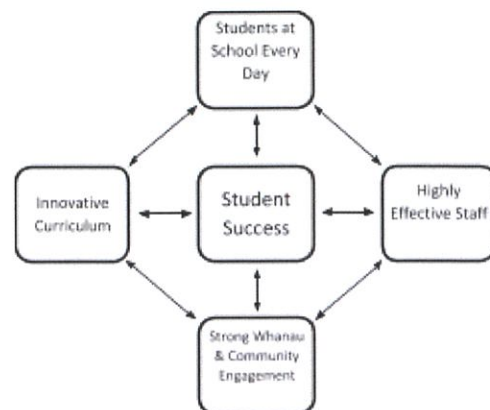




Papakura High School Seminar Room
BOT Meeting
Thursday 23 July 2020
Minutes



Karakia timatanga

John Rohs

1. Administration

- 1.1 Present Murray Tume, Kim Hassan, Nane Lockington, Beverley Matamua, Rosalie Freeman, Deeana Howard-Afeaki, Sally Dalzell, John Rohs, Lisa Mortimer, Paul van Etten, Eparaima Paratene, Shauna Thomas, Kamine Te Rongomau, Chris France, Jacqueline Beazley
- 1.2 Apologies Enosa Auva'a, Logan Lepua, Moana Ratahi
- 1.3 Prior Leave
- 1.4 Declarations of Interest
- 1.5 [Confirmation of Minutes of the previous meeting](#)

Motion to accept that the minutes are a true and accurate record of the meeting

Moved: Kim Hassan

Seconded: John Rohs

1.6 Matters Arising

Beverley Matamua has done some research around looking into improving our students reading ability. There are various programmes available to assist students, public libraries are available, there are programmes that parents at home can implement.

1.7 Speaking rights

Motion to give guests speaking rights during the meeting.

Moved: Murray Tume

Seconded: Nane Lockington

2. School Review

2.1 Report as per workplan: [Services Academy](#)

Kelly Teariki, introduced the board to Eparaima Paratene and Shauna Thomas. Services Academy is in its first year. Participants did not achieve Te Tohu Rangatira programme and so were placed in this academy. 5 students who joined us this year from other schools were also enrolled straight into the Academy. These students were not where they should have been in terms of being able to work within the school values.

The key for the programme is to instil the school values, as well as some of the values from the army. This is the main focus, as well as gaining credits.

Eparaima told the board that this is the most rewarding job that he has ever done. The progress that some of the students have made from the start of the year up til now is huge.

A video of the students in the Academy was then presented to the board.

Shauna then spoke to the board, explaining that she taught a number of the students who are in the Academy last year in terms 3 and 4.

She also said that the students have made huge progress in the last two terms.

Kelly then went on to say that it was very difficult to report on achievement as the achievement is measured very differently. She named a couple of examples of students pastoral entries where the number of entries has greatly decreased compared to the same time last year.

2.2 Questions

The question was raised as to whether whanau of the students are engaged in the programme. At the beginning there was resistance to students being placed into the Academy, both from whānau and from the students. However, there were non negotiables around active engagement, including attending a whanau hui each term.

The students are involved in the Kura Kai programme and doing very well.

We need to shift away from the idea that the Services Academy is for students who have "failed" as so is perceived as a "punishment". The Academy needs to be promoted differently, as a career path as well as to help students become better people.

The change in the school environment is noticeable. For some of the students, Eparaima is probably the first adult in their lives that they have respected. There is no lowering of standards to meet the students half way, the students have to step up.

John expressed his thanks to Eparaima for taking the risk of coming here and for making such a huge success of it.

The question was raised as to whether some of the students in this programme will be able to rejoin mainstream classes.

This will be a case by case decision as some students could well do well in mainstream classes next year, but others may not do as well due to the very structured nature of the programme.

The course should lead on to a choice of further education, either mainstream classes or a work experience programme or a second year of Services Academy programme.

One of the students has demonstrated a huge change of behaviour enabling her to achieve academically. She is now able to ask for help if necessary instead of blocking and misbehaving.

Eparaima and Shauna left the meeting.

3. Strategic Discussions

3.1 Student Achievement: [Term 2 NCEA Report](#), [Term 2 Tracking Report](#), [Tracking Comments](#), [Endorsement Target Students](#) and [Te Tohu Rangatira Report](#) (as per workplan)

3.2 Strategic Goal Focus: [Student Engagement and Attendance Report](#) (as per workplan)

Lisa Mortimer spoke to the NCEA achievement results.

The information that the board was given is now out of date again as more standards have been moderated and so many students have gained more credits.

Lisa showed a [slide show](#) showing the gains made.

In the four days of this term so far 2 more students have gained Level 3, 4 more students have gained Level 2 and two more with Level 1, one with Excellence endorsement.

Students are now talking about gaining NCEA Levels and wanting certificates as they achieve these Levels.

Lisa is also looking for ways to assist students with achieving credits in innovative ways.

Lisa also explained to the board members our plans for those students who are on track to not achieve Te Tohu Rangatira by the end of the year. There are 44 of these students currently, and there are goals being set for them to achieve sufficient points to be on track to graduate and they are being targeted for appointments with teachers at Conferences, along with other measures.

Students are talking about Te Tohu Rangatira in the same way that the Senior students talk about their credits. They are developing a competitive streak around wanting to be at the top of their kaitohutohu, as well as gaining Gold.

Paul spoke to the Student Engagement Report.

Attendance in Term 1 was looking really good until COVID-19 hit. On-line learning started really well, but dropped off to around 30%.

We took the line of marking actual attendance/student engagement instead of marking global attendance, which meant a lot more work for teachers/staff, but also meant that our statistics are accurate.

At the start of the school re-opening, attendance was low, as was the case nationally, but it has increased.

4. Monitoring

4.1 [Principal's Report](#)

John spoke to his report.

The turn out of students for the holiday programme was very disappointing. Our students need deliberate targeting if we want them to come in to school and do school work during the break. The irony is that students in the Services Academy, who are or were the least engaged, were targeted and so did come in and do work, and gained credits, over the break.

Our new Student Engagement Officer, Dereck, has fitted in really well and is doing great work engaging with our whānau.

The report that Dereck wrote about his engagement with some of our whānau demonstrates the formidable barriers that some of our students face when trying to attend school. Numbers of students enrolled at PHS are well above predictions made by the MOE. This is one of a number of indications that the school is now doing well and continuing to make progress.

HOD ICT is making progress, making us into a Netsafe school and launching a code club here at school, starting next Wednesday.

The question was raised as to how the decision is made whom Dereck is to work with. The Kaiārahi Team discuss this and make this decision. The intervention occurs after the Kaiārahi team have failed to engage with whānau.

Motion to accept John's report.

Moved: John Rohs

Second: Kamine Te Rongomau

Deeana Howard-Afeaki left the meeting.

4.2 LSM Report

Sally presented a verbal report.

Sally and Murray met with Peter Gall, the Principal's appraiser. It was a good meeting.

The ERO turn around school (TAS) appraiser was in school today. She met with John, Sally, Deeana and Murray

4.3 Finance

4.3.1 Minutes of the Finance meeting held 3 July

4.3.2 KPIs as at 31 May 2020

4.3.3 KPIs as at 30 June 2020

4.3.4 Minutes of the Finance meeting held 23 July

The Covid-19 situation has changed the school's expenditure so we are looking at a deficit in the spending this year, we will be under budget.

Motion to accept the Minutes of the Finance Committee meetings from 3 July and 23 July

Moved: Rosalie Freeman

Seconded: Kim Hassan

4.4 [Health & Safety and Property Report](#)

Paul spoke briefly to the H & S report.

The property committee (Kim Hassan) has spoken with Keith to get an understanding of the 5YA.

Keith has the students best interests at heart, knows the school inside and out and understands their needs and requirements for the best learning environment.

Keith and the Property team are looking into alternative options for the school heating system. The new air con system will be part of the 5YA. The recommendation is that we install a new system rather than keep patching up the old system. It is also better to get a new system before the old system completely breaks down.

The new system will be centrally controlled rather than having individual controls in each classroom. We need to be careful that the cost of cooling in summer as currently we heat for approx. 6 months of the year and have no costs for the rest of the year.

Motion to seek tenders for a new air con system.

Moved: Kim Hassan Seconded: Beverley Matamua

4.5 ERO visit August (days to be confirmed)

5. Policy Review

[G.3 Trustee remuneration and expenses policy](#)

[GP2 Committee principles](#)

Unfortunately the board secretary was not sent an email with the proposed changes to the policies to be discussed and ratified, so this has been postponed until next month's meeting.

6. Administration

6.1 Correspondence

Letter to Papakura Int. in support of enrolment scheme

Motion to approve letter to Papakura Intermediate

Moved: John Rohs Seconded: Beverley Matamua

6.2 Trips for Approval

The Rising Foundation - Overnight Trip 6/7 August 2020 (please see pdf copy of trip form in folder).

Motion to approve the TRF trip

Moved; John Rohs Seconded: Beverley Matamua

6.3 Appointment of Returning Office for Student BOT Rep. (Student Trustee Election to be held on Wednesday 16 September).

Motion to elect Philippa Kaisser as returning officer for the Student BOT election

Moved: Murray Tume Seconded: Nane Lockington

Continuous transformation for student success

7. In Committee

Motion to move in committee

Moved: Murray Tume Seconded: Kim Hassan

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.

Jacqueline Beazley, Chris France, Lisa Mortimer, Kelly Teariki and Paul van Etten left the meeting

Moved out of Committee

Moved: Murray Tume Seconded: Rosalie Freeman

8. Any other business

There was a discussion around the fact that the correspondence between the board and the MOE around the statutory intervention and the LSM was not recorded anywhere in the general meeting minutes.

Motion to move the response to the MOE to correspondence in the general meeting minutes

Moved: Murray Tume Seconded: Kamine Te Rongomau

9. Meeting Closure

9.1 Comments on meeting procedures and outcomes

9.2 Preparation for next meeting

Karakia whakamutunga Murray Tume

Meeting closed at 9pm

Signed:  _____ Date: 28/08/20 _____
Murray Tume, BOT Chair