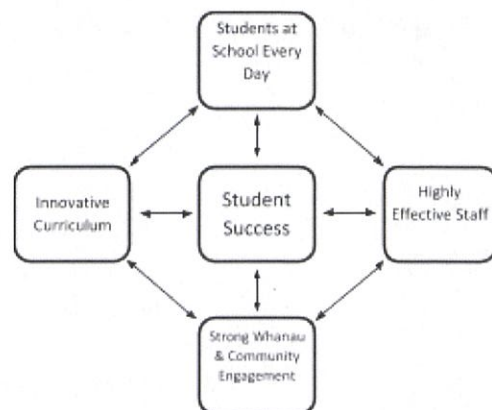




Papakura High School Seminar Room
BOT Meeting
Thursday 27 February 2020
Minutes



Karakia timatanga

Enosa Auva'a

1. Administration

1.1 Present: Deeana Howard-Afeaki, Rosalie Freeman, John Rohs, Murray Tume, Kim Hassan, Enosa Auva'a, Kamine Te Rongomau, Logan Lepua, Paul van Etten, Chris France, Sally Dalzell, Nane Lockington. Beverley Matamua and Moana Ratahi both attended but came a little later

1.2 Apologies: Beverley Matamua, Moana Ratahi (will be a bit late)

1.3 Prior Leave nil

1.4 Declarations of Interest nil-

1.5 Election of Board Chair and Deputy

Nominations for Board Chair

Enosa Auva'a nominated Murray Tume, seconded by Kamine Te Rongomau

Deeana nominated by Rosalie (no seconder)

Murray appointed as Board Chair

Nominations for Deputy Chair

Kim Hassan nominated by Enosa Auva'a, seconded by Deeana Howard-Afeaki

Kim Hassan appointed Deputy Chair of the Board

Murray thanked Deeana for all her hard work over the past years and expressed the hope and wish that she continue as a valued member of the BOT.

Murray also thanked Rosalie for all her work as Deputy Chair of the Board.

1.6 [Schedule of Delegations](#)

Motion to add to the Delegations to the Principal - Authorisation of the Retention and Disposal of School Archives and Records in accordance with the Ministry Guidelines

Motion to adopt the [Schedule of Delegations 2020](#)

Enosa Auva'a moved that the Schedule of Delegations be taken as read.

Moved: Rosalie Freeman

Seconded: Enosa Auva'a

Motion passed.

1.7 [PHS Trustees Code of Behaviour](#)

All Trustees were given a copy of the Code of Behaviour to sign.

Continuous transformation for student success

Motion to give speaking rights to Chris France

Moved Enosa Auva'a

Seconded Rosalie Freeman

2. School Review

2.1 [Annual Report](#) and [Analysis of Variance](#)

John Rohs

John spoke to his annual report and the analysis of variance. John apologised for the lateness of the sharing of this document with the Board.

John mentioned the fact that the new Board immediately after election and co-option got to work without delay. This election of a new, vibrant Board was a momentous occasion in the life of the school.

The 2nd momentous event was the ERO report. Although the initial reaction to the unconfirmed report was one of disappointment, the confirmed report presented after the meeting with ERO was much more positive.

One of the major academic achievements within the school for our students was the creation of the Te Tohu Rangatira programme for our Year 10 students. This has laid the foundation for this cohort of students to gain greater success at Level 1 NCEA.

2020 will be a very exciting year as we build on last year's success.

2019 demonstrated that the hard work done by the school and the Board has started to come to fruition, although this is just the start of the journey for us.

John gave thanks to Sally for her support of the school.

Another sign of success for our school is the fact that just today Ardmore School has asked to join the Kahui Ako. This is a huge step forward for us as it should mean that in future, more students will potentially be joining us from Ardmore School.

Motion to offer sincere thanks to SLT for all their hard work.

Moved: Enosa Auva'a

Seconded: Rosalie Freeman

Motion to offer thanks to the previous Board Chair for all her work with this.

Moved: Enosa Auva'a

Seconded: Rosalie Freeman

Analysis of Variance

John explained that this is a report on the difference between target and actual results and an explanation of any differences, whether positive or negative.

NZQA ask for an analysis of variance before the previous years results are confirmed.

The biggest shift has been in the NCEA Level 1 results.

Just this past week Lisa Mortimer has managed to get 6 more students who were very close to passing Level 1 over the line. This means that we have surpassed the average achievement rate for decile 1 schools and also for decile 1 - 3 schools, which is a huge achievement for the school. This again, is an indication of the progress made by the school last year.

The target for achievement was surpassed despite the under-performance of a few curriculum areas of the school.

One area that caused concern in the school was the measurement of the achievement of the Junior students in certain areas. John has met with a number of HODs to ensure that the same cannot be said of the measurement of achievement of the Junior Students this year. There will be a much higher level of scrutiny, which will be overseen by an external person, Peter Gall, ex-Principal of Papatoetoe High School, to ensure the robustness of any data recorded.

One area in which we did do well last year with our junior students was in the junior student wellness data presented by Troy last year. We are above the National averages for various areas here. The data gathered around this is robust and can be considered a true measure.

WELLBEING AT SCHOOL:

The NZCER Well in Schools survey was completed with year 10, with very favorable results.

Increase from 2015 to 2019 at Year 10:

- **I am proud to be at this school.**
- **People care about each other at this school.**
- **I pay attention in class.**
- **I am interested in what I am learning at school.**

Above national average at Year 10:

- **Most mornings I look forward to going to school.**
- **My family's culture is treated with respect by the teachers.**
- **I feel my teachers help me learn.**

Increase from 2015 to 2019 at Year 9:

- **I am proud to be at this school**
- **Most of the time being at school puts me in a good mood.**
- **People care about each other at this school.**
- **I have lots of respect for my teachers**
- **I am comfortable talking to the teachers at this school about my problems.**
- **I care a lot about what my teachers think of me.**

Above national average at Year 9;

- **Most mornings I look forward to going to school.**
- **I feel teachers help me learn.**
- **I look for ways I can improve my schoolwork.**
- **My schoolwork helps in things I do outside of school.**

The question was posed as to whether the fact that the Year 9 students start here at a lower level than at other schools affects achievement levels,

This is definitely a factor, but we will not be using this as an excuse. This is not a blame game. We will accept the challenge and set the target to raise achievement to the same as the national average level.

The point was raised that results from mid-2019 indicate that only a handful of Year 9s were achieving at or above the national levels, and what we are going to do about it.

There was a similar situation with the Year 10 students, in that only a very few were achieving at the national level.

The question was then raised as to what we are doing with these students to ensure that their achievement levels are raised.

Another point raised was the fact that we are possibly aiming too low with attendance rates. Should we be aiming for 90% when 95% is better?

Data collection for student achievement needs to be more often so that a clearer picture of gains made can be presented to the Board. Instead of testing once per year at the middle of the year, levels of achievement should be measured at the beginning and end of the year.

The Analysis of Variance comes from the goals set last year.

What is the Board doing to ensure progress is made?

It would be useful for the Board to have results from testing of the junior students in March and then towards the end of the year to be able to show gains made.

The results presented in the analysis of variance are from results of testing done mid-year, and the comparison is from year to year, therefore results are not necessarily an accurate snapshot of current student levels..

Motion to receive the Annual Report 2019 to the board

Moved Murray Tume

Seconded Nane Lockington

Motion to table the Analysis of Variance as read

Moved Enosa Auva'a

Seconded Moana Ratahi

3. Strategic Discussions

3.1 Student Achievement - NZQA confirmed results and HOD reports will be presented at the March meeting

3.2 [Strategic Plan 2020 with Annual Targets](#)

John Rohs

John mentioned that Rosalie has put a large amount of work into this document since it's creation at the BOT workshop held on 12 October last year with Alan Curtis.

Rosalie has put in a lot of work incorporating the comments made by ERO, creating version 3. SLT have then put in hours of work using this document to work out what the school's priorities are for this year, leading to version 4.

This is a working plan and SLT will be meeting on a Saturday in the next couple of weeks to do more work on this.

Each of the 5 priorities on the front cover are now titles of sections within the document.

Under these various sections, more information has been added.

One thing we have been talking about a lot is the transition of year 9 students into our school. Our year 9 classes are now very full, with up to 32 students per class.

Last year we had a transition day which was very popular with the contributing schools and the students themselves. This was in addition to the whanau day for year 8s, and was an opportunity for year 8s to experience a day in the life of a high school student.

Transition to High School is of great importance to the MOE who have financed support staff through the Kahui Ako schools to assist with this transition.

John has already met with the leader of this group, Saskia Nickless, to discuss how this transition process can be improved for students.

As well as belonging to the Kahui Ako, we are a part of the Kootuitui Schools group. The schools are not exactly the same in the two groups. Kootuitui offers a lot of support to schools in this group. Leigh Auton, the CEO of the Kootuitui Trust will be coming to speak to the BOT at the June Meeting.

As a condition of this support, students are tested once a year through Woolf Fischer. The results are then processed over a period of time and presented to the schools at a sense making meeting.

However, we are going to ask Woolf Fischer if they are able to test our students twice a year, in March and November instead of just once a year and then report the results to us. This will give us a more accurate picture of progress made during the year.

We will be working to assess all students at the end of February/beginning of March to ensure we have baseline data.

Part of the transition process involves members of our SLT going to local contributing schools and gathering data and information about the students who will be starting here the following year. We have a handful of contributing schools and our year 9 students come to us from over 35 different schools. There are several testing tools that can be used at primary/intermediate schools.

Because of the inconsistency in data measured and gathered at primary/intermediate schools it is impossible to have a clear picture of where the students across the whole cohort are as far as their level of reading, writing and mathematics are at.

There will be a discussion with the SLT team about the assessment tools to be used.

At the March meeting John will be presenting to the Board about Papakura Pedagogy and Junior Assessment results.

Motion to adopt the Strategic Plan 2020-2022 in principle, given that it is a living, working document and that there will be adjustments made during the year as and when necessary.

Moved: Murray Tume

Seconded: Deeanah Howard-Afeaki

3.3 Exploration of special issue or project - Establishment of a Property Committee

Enosa Auva'a offered to be a part of the Property Committee, but mentioned that he is only able to attend meetings on Fridays.

Continuous transformation for student success

Beverley Matamua would also like to be on the Property Committee.

Kamine Te Rongomau also volunteered to be on the Committee.

The Property team is currently made up of Keith Buchan, John Rohs and Paul van Etten.

4. Monitoring

4.1 [Principal's Report](#)

We are near the end of Week 7, and a number of staff are starting to feel very tired.

Lisa Mortimer puts in a huge amount of work in identifying and supporting students who are nearly across the line as far as achieving NCEA Levels is concerned.

John extended a warm invitation to all Trustees to come into school to meet staff members in the staff room. It is also a good opportunity to see/meet our students.

At the end of the day when 750 students leave the grounds, it is quite an impressive sight.

The Year 9 cohort are a very lovely, enthusiastic cohort of students, who are keen to support the school and be a part of it. Over 60 year 9s took nomination forms to be a part of the Te Kaunihera (school student council). As only 6 of them can be on the Te Kaunihera, we will be forming a Year 9 Student Leadership group to harness this enthusiasm.

4.2 LSM Report (if applicable)

4.3 Finance

2020 Budget

Unfortunately, despite scheduling this on different occasions, a Finance Meeting has not yet been held. This means that the budget is not ready for approval.

It is to be hoped that the 2020 Budget is ready before the next BOT Meeting.

The Finance committee is made up of Rosalie Freeman, Deeana Howard-Afeaki and Nane Lockington

Meetings are held on Tuesdays at 7.30am

The Finance Committee will be made up of Rosalie Freeman, Nane Lockington and Enosa Auva'a, who will join the meeting via Skype if necessary and practical.

4.4 [Health & Safety](#)

The Health and Safety report was tabled.

4.5 [Student Engagement Report 2019](#)

Student attendance is improving, although it is not yet where we would like it to be. There are numbers of students whose attendance is improving.

Some of this data and information has been incorporated in the Analysis of Variation.

Paul van Etten does a lot of work around the levels of attendance. If any of the trustees is interested in coming into school, attendance is discussed continuously at staff meetings and could give trustees a good feel of how the students' attendance is tracking.

The issue was raised as to the impact the new Attendance Officer will have on student attendance.

Last year attendance targets were not being met. Is this because the targets were set too high?

So far this year, we are above our targets for attendance.

The question was raised about the breaking down of attendance data.

The breakdown is to assist us in targeting students for intervention from the Attendance Support worker. Once the attendance of the targeted students has improved, and been reported on to the Board, a new group of students will be targeted for support.

Deeana Howard-Afeaki moved that the BOT provide a morning tea for staff next Friday as thanks for their support and for an opportunity for the new Chair and Deputy Chair to introduce themselves to staff.

Seconded: Enosa Auva'a

Deeana Howard-Afeaki left the meeting

5. Policy Review

G.1 - Board Roles & Responsibilities

Motion to approve Policy G.1 - Board Roles & Responsibilities

Moved Enosa Auva'a

Seconded: Moana Ratahi

6. Administration

6.1 Confirmation of minutes

Moved that Minutes from 28 November are a true and accurate record

Moved: Rosalie Freeman

Seconded: Kim Hassan

Moved that Minutes from 13 February are a true and accurate report

Moved: Rosalie Freeman

Seconded: Moana Ratahi

6.2 Correspondence

6.2.1 Letter from MOE re PISA study 2020

The request from the MOE Pisa 2021 Assessment team has been declined. We will not be participating in the study.

6.2.2 Letter from Anahila

6.2.3 School Investment Package

6.3 Trips for Approval

Polyfest: Samoan Group (Live-in) Fri 13/3 - Sat 14/3

Polyfest: Cook Island Group (Live-in) Fri 13/3 - Sat 14/3

Te roopu kapa haka o Papakura x 2 roopu 06.03. - 08.03 2020

Te roopu kapa haka o Papakura x 2 roopu 13.03. - 15.03 2020

Te roopu kapa haka o Papakura x 2 roopu 17.03. - 20.03 2020

Motion to approve all trips/overnight stays

Moved: John Rohs

Seconded: Kamine Te Rongomau

6.4 Correspondence from ERO re OIA (Transfer of request for official information)

Tabled that a response to be given

Response letter to be tabled at the next BOT meeting.

6.5 Motion to exclude the public from the meeting

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.

Moved: Rosale Freeman

Seconded: Nane Lockington

Paul van Etten left the meeting

Motion to move out of Committee

Moved: Rosalie Freeman

Seconded: Murray Tume

7. Meeting Closure

7.1 Comments on meeting procedures and outcomes

7.2 Preparation for next meeting

Rosalie expressed her thanks for the support given.

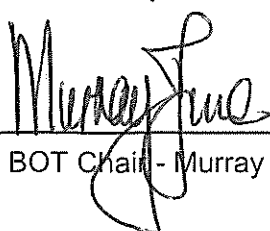
She also mentioned the fact that she and Deena had scheduled regular meetings with the Principal and that on the Monday before the BOT Meeting, the agenda was discussed and finalised. She suggested that the new Board Chair and Deputy continued with this, at a time convenient for all concerned.

Karakia whakamutunga

Enosa Auva'a

Meeting closed at 8.14pm

Signature: _____



BOT Chair - Murray Tume

Date: _____

