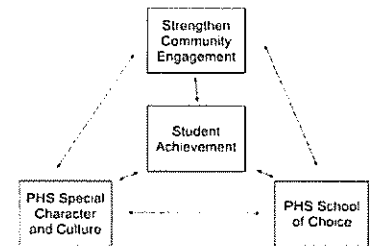




Papakura High School Seminar Room
BOT Meeting
Thursday 26 September 2019
Minutes

Strategic Goals 2017 - 2019



Karakia timatanga Enosa Auva'a

1. Administration

1.1 Present: John Rohs, Deeana Howard-Afeaki, Rosalie Freeman, Enosa Auva'a, Moana Ratahi, Murray Tume, Beverley Matamua, Sally Dalzell, Chris France, Paul van Etten, Kim Hassan, Nane Lockington.

1.2 Apologies

1.3 Prior Leave

1.4 Declarations of Interest

2. School Review

2.1 School walkabout

Keith Buchan, the school property manager lead most of the Trustees around some parts of the school as for many of them this was their first time viewing it.

3. Strategic Discussions

3.1 Student Achievement *report from Lisa*

NCEA Achievement Statistics

John spoke to the NCEA Achievement Statistics.

There has been a significant shift in the middle range of credits.

The biggest gains have been made in achievement in Level 2, despite the Year 12 students having the lowest attendance rates. This is a bit of a conundrum as generally attendance is linked to achievement.

ERO indicated that they were pleased with the gain in achievement being made.

School holiday programme next week will help students gain credits. Staff will be in school and some off-site courses will be offered, eg. Techorium in Newmarket, Logistics in Brown's Road, etc.

NCEA Comparison 2018 to 2019

Decile 1 - 3 Targeting

Lisa Mortimer's spreadsheet displays information regarding ways students are able to achieve credits in order to gain NCEA Level 1, 2 or 3. It demonstrates that there are a number of ways to do so.

We are determined that the achievement this year will be better

Continuous transformation for student success

Te Tohu Rangatira

John spoke to Lisa Mortimer's Te Tohu Rangatira (Year 10 Graduation programme) achievement data to date. Large numbers of students are well on track to graduate from the programme at all three levels, Gold, Silver or Bronze.

10TMS, the new class set up to support those Year 10 students in danger of not graduating, has been a huge success. The students in this class have responded really well to the settled environment. It is probably the biggest success story, certainly at this level.

Sally raised the point that some of the NCEA credit targets set at the beginning of the year have not yet been met. She also raised the point that some of the credits gained are only predictions, due to the nature of the standards, such as Art folioboards or Music standards. John agreed that this was the case.

Rosalie asked what other schools do in this case. Sally replied that some other schools students are further ahead by this time, the end of Term 3. There are also credits to be gained from external exams that will be held in November.

The HOD Art is a very knowledgeable teacher who has the experience to be able to accurately predict which students will gain which credits from their folioboards.

In Music, there are also still credits to be gained by students performing. Most credits can only be gained by performing more than once. A period of valuable time in Term 1 was lost by the HOD being away and the department being left in the hands of a beginning teacher for several weeks.

The question was raised as to whether other comparable schools with better results are also going through a turnaround process. This generally is not the case.

Kim Hassan left the meeting as she had a prior commitment at approx. 7.30pm

3.2 Attendance

Attendance is at just under 80% overall. Exam week pulled the attendance statistics down as students who were not physically present were marked absent although they were on study leave.

Juniors, Years 9 and 10, have the highest attendance rates. Year 12 students the lowest.

Weekly positive changes in attendance are celebrated by both staff and students.

3.3 Exploration of special issue or project

3.3.1 ERO verbal report

John spoke to his report.

Overall ERO seemed to be very pleased and very positive about the changes that have been made around the school.

All areas of the school were looked at and all stakeholders, teachers, HODs, SLT and students were spoken to in groups and all groups spoke highly of the positive changes that have been made.

Sally mentioned that the cultural responsiveness in the school has greatly improved.

Systems have improved, progress has been made but there is still a way to go. However, Sally has no direct input in the ERO report.

We could possibly expect a provisional report from ERO in the second week of next term.

3.3.2 (Service Academy) Huarahi Hou

The proposal was taken to the Finance Committee meeting last Tuesday, who agreed that the funding for the first year would be made available in order that the project could move forwards.

This morning, John met with Brent Catchpole, Chair of the Papakura Local Board, who is passionate about supporting this kind of initiative as it will directly impact At Risk Youth. We are very fortunate that in Eparaima we have someone who is keen and capable of running this programme in our school.

It is noted that some details are to be finalised. It was recommended that the NZSTA be contacted with regard to the proposal outline.

The point was raised that the potential director has no experience in running such a programme. There could be someone else with more experience who might possibly be better placed to lead the Academy.

The question was raised as to what the objectives and what the outcome was to be expected from the Academy.

The objectives for students in the programme are either

- 1) Return to mainstream education
- 2) Move into employment
- 3) Continue with the programme the following year.

This proposed programme is in response to the fact that every year students in Year 11 are lost from school/education with no pathway to further education or employment. This has happened for many years and we need to try to counteract this.

Several planning meetings have already been held with Board members and Eparaima in which the concept was discussed in depth.

Murray Tume has had several years of experience in the Forces as well as setting up and running Blue Light courses for the Police.

The suggestion was made that Murray have a mentoring role in the programme.

Eparaima's rank as Lance Corporal is quite junior in the Army so he would have little experience of a leadership role. There would need to be support in place for the role.

There would be an advisory board for the programme and interest in this has been expressed by the marae, Police, Brent Catchpole and we would expect Murray to also play a part on this advisory board as he has a lot of experience.

Position to be advertised.

Meeting to be held with Eparaima first week of next term.

Motion to adopt the programme as a 2 year pilot, subject to review.

Moved: Rosalie Freeman

Seconded: Deeana Howard-Afeaki

Resolution passed unanimously.

Motion to set up an advisory group for the Huarahi Hou

Moved: Enosa Auva'a
Seconded: Deeana Howard-Afeaki
Resolution passed unanimously

Paul van Etten left the meeting as he had a prior commitment.

3.3.3 Attendance Support position

This was discussed at the Finance Meeting held on Tuesday 24 Sept. as it will have an affect on the budget.

It was felt at the Finance meeting that this was very worthy of pursuit in order to help raise attendance levels of students.

The next stage is to develop a role description.

3.3.4 Director of Pastoral Services

The reason for this new role in the school is to refocus of the Deputy Principal roles in the schools to be around curriculum and teaching and learning in the school. The area of pastoral care in the school is huge as we have a large number of students who require pastoral care. We do not want to see the development of curriculum and teaching and learning by our Deputy Principals compromised by the fact that pastoral care takes up so much time and effort. The creation of this role will ensure that this will not happen.

It will be a two year fixed term position.

The board is being asked to fund this position as the projected MOE staffing entitlement has fluctuated recently with projected numbers of students now lower that indicated in previous estimates.

Motion to approve the creation of the position of Director of Pastoral Services.

Moved: Enosa Auva'a
Seconded: Deeana Howard-Afeaki

3.3.5 Strategic Planning workshop - Saturday 12 Oct. 9am - 12pm

Question was raised as to whether staff should be involved in the strategic planning meeting.

Enosa raised the point that staff should be involved in this meeting.

Motion to invite all staff to the strategic meeting.

Moved: Enosa Auva'a
Seconded: Deeana Howard-Afeaki

4. Monitoring

4.1 Principal's Report

John spoke to his report.

The ERO visit has taken up a lot of time and effort over the last four weeks, at least.

ERO were very appreciative of the involvement of the Kahui Ako in the powhiri, as well as Sally's involvement in the visit.

Heather Tanner, Principal of Kelvin Road School, brought the school two huge cakes to show the support of her school for us after the conclusion of the ERO visit.

All six Principals in the Kahui Ako understand that they are collectively responsible for the achievement of our students.

The students entering our school in Year 9 are 2 levels below the National average, which we as a school, have to compensate for and overcome.

Transition is an important factor in the success of students.

Literacy levels are an important factor as is attendance.

It has to become the norm that students attend school every day.

Sally offered her congratulations on the success of Matthew Mycroft, who gained a two year scholarship from Ignite College, including a trip to Spain.

In addition to the ERO visit, the School Ball was held last Friday night as well as the inaugural Pasifika Achievement Awards Night. Thanks to Beverley Matamua for making this a very successful event.

4.2 LSM Report

Sally spoke briefly to her report. She thanked the Board members for attending all the additional meetings.

She mentioned the HOD reports to the Board. Some areas are still causing concern, and others are doing very well and presenting data to the Board in a very clear manner.

Sally spoke about the Principal's appraisal. This issue was raised by ERO at the end of their provisional, verbal report to the board, which caused some surprise as it was the first time that this had been raised either prior to or during the visit.

She pointed out that it is generally accepted that the Appraiser should be changed approximately every 3 years, so next year there would potentially be a new Principal's appraiser appointed.

4.3 Finance

Minutes of the Finance meeting held 24 Sept.

Moved that the Minutes of the Finance Committee be accepted:

Moved: Rosalie Freeman

Seconded: Deeana Howard-Afeaki

Motion that Papakura High School opt into the MOE Donation scheme

Moved: Rosalie Freeman

Seconded: Enosa Auva'a

Key Performance Indicators (KPIs) as @ 31 August 2019

Continuous transformation for student success

4.4 Health & Safety

Report read

5. Policy Review

N5.8 Physical Restraint

Moved that the new version of 5.8 Physical Restraint Policy be accepted.

Moved: Rosalie Freeman

Seconded: Beverley Matamua

6. Administration

6.1 Confirmation of minutes

Motion to accept the Minutes from 22 August 2019

Moved: Rosalie Freeman

Seconded: Deeana Howard-Afeaki

6.2 Correspondence

Inward - Leave application KSR Feb 2020

Motion to approve leave for KSR

Moved: John Rohs

Seconded: Murray Tume

Leave application SMU Oct 2020

Motion to approve SMU leave

Moved: John Rohs

Seconded: Beverley Matamua

6.3 Trips for Approval

Ratification of email approval for kapa haka noho

Approval was granted for the Kapa Haka noho

6.4 New procedures

6.4.1 4.27 Police Vetting Procedures

5.18 Application for Enrolment Procedure

5.19 Non-Custodial Parent Procedure

The Board was made aware of three new procedures that have been put in place on the recommendation of ERO (see above).

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.

Motion to move in committee:

Moved: Deeana Howard-Afeaki

Seconded: Rosalie Freeman

Sally Dalzell and Chris France left the meeting.

7. In Committee

7.1 Student Management

7.2 Role of LSM

8. Meeting Closure

8.1 Comments on meeting procedures and outcomes

8.2 Preparation for next meeting

Comment was made by Chris France that we add motion for the Board to any documentation presented to the Board.

N5.3 Complaints Policy

Meeting to be arranged with Rosalie, Paul etc early next term to discuss the Complaints Policy.

Karakia whakamutunga

Whaea Dee

Meeting closed at 8.30pm

Signature:  _____ Date: 30/10/19 _____
Deeana Howard-Afeaki