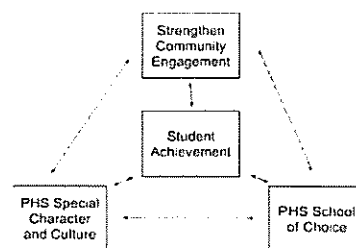




Papakura High School Seminar Room  
BOT Meeting  
Thursday 25 July 2019  
Minutes

Strategic Goals 2017 - 2019



Karakia timatanga Beverley Matamua

## 1. Administration

- 1.1 Present: Deena Howard-Afeaki, Rosalie Freeman, John Rohs, Enosa Auva'a, Moana Ratahi, Beverley Matamua, Elijah Olano, Sally Dalzell, Lisa Mortimer, Paul van Etten
- 1.2 Apologies: None
- 1.3 Prior Leave: Nane Lockington
- 1.4 Declarations of Interest: Nil

## 2. School Review (invited guest)

Vocational Pathways (MRI)

Lisa spoke to her power point presentation expanding on the information in her presentation.

The Construction and Infrastructure pathway leads students to apprenticeships or Level 4 MIT courses. By working closely with Manurewa High School we are able to offer courses that would otherwise not be available to our students.

Hotaka Kiri Pura (Police Academy). The aim of the course is that graduates have a pathway into the Police Force. The most difficult part of the course for the students is the 2.4km run.

This is a common issue throughout all three schools offering the programme (PHS, Birkenhead and Rutherford College). Police Officers come into the school to take classes and Lisa takes the academic part of the theory course so is able to ensure that students complete the theoretical component.

## 3. Strategic Discussions

### 3.1 Student Attendance and Engagement Report (VNE)

Attendance is up compared to last year and intermittent truancy is down.

Total student role is slightly lower (by 11) than at the very start of the year, which is normal.

Stand down rates are up compared to last year. Main increase is in girl fights.

Late students are not sent to class but to the Hall to help reduce interruptions in the classes during period 1.

We have pulled out of the Rock On programme as it was stalled. However, we are still referring students to the Solomon Group, whose programme has been reviewed and revamped.

The question was asked as to what support the Board can offer to help improve attendance of those students who attend less than 80% of the time.

Home visits are a valuable part of this but there needs to be follow up. It is important to build relationships with the whānau but also with the students here at school.

The board would like suggestions as to what can be done to improve attendance for the next meeting in August.

Moved: Enosa Auva'a

Seconded: Deeana Howard-Afeaki

Beverley stated that Kaiārahi play a large and vital role in getting information and building relationships with whānau around attendance.

### 3.2 Presentation on attendance processes (ROH)

John explained the processes in place around attendance issues.

45 hours per week are put into attendance issues by Kaiārahi.

Pastoral team and Youth workers are also involved in attendance as well as Kaitohutohu.

Every Monday staff are informed of the Kaitohutohu with the best attendance levels in each Year level, as well as the whānau with the highest attendance rate.

Students with 95+ attendance are presented with certificates.

There is a weekly meeting between one of the DPs with the pastoral team in which they discuss how to improve attendance.

We utilise the Solomon Group.

The Graham Dingle Foundation runs the Kia Rangatira programme.

Other programmes in school run by internal and external providers.

Attendance letters sent home at least once per term to all whānau re students attendance rates.

### 3.3 Year 10 Te Tohu Rangatira programme (MRI)

Lisa explained the systems and categories behind the awarding of points towards the Yr 10 graduation. She also informed the board as to the numbers of students who are on track to earn gold, silver and bronze at the end of the year.

We are planning for those students who currently are not on track to graduate. There is money available which will be used to employ a new teacher who will work with 20 of these students from the 43 identified, starting next Monday, 29 July. These students will be on an Education Enhancement Programme in a home room class for their core classes and with the remainder of the cohort for their option subjects.

This teacher has previously worked at intermediate level and so is very capable of helping these students to move up a level. If students progress toward achieving graduation, they can be moved back into their regular classes and further students identified for more support.

This programme at Year 10 level will have a positive influence on the achievement of these students when they are in Year 11, as it is not purely measuring literacy and numeracy but also measures levels of engagement, such as work effort, involvement in whanau, involvement in extra curricula activities.

Next year we would like to look at setting up a programme for Year 9s.

Lisa was asked to present a plan to the BOT for the next meeting for next year in order to be able to include it in the 2020 budget planning.

### 3.4 Senior Achievement

Lisa spoke to her individual student tracking data, explaining the traffic light tracking system. Red, currently not achieving, amber, achieving but not yet there and green, achieved, or well on track to achieve. Staff are adding too and having conversations about this tracking data. Target was for students to have gained 50+ credits by the end of Term 2 at each level. For students who are taking Visual Art subjects this is much more difficult to achieve as their folio boards are not assessed until Term 4 and are worth 14 - 16 credits. Certificates for those students who have already achieved this target are presented at weekly assemblies.

When looking at achievement, it is important to see the big picture and not just the credits. For example, a student who comes to the school in Year 13 from overseas part way through the year starts with nothing. But we are willing and able to encourage such a student who works hard and achieves the credits that are available to return to school in Year 14 to complete the course and gain literacy and numeracy.

Each Kaitohutohu has conversations with students as to why they are not achieving, if applicable.

Various mechanisms in place to support students and help them to gain credits. Tracking progress is a large part of this process, and recognising achievement is also important. The first week of the next holidays we will be running a holiday catch up programme. Students can approach staff members to get extra help. Students are now talking about their credits and having those conversations with staff.

The Board would like to acknowledge all the work that staff are putting in to raise student achievement. A morning tea would be greatly appreciated.

Motion to provide morning tea for staff on Wednesday next week

Moved: Enosa Auva'a

Seconded: Deeanah Howard-Afeaki

#### Junior Achievement

Lisa spoke to the Board about the Junior Achievement data.

The tests carried out in Terms 1 and 2 are different, so it is not possible to compare data from the two terms. However, next Term the same tests as in Term 1 will be repeated so progress can be measured.

Students at the end of Year 8 should be at curriculum level 4. Students at the end of Year 9 should be at level 4A(advanced)/5B(beginning). Suggestion to add curriculum level/year level graphic to help BOT understand the expected levels.

There were a few issues with completing the tests online, which may have affected results to some degree.

In order to assist some students with low Mathematics and Reading results, they have been timetabled Literacy and Numeracy lessons with the Learning Support dept. Support is also offered through teacher aide support, both individually for students and in the classroom.

## 4. Monitoring

### 4.1 Principal's Report

John spoke to the Board about his report.

- John is in the process of visiting all our contributing schools. Although it is very time consuming and takes John out of the school for large amounts of times, it is a very valuable exercise and a wonderful opportunity to meet and talk to Year 8s. It is also a chance for the year 8 students to ask any questions they might have.  
Either Year 9 or Senior students accompany John on these visits so that the Year 8s can ask current students at the school any questions they might have.
- Staff PD this week was around high expectations. Christine Rubie-Davies from University of Auckland, an expert on being a high expectation teacher, came and talked to staff about this. This term we will be working on raising expectations.  
The three DPs will be holding regular meetings with HODs to discuss this.
- What are we doing about the numbers of Year 11 students who are disengaged in the classroom and then leave with no clear pathway?  
John is convinced of the benefit of service academies. We held an initial meeting with Eparaima Paratene who is currently in the NZ Army and would be capable of providing a service academy type course specifically targeting these students.  
We would like to develop a programme based on service academies but specific to our school.  
Eparaima's work is currently based around students who are recommended through either the MSD or YJ Courts.  
John would like a number of Board members to work together with staff and Eparaima to create this course. Anyone interested should indicate this interest directly to John.

Moved that there is to be a working group set up to this end.

Moved: Enosa Auva'a

Seconded: Beverley Matamua.

#### 4.2 LSM Report

Sally spoke to her report.

The report includes an overview of the work she has been doing since the previous meeting. It also includes an overview of what the role of LSM at PHS is.

Sally reports to the Ministry regularly.

She meets regularly with John to discuss progress with targets such as creating sustainable ways of improving student achievement.

She also works to help ensure that the Senior Leadership Team work together to improve achievement.

There are currently five schools in the greater Auckland area with Ministry intervention and a turn-around plan.

The MOE have completed their review of the LSM role and in their letter state that this is to continue.

The question was raised as to what the board must do to demonstrate that an LSM is no longer necessary after 8 years of intervention.

The letter from the Ministry stated the following areas that the Board still needs to address:

- Ensure on-going reporting and accountability from SLT re curriculum improvement, pathways and student outcomes
- Approve the Papakura Pedagogy and curriculum changes
- Ensure that significant concerns re lack of achievement by many students in some curriculum areas are addressed.

When ERO come into the school they meet with John, SLT and other members of staff, LSM, Board, and base their report on what they find.

#### 4.3 Finance

Minutes of the Finance Committee Meeting held Tues. 23 July

Move that the Minutes from the Financial meeting are accepted

Moved: Rosalie Freeman

Seconded: Enosa Auva'a

PHS KPIs at 31 May 2019

This report has the same financial details as at the last meeting, as with the timing of the finance meeting June reconciliations were not complete. However a line for capital expenditure has been added.

#### 4.4 Health & Safety - Property Report

A summary report of H&Sand property compliance matters for the board was presented.

New van has been leased.

Issue of school locks. A staff members car was stolen during the school holiday with school keys in it and there is discussion by management as to whether it is necessary to replace the locks around the school. If this is required, MOE would be involved.

Moved that report accepted: Rosalie Freeman

Seconded: Deeana Howard- Afeaki

#### 4.5 Pastoral - Nurses Report Term 2 2019

Sue Iles has prepared a useful summary of her Term 2 report, outlining the work they have done, with some very insightful case studies. The BOT appreciate the effort she has gone to in producing this report.

### 5. Policy Review

#### 5.1 N1.1 Curriculum policy - new draft

Work was done on this policy during the holiday. It is a new policy to replace the previous Curriculum Policy.

There was discussion around some wording but this can be visited at a later date.

Moved to adopt the new policy: John Rohs

Seconded: Deeana Howard-Afeaki

Discussion to move the 'supporting documents' and 'monitoring' sections of policies to under the signature, so that these can easily be amended without taking the whole policy back to the board each time. All agreed.

#### 5.2 BAS Statement - Asset Management

With work on the last section, Asset Management, we have now completed the BAS document.

**Continuous transformation for student success**

Meeting will be held to check the BAS document is up to date before the next ERO visit.  
Rosalie to organise with Paul and Lisa, and invite other board members.

Motion that meeting to be extended by 10 minutes.

Moved Rosalie Freeman

Seconded Beverley Matamua

## **6. Board Administration**

6.1 Confirmation of minutes of previous meeting

Motion that Minutes be accepted

Moved: Rosalie Freeman

Seconded: Enosa Auva'a

6.2 Correspondence - inward

Board letter review of intervention

6.3 Trips for Approval - Nil

6.4 Tahiti Trip financial update

Budget targets are to be added to the next report to the BOT, so that we can see fundraising progress.

6.5 Schedule of Delegations

Motion that schedule of delegations be accepted.

Moved: Rosalie Freeman

Seconded: Deeana Howard-Afeaki

Register of Interests

Board members were asked to ensure that they had completed the Register of Interests

Code of Behaviour

Each Trustee must sign and return the Code of Behaviour to the Board Secretary.

6.6 NZSTA Board Training. Tuesday 6 August PHS Seminar Room - 6.30pm

Board members are encouraged to sign up for this.

6.7 Potential co-options, Kamine Te Rongomau and Murray Tume and Kim Hassan

All three are parents of students in the Junior school. All three are engaged in the life of the school and all three are great parents who wish to contribute to the school.

This board has a busy schedule and a lot of extra work and meetings, and with just five members it could prove difficult to find sub committee members.

By co-opting more parents it helps build our sustainability and demonstrates to others that parents are able to help this school at this level.

Suggestion was made that perhaps a parent from Pasific Island ethnicity should be invited to put in an application also.

John will ask Lamise Lefulefu to submit a statement to the Board

6.8 BOT Sub-committees

Finance Committee - Rosalie Freeman, Deeana Howard-Afeaki, Enosa Auva'a and Nane Lockington

Finance Committee delegations included in GP2.2

Disciplinary Committee - BOT members will be emailed as and when required for a disciplinary meeting in case of a suspension.

**7. Meeting Closure**

7.1 Comments on meeting procedures and outcomes

7.2 Preparation for next meeting

Policy review 5.9 Child Protection Policy

Proposed extra meeting dates for HOD reports: 29 August and 19 September

All HODs to be invited to come to both meetings. 6 HODs to present their reports at each meeting.

Invitation to be issued to Lexi Ridling and Rachael Laurenson from MOE to attend next meeting 22 Aug.

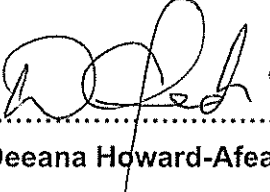
Moved: Deeana Howard- Afeaki

Seconded: Rosalie Freeman

Karakia whakamutunga

Deeana Howard-Afeaki.

Meeting closed at 8.45 pm

Signed:  ..... Date: 22/08/19 .....

Deeana Howard-Afeaki (BOT Chair)