



**Papakura High School Staffroom
BOT Meeting
5.30pm Thursday 22 November 2018**

Present: Deeana Howard-Afeaki, John Rohs, Peter Goldsmith, Rosalie Freeman, Beverley Matamua, Allen Kukutai

In attendance: Sally Dalzell, Paul van Etten, Alison Taylor

Karakia timatanga Matua Allen

Apologies Aaron Davidson, Rev James Matamua, Chris France

Prior Leave

Declarations of Interest Nil

Minutes of Meeting 25 October 2018

Move that the Minutes of the previous meeting be accepted: Deeana Howard-Afeaki
Seconded: Rosalie Freeman

1. BOT Self Review

Technology Department
Hard Materials Technology
Food and Hospitality

As neither HOD can be at the meeting the Student Achievement reports for both Hard Materials and Food Technology was made available in the Board folder, but not presented to the Board.

John commented on both the Hard Materials and Food & Hospitality Dept. reports, noting that personnel in both departments is an ongoing challenge, especially as we have been unable to find a replacement for the HOD Technology, who has resigned. Personnel in the Food & Hospitality Dept is also a major issue.

Move that reports be received: John Rohs
Seconded: Deeana Howard-Afeaki

2. Principal's Report - John Rohs

Principal's Report

John spoke about his report.

DP interviews will be next Tuesday. Seven applicants, 3 will be interviewed.

Senior students' NCEA results very pleasing.

Junior testing ongoing. Junior Achievement reporting to improve.

Thanks to everyone for attending Prize Giving on Tuesday.

Very positive event.

Sally commented that Tuesday evening's event was very positive and successful.

Moved that Principal's report be accepted: John Rohs

Seconded: Beverley Matamua

3. Report on Finance - Rosalie Freeman

Rosalie spoke briefly to her report.

Budget not quite ready to be presented. Requires a further meeting of the finance committee, so that the draft budget can be presented..

Moved that Finance report be accepted: Rosalie Freeman

Seconded: Beverley Matamua

4. LSM Report

Sally spoke briefly to her report.

Sally met with the ERO team last week re the PRA.

ERO will be in school again next Thursday to meet with SLT from 9 - 11 am and then BOT from 4 - 5 pm.

5. Student Achievement Report

Sally spoke to the Student Achievement report.

The report needs to have more detail i.e. numbers of students, results from Term 1.

Nationwide, approx 85% of students are achieving Level 1.

Board needs a clearer picture of student achievement, ie how many students below 20% , how many above 80%. Data is being collected, just not presented to Board.

Student Achievement Report

Moved to accept LSM report: Rosalie Freeman

Seconded: Deeana Howard-Afeaki

6. John verbally reported on building progress.

Porch outside the Reception area necessary.

Kitchen in the Hall proposed for better community hireage opportunities

Upgrade for seminar room - furniture.

Whole School rebuild has been retabled by the MOE. No details such as timeline etc.

7. General business

- Vaping - to be considered from a Health and Safety aspect and treated the same as smoking, ie not permitted?

Vaping to be included in the Health & Safety policy, same as cigarettes.

Move to include vaping in Health & Safety Policy: Deeana Howard-Afeaki

Seconded: Rosalie Freeman

- Application to Infinity Foundation to apply for \$28, 677.50 for funding for Sports Uniform

Moved that funding application be approved: Rosalie Freeman

Seconded: Deeana Howard-Afeaki

8. Policy / Procedure Reviews

Motion that the Board adopts the Governance Procedures as listed below:

GP1 BOT meeting protocols

GP1.1 Public attending meetings

GP1.2 Meeting Agenda

GP1.3 Evaluation of Meeting

GP2 Committee Principles

GP2.1 Disciplinary Committee terms of reference

GP2.2. Finance Committee terms of reference

GP2.3 Review Committee terms of reference

GP3 Trustee induction process

GP4 Complaints procedure

GP4.1 Board complaints checklist

GP5 Internal evaluation process

GP5.1 Triennial Review programme

Moved that Governance Procedures be adopted: Rosalie Freeman

Seconded: Beverley Matamua

9. Trips for Approval

- **Tahiti Trip**

There was discussion around the Tahiti trip. Generally a very positive idea. Sends a very positive message to the community. An overseas trip gives families a chance to bond over fundraising etc. Will enrich the school in ways not immediately apparent.

Concern raised about the cost of the trip, fundraising will need to be creative.

Need to know more detail of costs, and set points of reference for amount raised.

Vai's connection to Tahiti enables accommodation to be arranged in churches, schools etc.

RAMs forms

Move that the Board approves the trip in principle, subject to presentation of a budget at meeting in February:

Seconded: Peter

10. Correspondence

- Inward
MOE Audit and Review of attendance Management

- Outward
None

11. In Committee Matters

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 to move in committee: Deeana Howard-Afeaki

Seconded: Rosalie Freeman

Moved to move out of committee: Deeana Howard-Afeaki

Seconded: Rosalie Freeman

John returned to the meeting.

Karakia whakamutunga Matua Allen

Meeting closed: 7pm

Signed: _____

Deeana Howard-Afeaki

Date: _____

7/3/19