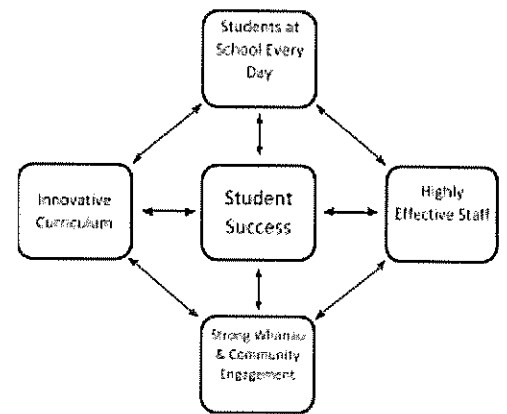




Papakura High School - Google Meet  
BOT Meeting  
Thursday 21 May 2020  
Minutes



Karakia timatanga Enosa Auva'a

## 1. Administration

1.1 Present Enosa Auva'a, Rosalie Freeman, Paul van Etten, John Rohs, Beverley Matamua, Murray Tume, Nane Lockington, Kamine Te Rongomau, Troy England, Moana Ratahi, Sally Dalzell, Deeana Howard-Afeaki, Logan Lepua, Kelly Teariki, Lisa Mortimer, Kim Hassan

1.2 Apologies Chris France

1.3 Prior Leave

1.4 Declarations of Interest Nil

## 2. Monitoring

2.1 Finance - approval of annual accounts and 2020 budget

Minutes of the Finance Meeting held 11 May 2020

Rosalie spoke about the school budget for 2020, the first budget for many years without a deficit.. While the COVID-19 pandemic could have an impact on the school finances, there is sufficient flexibility within the budget to cover these costs, and if necessary, the budget can be revisited later in the year. .

Summary of draft 2019 annual accounts - the deficit is larger than budgeted but due to expenditure approved by the Board, such as the admin upgrade and very large water expenses due to leaks in the pipe work, now fixed. Draft accounts to go to the auditors.

Motion to approve 2020 Budget and approve 2019 draft financial report and annual accounts to go to auditors.

Moved: Rosalie Freeman

Seconded: Enosa Auva'a

Passed.

2.2 Principal's Special Report March to May - Education during lockdown and planning ahead for Term 2

Murray asked if there were any questions around the report.

John thanked SLT for all their assistance during the lockdown.

SLT were granted speaking rights so as to be able to respond to any questions that may come from the board.

Enosa questioned whether school whanau had access to learning during the lockdown.

**Continuous transformation for student success**

Nearly all students had access to either digital learning or hard copies of work provided by the school.

MOE struggled to get resources to students and there were inaccuracies in the distribution process.

Congratulations were offered to John and SLT for the work done during lockdown.

All staff worked hard to ensure that students received quality lessons online.

Difficult to know exactly how many senior students engaged with the online teaching and learning sessions but engagement tapered off during the lockdown.

Teachers are offering catch up sessions every day to support students and ensure they can achieve.

Troy and his wellness team did a huge amount of work in contacting students and whanau to try to encourage engagement.

Some students are well on track with their achievement and some will need more support.

The board offered its support to ensure students are not disadvantaged.

Some students did not have the best learning environment at home due to circumstances beyond their control, such as having a number of younger siblings at home.

It may be beneficial to have some extra teaching/teacher aide hours to assist and support students in their catch up learning.

Some students returning to school have not had pleasant experiences at home during this time, but members of the wellness team are working with students who need support.

### 2.3 Principal's report to the board (March 26 2020)

School has been able to recruit excellent staff, including Phillip Kareroa (Youth Worker), Dereck Siitia (Student Engagement Officer) and Eparaima Paratene (Services Academy Manager) in their various roles.

We have reached the stage where we get very high calibre applicants for each position advertised.

Students numbers have greatly increased. With over 200 Year 9s, this means that we will continue to get more students as their younger siblings enrol in coming years.

As student numbers grow, staff entitlement levels rise meaning we have to self fund less, which in turn means more money in the budget for spending on other things.

### 2.3 Health & Safety COVID-19 Alert Level 2 return to work safety plan

Students are encouraged to practice social and physical distancing, but need reminding to do so.

## 3. Strategic Discussions

### 3.1 Term 1 Student Engagement and Attendance report

Term 1 attendance was the highest for 10 years.

Students enrolling at PHS are now more engaged in learning than in previous years.

The seven schools of the Kahui Ako (Ardmore School has now joined) are focussing on students attending school every day. This is now becoming the norm.

Paul was commended on the data and report that he has produced for the board.

A comment was made on the decrease in the significant numbers of stand downs and suspensions. The restructure of the pastoral system within the school from having four

Houses to three Whānau has had a long term effect on these numbers and is now really starting to pay off. The Kaiarahi team has also played a large part in this along with the restructure, along with the use of the restorative process in enabling students to make positive changes. Members of the wellness team also play a large part in supporting students. As a school, we do as much as we possibly can to prevent students from being suspended and potentially excluded as we know that in many cases this leads to young people being involved in the Youth Justice system very shortly afterwards.

### 3.2 Term 2 Student Attendance Data

During the lockdown, attendance was marked for the whole day as 'present' if they showed up for at least one online lesson, or if they completed work online.

Those students who collected hard copies/materials to work with at home have been marked as engaged.

Staff have worked hard to try to get a picture of actual attendance rather than just marking everyone with a global 'F' for engaged in learning at home.

The challenge for us now is to continue with the work started in Term 1 in getting students engaged in school again. This will take up to some months to rebuild.

Some families are not yet willing to send their children back to school due to concerns that they have re COVID-19.

The MOE has asked if there is anything they can do to assist with getting students back in the classroom. The BOT have also offered their support, asking if there is anything they can do to assist.

Staff are doing a lot of phoning home to speak to parents to find out reasons that students are not at school and are working to reassure parents that it is safe and students should be at school.

As the Alert Level drops from 2 to 1 and other restrictions are lifted, we will hopefully get more students back at school.

The suggestion was made that social media is used to publish photos of students at school and to reassure families.

Concern was expressed that some senior students may not be able to return to school as they now have to work to help support families where parents may have lost their jobs.

Information has been collated around movement of families during the lockdown and much of this was around people leaving South Auckland and going to work cleaning etc

Some students were not able to participate in online learning as they were working.

Students were also possibly embarrassed about conditions at home and this probably played a large part in the reason why students did not turn cameras on during classroom sessions.

SLT and some staff have been in school working hard when many others were at home.

A request was made for information around progress around the annual strategic plan, which will be given.

Enosa left the meeting at 6.45pm.

## 4. Policy Review

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#### 4.1 G2 Trustee Code of Behaviour Policy

Suggestion was made that Policy reviews are done by a committee at school, rather than individually. It enables group discussion to happen with guidance from a member of staff and input from NZSTA. An informal policy review committee met to discuss policies up for review so that they were ready for ratification by the board at the meeting.

#### 4.2 GP1 BOT Meeting protocols

Property Committee to be formed. Was discussed during February Meeting but due to recent events hasn't yet been formalised.

### 5. Administration

#### 5.1 Confirmation of minutes of previous meeting (February 27)

Motion to confirm minutes of February meeting accurate and correct.

Moved: Rosalie Freeman

Seconded: Moana Ratahi

Motion passed

#### 5.2 Minutes of March meeting

It was noted that the March meeting was not able to be held due to the COVID-19 Alert Level 4 Lockdown.

Two informal online meetings were held in April to ensure the board were kept up to date with everything happening at school during the lockdown.

#### 5.3 Correspondence - Nil.

### 6. Meeting Closure

#### 6.1 Comments on meeting procedures and outcomes

Murray would like to organise a Saturday morning workshop to discuss where we are at with Strategic Planning. Could also use this as a PD session re the governance policies - ask Chris France (NZSTA) to facilitate a discussion so that the whole board can work through and understand these policies and the underlying procedures.

Saturday 27 June was suggested.

Murray asked for any requests for training to be emailed to him to co-ordinate.

#### 6.2 Preparation for next meeting

Request was made for documentation for the next meeting - 28 May - to be made available tomorrow for perusal over the weekend. Finance documentation will not be available until Monday afternoon or Tuesday morning after the next Finance Meeting.

**Karakia whakamutunga** Deeana Howard-Afeaki

Meeting closed at 7.15pm

Signed: \_\_\_\_\_



BOT Chair

Date: \_\_\_\_\_

4 June 2020