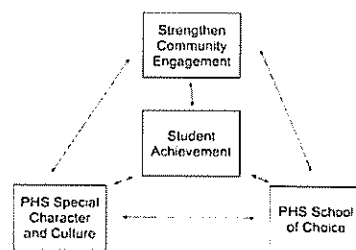




Papakura High School Seminar Room
BOT Meeting
Thursday 23 May 2019
Minutes

Strategic Goals 2017 - 2019



Karakia timatanga

John Rohs

1. Administration

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

1.2 Apologies Matua Allen, Rev. James Matamua

1.3 Prior Leave

1.4 Declarations of Interest Nil

2. School Review (invited guest)

2.1 Report as per workplan - no report this meeting

3. Strategic Discussions

3.1 Student Achievement (as per workplan)

a. NCEA Achievement report

John spoke to the NCEA achievement summary that Lisa had provided.

Two Year 11 students have already gained 50+ NCEA Level 1 credits.

There are two different groups of 'at risk' students: 1st group with high attendance but low achievement - John is working with these students. 2nd group is much more challenging. Kata is working with this, larger, group.

It is difficult to raise the achievement rate of the bottom group of achievers. These students were already disengaged in Year 10 and before. They have a combination of both low attendance as well as low achievement.

However, there is a larger group of students who are high achievers than last year.

Some curriculum areas are still not working ideally, but Alison Taylor is working with them.

Achievement focus is mainly on Year 10s and Level 1 students.

Te Tohu Rangatira programme in Year 10 is making a noticeable difference in the motivation of the cohort.

Whanau involvement in students achievement. Possibly a morning tea for students and their whanau when a group of students have gained 50+ credits and/or a letter home to whanau.

Every student in the school gets a badge for gaining NCEA Level 1, Level 2 and/or Level 3, which the students wear with pride.

The attitude to celebrating success is changing - now most students will go up on stage at assemblies to receive certificates etc for achievement.

Continuous transformation for student success

b. MOE report - Every day matters

John spoke to the MOE report.

Although the MOE create the report from data provided by the school, the school does not receive any support from the MOE in raising attendance.

3.2 Strategic Goal Focus (*as per workplan*)

3.3 Exploration of special issue or project

a. Update on ERO visit

ERO saw many areas of improvement: SLT team, reporting to the Board, increasing favour in the local community, Te Tohu Rangatira.

The students meetings were also well received. The Yr 12 group spoke about increased achievement. The Yr 10 group mentioned that they would like more work done around student behaviour. The students also talked about the Te Tohu Rangatira programme.

Sally told the board that ERO were pleased with the work done on the BOT policies and BAS. During their visit ERO had also noticed the changing culture around the school.

The push to measure junior achievement has been noted by ERO (95% of juniors sat tests), and reporting to the board is greatly improved.

Pastoral care of students in the school is above and beyond the norm. The school is becoming a beacon of Maori culture. 'Waiata Wednesday' is well received by staff.

It was noticed that we have managed to attract some great, young teaching staff.

ERO will be preparing a report for the new, incoming board.

Peter Gall runs an induction programme for new boards, free of charge.

b. Update on Tahiti trip finances

Finances seem to be on track.

There is a good mix of students signed up for the trip..

Students have been through a strict selection process: Achievement, behaviour and attendance were all taken into consideration.

c. Teacher strike 29 May - decision on whether the school is to be closed.

John's recommendation is that the school remains open. It will be more a case of supervising students than being open for timetabled instruction. Non union members have to work on that day but the PPTA is encouraging all its members to strike.

Move the recommendation that the school remains open, but timetabled classes are not scheduled..

Moved: Deeana Howard-Afeaki

Seconded: Rosalie Freeman

4. Monitoring

4.1 Principal's Report

John spoke to his report.

The sharp increase in the reading levels at Year 10 will need to be sustained.

Statistics very impressive but could be an exception.

Two of our students spoke to the Middlemore Foundation delegation who were in school last week. There was a group of 5 Labour MPs from the Labour Health and Wellbeing caucus. One of the students who spoke was from Ardmore School and one member of the Middlemore Foundation was Principal at the Ardmore School at the time the student attended. The Tu Kotaki programme is running in the school. It is of huge benefit to the school and students.

4.2 LSM Report

Sally spoke to her report.

This report will be presented to the MOE.

It is generally positive although there is still work to be done in improving students achievement. Alison Taylor is assisting the school with this.

ERO and MOE are both interested in the Papakura Pedagogy document.

Student Achievement continues to be a focus of the board.

Peter Gall has held his first appraisal meeting with the DPs. In Week 6 he will be meeting with the DPs individually.

It is hugely challenging for the school to fill vacancies with high quality teaching staff.

Ideas necessary to find strong staff for next year capable of making changes required by the Ministry.

Sally thanked the board and John for working well with her.

Moved in committee.

Moved: Deeana Howard-Afeaki

Seconded: Rosalie Freeman

Chris France was asked to remain.

Moved out of committee.

4.3 Finance

a. Minutes of the Finance Meeting held 21 May

Money has been granted to renovate the gym but no progress has been made.

Moved that a letter be drafted to the contractor, Steve Waters, asking that progress be made on this project as another winter is approaching.

Moved: Rosalie Freeman

Seconded: John Rohs

b. KPIs - Finance Summary to 31 March

Presented to the board.

c. Draft Annual Financial Statements for year ended 31 December 2018

Moved that authority given to the Principal and Board Chair to sign off the annual accounts when audit process has been completed.

Moved Rosalie Freeman

Seconded: John Rohs

5. Policy Review

6.1 Legal Requirements Policy

Move that policy 6.1 is removed from policy schedule and use workplan to remind board of legal requirements.

Moved: Rosalie Freeman

Seconded: John Rohs

Treaty of Waitangi policy.

The Whanau hui around this policy scheduled for yesterday, 22 May, was cancelled but some whanau are interested in working on this policy and so another hui will be scheduled.

Financial Planning and Condiont Policy had some \$figure gaps that were discussed at the finance meeting on Tuesday.

Moved that the board approve the \$figures to be added into the policy;

\$20,000 for comparative pricing requirement

\$10,000 board approval for single unbudgeted item

Moved: Rosalie Freeman

Seconded: Beverley Matamua

BAS Personnel

Last week, John, Paul, Dee, Rosalie & Sally met to go over the BAS Personnel. Very good discussion about process, documentation and evidence. Just the Asset Management BAS to go.

On Tuesday Rosalie and Paul met with Michael Young from ERO to discuss the progress on the Board Assurance Statements. He was very pleased with work that has been done. He gave us the broad areas that ERO will be looking at in detail when they come back next term:

Hazard reporting & response, record of drills, police vet database, RAMS for EOTC, in-committee process of Board, complaints register, standdown and suspension data & process, attendance process and programmes for improvement, appointment process, anti-bullying programmes and evidence.

6. Administration

6.1 Confirmation of minutes of previous meetings, 4 April and 2 May

Moved that the minutes of the previous meetings be accepted:

Moved: Rosalie Freeman

Seconded: John Rohs

6.2 Correspondence

a. Letter from Grant Ueese to the board requesting support for his tertiary studies.

Discussion followed around a policy for this in future.

While the Principal and Board thoroughly support all staff who are studying, this could easily get out of hand. It will be necessary in future to include financial support for study in the budget in order to cover any support given to staff.

There is a procedure in place currently. Needs to be highlighted to staff.

Recommendation is that further discussion to take place with the new board.

Move that a decision to provide financial support is deferred until after further discussion with the new board.

A letter is to be written to Grant to inform him of this decision.

Moved: John Rohs

Seconded: Deeana Howard-Afeaki

b. NZEI - Notification of Paid Union Meetings for Support Staff

6.3 Trips for Approval

Two overnight stays for 1st XV Rugby team.

Moved that the overnight stays for the 1st XV Rugby team be approved: Deeana Howard-Afeaki

Seconded: Beverley Matamua

7. Meeting Closure

7.1 Comments on meeting procedures and outcomes

7.2 Preparation for next meeting

Prior Leave

Karakia whakamutunga

Whaea Dee

Signed: 

BOT Chair

Date: 29/08/19