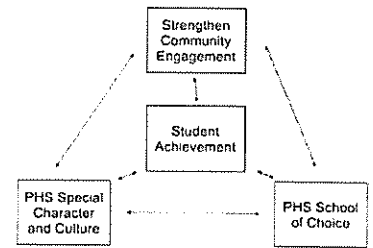




Papakura High School Seminar Room  
BOT Meeting  
Thursday 4 April 2019  
Minutes

Strategic Goals 2017 - 2019



Karakia timatanga

Matua Allen

## 1. Administration

1.1 Present: John Rohs; Rosalie Freeman: Allen Kukutai; Deeana Howard-Afeaki; Rev James Matamua; Beverley Matamua; Sally Dalzell; Paul van Etten; Chris France

Deeana Howard-Afeaki, requested that Rosalie chair tonight's meeting.

1.2 Apologies

1.3 Prior Leave: Jerome Mika

1.4 Declarations of Interest: Nil

1.5 Meeting time from 5.30 up to 8.30 pm

Moved to extend meeting time to 8.30pm: Rosalie Freeman

Seconded: Deeana Howard-Afeaki

1.6 Additional BOT Meeting (Student Achievement and Feedback on ERO Meeting)  
Thursday 2 May 2019

Moved to confirm additional BOT meeting: Rosalie Freeman

Seconded: Beverley Matamua

## 2. School & Curriculum Review

Nil for 4 April meeting

## 3. Monitoring

### 3.1 Principal's Report

John spoke to his report. Last push to get senior students achieving credits. Additional meeting on May 2nd will be all about student achievement.

Positive comments are being made at Kahui Ako about Papakura High School becoming the school of choice in the area. (Schools in the Kahui Ako group are Papakura Intermediate, Kelvin Rd, Edmund Hillary, Red Hill School, PHS).

Polyfest - kapa haka performed very well. Samoan group also. Unfortunately Tongan Group not able to perform as Saturday was cancelled due to events in Christchurch.

Senior culinary team came 2nd in their competition.

Moved to accept Principal's report: John Rohs

Seconded: Allen Kukutai

Continuous transformation for student success

### 3.2 Attendance Report

John spoke to the attendance report. Focus on Year 10s. 80% attendance is not enough. 80% = 1 day / week absent or 2 months per year. Attendance letters went out. Seemed to be a spike in attendance after letters were received, especially from Yr 10s (allusion to points to be gained for Te Tohu Rangatira).

Question was asked "What can the Board do to assist with increasing attendance?" Answer is funding for a person to make home visits around attendance would probably make the most difference.

Attendance issues are long ingrained. Going to school is only one of several/many options available to students. We need to keep pushing the message that getting an education is important as it gives choices.

Push to ensure that all Seniors have gained 20+ credits by the end of this Term/start of next Term.

Next term - push is to ensure 30 credits are gained.

Attendance worst on Mondays and Fridays - long weekends.

BOT page/message to go in the newsletter re attendance or achievement or any other message the Board want to convey to families.

Attendance at a class level is very varied, no consistency. Good one week, but not necessarily always.

One Year 9 and one Year 10 class particularly good attendance.

Relationship between Kaitiaki and families vital. Not always easy to build a good relationship.

Yr 11 is major focus for student achievement and Yr 10 major focus is better attendance (which should lead on to better achievement). Group of students with attendance between 65 - 80% target group. Staff and students under the impression that 80% attendance is good enough - it isn't.

For students with low attendance (65 - 80%) there are generally no barriers to attending school. Students with very low attendance generally have barriers - below 50%. Very hard to change this disengagement attitude. Rock on and Solomon Group not effective in raising attendance. Beverley is a Year 10 Kaitohutohu - talks about attendance to her students. Most important to show that someone cares enough to follow up with whanau.

As a parent, it is important to receive a phone call to find out if a student is being late to school or classes, particularly if it is a regular occurrence. Enables parents to have a conversation at home about why this is happening.

For top class (attendance) there are rewards - pizza lunches etc.

Staff should be also be recognised for their effort.

Would be nice if the Board would also show that they recognise the effort and achievement of staff. Rosalie and Dee to come to staff brief/morning team one day next week.

Letter to be sent to the MOE (Rachel Laurenson) asking for funding for a person to assist with attendance.

Moved to accept attendance report: Rosalie Freeman

Seconded: Deeana Howard-Afeaki

### **3.3 LSM Report**

Sally spoke to her report.

She has met with Lexie Ridling and Rachel Laurenson to discuss the annual plan.

At the ERO meeting on Tuesday the annual plan was also discussed.

Papakura pedagogy introduced.

When the new Board is confirmed, it must be introduced to our pedagogy and values. John will show and explain it to them so that there is a real understanding of the school.

Pedagogy document is a large project. It took a lot of work to produce.

ERO are demanding rapid change, but need to be realistic. Change is and will occur, but it is not rapid.

Sally mentioned that it has been a significant job to get all Juniors tested - PAT and AsTTle testing. Juniors are coming into PHS well below National Achievement levels. A lot of Yr 9s are coming into high school at Year 4 level, so significantly behind what should be expected for a High School student.

PRA letter has been shown to Peter Gall so that it can be used for John and DPs' appraisals.

Staff are working hard but recruitment of new staff is proving difficult. Few or no suitable applicants, in some cases no applicants, for open positions.

TeachFirst NZ teachers have proved very successful. Top quality teachers. Only become beginning teachers in 2 years time. Currently outside staffing allowance.

Moved that LSM report be accepted: Sally Dalzell

Seconded: Rosalie Freeman

### **3.4 Finance:**

a) Approve 2019 Budget

Moved that 2019 budget be approved: Rosalie Freeman

Seconded: Deeana Howard-Afeaki

b) Minutes of the finance meeting held 26 February 2019

b) Minutes of the finance meeting held 26 March 2019

c) Draft Statement of Comprehensive Revenue and Expense

Moved that minutes from February and March 2019 finance meetings and 2019 Statement of Financial Position be approved: Rosalie Freeman

Seconded: John Rohs

### **3.5 Health & Safety**

Nil for 4 April meeting.

Discussion about Health & Safety requirements for the Board to ensure Principal is kept safe from damages claims.

## **4. Strategic Discussions**

4.1 Strategic Goal Focus - in Principal's report

4.2 Student Achievement

a) **HOD 2018 Reports**

John spoke to the 2018 HOD reports. This is a new way of reporting to the Board, to give the Board some idea of achievement as well as areas of concern across the departments. The template has been adapted for our school. Still need to be adjustments made.

Variance in willingness of students to go to classes. Not subject based - teacher based.

Students love teachers who care about them and will work well for these teachers.

Executive summaries are specifically for the Board.

In September the HODs will report on their students' achievement to the Board personally.

Progress to date will also be shown and evaluated. These reports will be entirely focussed on student achievement.

At the end of the year, once the process is complete, the new reporting method will be evaluated.

HODs comments and summaries very useful, positive as well as negative, what is working as well as what needs to be changed.

HODs have worked hard to produce these reports.

Teachers are working very hard and have been pushed very hard this term. Most staff are exhausted because of the pressure on them to make adjustments to raise student achievement.

Board would like to offer their congratulations to the staff for all the work that they have put into producing these reports.

Moved that the Report be received with enormous thanks from the Board to the staff.

Moved: Rosalie Freeman

Seconded: Deeana Howard-Afeaki

#### **b) Junior Achievement Profile Term 1 2019 eAsTTle and PAT test results**

We are one of six Kootuitui Schools, Papakura Central, Park Estate, Edmund Hillary School, Red Hill School, Kereru Park Campus and PHS.

Kootuitui is able to assist with accessing funding to help raise stanine levels of Juniors.

PAT testing for Woolf Fisher to produce data showing stanines of Junior students. Bell graph shows that our students are to the left (lower) side of the bell graph on the stanine graph. This means their achievement levels are low compared to the National average. Stanines are not the same as curriculum levels, which are calculated from the results of eAsTTle tests, but if the data was to be converted the distribution of the results would be similar.

Our aim is to move the whole cohort of juniors one level up in their achievement.

Woolf Fisher data shows that some shifts were made in the achievement levels during the course of last year. At the start of the year, girls usually better than boys but by the end of the year the gap has closed.

Between February and November last year there was a positive shift in the achievement levels for reading for our junior students.

Curriculum level 5 means that students are ready for NCEA Level 1.

Yr 9 students should be at level 4. Most of them are working at Level 2 (Year 4).

Significant numbers of our students are at level 3A - which they should be at in Year 6.

At the end of Year 10 students should be working at or above curriculum level 4P.

Junior students will be tested again at the end of the year to check for progress.  
Lisa has done a fantastic job in collating this information into this form.  
The Board is delighted with the way the information has been gathered and presented.

#### **4.3 BOT Election and appointment of returning officer**

Returning officer appointed - Philippa Kaisser

Board seeking 5 parent representatives.

Payment to Returning Officer as per NZSTA booklet

Moved that Philippa be appointed Returning Officer for the election of 5 parent and staff representatives and payment made in accordance with the guidelines from the NZSTA: Rosalie.

Seconded: Deeana Howard-Afeaki

#### **4.4 Resignation of Board members Peter Goldsmith and Aaron Davidson**

Moved that the resignations be accepted and that the BOT members not be replaced as it is election year.: Rosalie Freeman

Seconded: James Matamua

#### **4.6 Resignation of Student Trustee - and his replacement**

According to NZSTA the BOT has a couple of options:

- 1) in the spirit of the law a new election should be held as the Student rep is an elected member of the Board, however
- 2) the BOT can select a replacement and, as with a parent representative, students have 28 days to object in writing, to the selection or
- 3) a student can be co-opted onto the Board.

Option 2 will be taken - Elijah Olano

Micah's resignation will be accepted. The student body will be informed that Elijah has been selected and will be given 28 days to submit written objections.

Letters of thanks to be written to Micah, Peter, Aaron and Daniel

Moved that Micah's resignation will be accepted and Elijah selected as his replacement, and student body informed of this: Rosalie Freeman

Seconded: Allen Kukutai

### **5. Policy Review / Update**

Treaty of Waitangi and Curriculum Policies.

Ian has a whanau meeting and will discuss this issue and then report to Rosalie, who will in turn report back to the BOT.

### **6. General Business**

#### **6.1 Whanau Hui held on 21 March ; Tahiti Trip finances**

The Board is happy with the planning of the trip so far. Students/whanau seem to be keen.

A report to be made to the Board for every meeting as to 1) how fundraising is going, 2) how students fundraising is going and 3) any red flags.

## **7. Administration**

7.1 Confirmation of minutes and In committee Minutes

Moved to accept previous minutes: Rosalie Freeman

Seconded: Deeana Howard-Afeaki

7.2 Start of Year Administration

a) Confirm Schedule of delegations

Move to adopt schedule of delegations: Rosalie

Seconded: Beverley

b) Committee memberships - Finance

Finance committee members: Rosalie, Deeana Howard-Afeaki. With Peter's resignation a spot is now available.

7.3 Correspondence

Nil

7.4 Trips for Approval:

- a) 1st XV Stay-in
- b) The Rising Foundation Group
- c) Student Youth Council
- d) MERC Yr 10 camp

Moved that the Board approve all four overnight trips: Rosalie Freeman

Seconded: James Matamua

7.5 Ratify funding applications

Application to the Grassroots Trust for \$2,507.25 for funding for the Papakura High School Arts festival

Application to Papakura Local Board for \$3,972.00 for funding for the Papakura High School Arts festival

Email approvals: Allen Kukutai, Rev James Matamua

Verbal approvals (28 March postponed meeting): Rosalie Freeman, Deeana Howard-Afeaki, John Rohs, Beverley Matamua

Verbal approvals (via phone- 29 March): Aaron Davidson and Jerome Mika


Exclusion of public

Moved to move in committee: Rosalie Freeman  
Seconded: Deeana Howard-Afeaki

Moved out of committee

Karakia whakamutunga Rev James Matamua

Meeting closed at 8.40 pm

Signature:   
Deeana Howard-Afeaki

Date: 23/5/19