and approved)
- **Outward**

Moved

Rosalie Freeman

Seconded

Deanna Howard-Afeaki

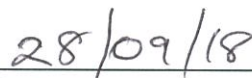
Karakia whakamutunga - Rev James

Meeting closed 7.40pm



Deeana Howard-Afeaki

Chair



Date