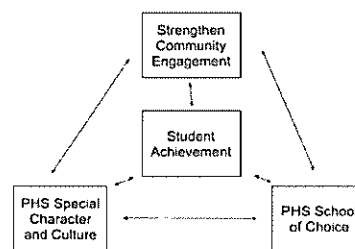




Papakura High School Seminar Room
BOT Meeting
Thursday 28 November 2019
Minutes

Strategic Goals 2017 - 2019



Karakia timatanga Enosa Auva'a

1. Administration

- 1.1 Present Deena Howard-Afeaki, Rosalie Freeman, Enosa Auva'a, Murray Tume, Kamine Te Rongomau, Beverley Matamua, John Rohs, Chris France, Logan Lepua, Sally Daizell, Paul van Etten, Moana Ratahi.
- 1.2 Apologies Nane Lockington, Kim Hassan
- 1.3 Prior Leave Nane Lockington. Motion to approve a leave of absence.
- Moved: Deena Howard-Afeaki
- Seconded: Enosa Auva'a
- 1.4 Declarations of Interest nil

Thanks to Chris France for the BOT training this evening.

2. School Review

- 2.1 Re-establishment of Property Committee
- Discussion around the necessity of reinstating the Property Committee.
- Meetings are currently held as and when necessary.
- Enosa expressed an interest in being a part of this.
- Motion to re-establish Property Committee
- Moved: Deena Howard-Afeaki
- Seconded: Enosa Auva'a

3. Strategic Discussions

- 3.1 Student Achievement - Lisa
- John reported on this in Lisa's absence.
- We are still working with students in supporting them to gain NCEA credits.
- Although Senior students have officially finished school for this year, there are still many coming in to complete assessments, work etc. Lisa Ruatara is sending numbers of students on courses so that they gain credits and Level 2 or 3 NCEA.
- Numbers of senior students are low as the number of students enrolled in Year 9 4 or 5 years ago was at an all time low.
- Numbers are growing.

Students enrolled for 70 days at any time of the year count in the NCEA stats, even though this is just a very short part of the school year.

Students are now enrolled for NZQA externals, raising expectations of both staff and students. Turn out rate for NZQA externals is over 75%, which is a very pleasing number.

Targets set at the start of the year for achievement of students in Decile 1 - 3 schools are being met, which is a huge achievement.

Some students have been coming in regularly to various courses and classes. The Social Science department has been running classes to assist students gain literacy credits.

Staff have been shoulder tapping students to come in and gain credits. This has proved very successful. This will continue into next week, which is well after the time that school has officially ended for seniors.

The moderation process for internals is mostly complete, only the external moderation still needs to take place. The internal moderation process is robust. It is digitalised so the process is usually completed within a week.

Testing for Year 9 and 10 students has just been completed. Data will be sent to Wolff Fischer for "crunching" and the results for the whole year will be presented to the BOT at the start of next year.

Next year, results from internals should be reported earlier because if the results are lower than expected, there is still time to ask questions as to why, and what is being done about it.

The point was raised that in next years work plan reporting on NCEA results should be done in September.

It was pointed out that a large amount of information has been reported to the Board at every meeting.

John was asked to pass on to his team the thanks of the Board for all the hard work they have done to ensure students are passing Levels 1, 2 and 3.

The question was raised as to what can be done to prevent students needing to cram in credits at the end of the year instead of gaining them earlier.

This is changing slowly, in that teachers are now expecting students to pass standards. Most subject teachers try to offer a standard at the beginning of the year so that students gain a few credits straight away to get them started.

There is some concern that with the changes to NCEA/NZQA process, our students' achievement may be lower. Some of the credits gained at this time of year can be seen as credit harvesting.

3.2 Student Attendance summary of year to date - Paul

Attendance is up on the rate at the same time last year, but we have not reached our target of 85%. Generally attendance rates are an indication of achievement rates, however, the year level with the highest achievement rate has the lowest attendance rate.

A suggestion was made that perhaps to raise the level of attendance, breakfast with staff members could be offered.

There is already a breakfast club here, with staff members, to help build relationships.

The new position of Student Attendance and Engagement Liaison should help with raising achievement levels.

We have not been able to appoint a person to this position as we are still not convinced that we have the right person for the role.

This is more than an attendance officer. The person must work with whānau and families to build relationships.

Enosa Auva'a left the meeting (6.20pm)

3.2 Strategic Goal Focus - Strategic Plan Update

Some work has been done on the Strategic Plan for next year.

Rosalie made some suggestions as to how to improve on the groundwork done at the workshop earlier that was led by Alan Curtis. This was partly in response to the unconfirmed ERO report.

4. Monitoring

4.1 Principal's Report

John spoke to his report. Today was the Year 8 Open Day. We don't have numbers of attendees, but the increase in numbers from John's first year was remarkable. 250 lunch packs were made up for Year 8 students and their whānau and they were all handed out.

We still have some critical staffing positions to fill. Apart from the Student Attendance and Engagement Liaison, we are also looking for a Te Reo Maori teacher.

We are currently advertising for a Sports Co-ordinator. To date we have 26 applicants for the position, most of whom are highly qualified to fill the role.

We are seeing an increase in the number of applicants for each position advertised, which means we have a choice in who we can appoint.

We have appointed a new Music teacher, as well as an Art teacher.

4.3 Finance

Minutes of two meetings were given to the Board, as well as two sets of KPIs.

The Finance Committee discussed the huge water invoices. These were caused by water leaks under the gym and seminar room, both places made it very difficult to identify the leaks in a timely manner.

The admin upgrade is to make an office space for the new Director of Pastoral Care, amongst other things.

Motion: Approve Admin upgrade to value of \$59,255.05 of reserve funds.

Moved: Rosalie Freeman

Seconded: Beverley Matamua

Finance Committee approved new contracts for Fusion and printing contract.

Motion to approve Finance Committee Minutes and Reports.

Moved: Rosalie Freeman

Seconded: Deeana Howard-Afeaki

5. Policy Review

5.1 Treaty of Waitangi Policy N1.2 - (Whānau hui draft)

The Whānau hui discussed the Policy and its interpretation throughout the country.

Treaty of Waitangi Policy - (Whānau hui draft revised by SLT/BOT)

Discussion followed around the fine detail of the wording of the Policy.

Once the Policy has been ratified by the Board, it will be handed over to the Principal who will then check its workability and the cost of this.

The Principal will then go back to the Board with this information.

The Policy is wide reaching, covering the physical environment, the language, pronunciation of Maori words and names.

All changes suggested to the Policy were agreed upon.

The motion was made to ratify the Policy.

Moved: Murray Tume

Seconded: Kamine Te Rongomau

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

Paul van Etten and Chris France left the Meeting.

5. In Committee

6. Administration

6.1 Confirmation of minutes of previous meeting

Motion to approve Minutes

Moved: Deeana Howard-Afeaki

Seconded: Beverley Matamua

6.2 Correspondence

6.2.1 Inward

- a) Letter from the MOE re proposed new Catholic School to be built in Drury, opening 2023
- b) Letter from Gail Boyce re application for leave 2020
- c) Letter from the MOE - Audit of roll return.

Continuous transformation for student success

6.2.2 Outward

Response to MOE re proposed Catholic School

6.3 Trips for Approval

Kaitiaki camp 22- 24 Jan 2020

Services Academy trip to Waharau 10 - 14 Feb 2020

Request for approval in principle - details to be added once a meeting has been held between Kelly Teariki (DP) and Eparaima (Service Academy Manager)

Motion to approve both overnight trips - Kaitiaki camp in full, Year 11 Services Academy camp in Principle.

Moved: John Rohs

Seconded: Murray Tume

6.4 2020 BOT Meeting dates

27 Feb 2020

27 August 2020

26 March 2020

25 September 2020

28 May 2020

22 October 2020

25 June 2020

26 November 2020

23 July 2020

Plus additional meetings as and when required, including a Planning Meeting at the beginning of the year.

Initial Planning Meeting 13 Feb 2020.

Motion to approve meeting dates for 2020.

Moved: John Rohs

Seconded: Murray Tume

6.5 Google Training with Kootuitui

Murray, Kamine, Rosalie and Dee expressed their thanks to Angela for the training that she provided.

A gift to be sent to her as thanks - chocolates.

7. Meeting Closure

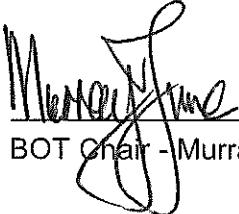
7.1 Comments on meeting procedures and outcomes

7.2 Preparation for next meeting

Karakia whakamutunga

Deeana Howard-Afeaki

Meeting closed at 7.35 pm

Signed: 
BOT Chair - Murray Tume

Date: 2 March 2020