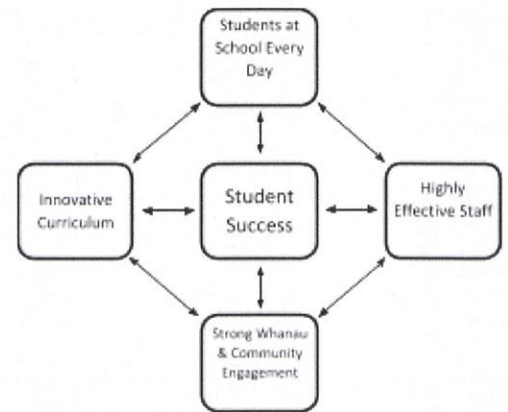




Papakura High School Seminar Room
BOT Meeting
Thursday 4 June 2020
Minutes



Karakia timatanga Enosa Auva'a

1. Administration

1.1 Present Murray Tume, Kim Hassan, Kamine Te Rongomau, Beverley Matamua, Nane Lockington, Enosa Auva'a, Rosalie Freeman, Moana Ratahi, Paul van Etten, Kelly Teariki, Troy England, Chris France, Logan Lepua, Sally Dalzell

1.2 Apologies Deeana Howard-Afeaki, Rosalie Freeman (from 6.15pm)

1.3 Prior Leave Rosalie Freeman (for next meeting)

1.4 Declarations of Interest

1.5 [Confirmation of Minutes of previous meeting](#)

Motion to confirm the Minutes are a true and accurate record of the meeting.

Moved: Rosalie Freeman

Seconded: Beverley Matamua

1.6 Matters arising

1.7 Speaking rights Granted for Troy England, Kelly Teariki, Paul van Etten, Chris France

2. School Review

2.1 [HOD Reports](#)

John spoke about the HOD reports that were created and tabled for the February board meeting and whose relevance is somewhat diminished now that it is June.

2019 was the first year that we really pushed the Year 11 students to sit external exams.

Despite some misgivings, a large percentage of students turned up to sit their externals, in at least one case more students than we had catered for and so more seating had to be organised on the day.

20% improvement on results compared to 2018, despite the fact that some curriculum areas are still underachieving. Up until the end of 2019 we have faced significant issues in terms of performance of two vital curriculum areas - English and Mathematics. In both these departments we have had a change of HOD.

In the English department, Lavinia Manoa has been appointed and she has immediately set about raising expectations within the department. Year 11 students were entered into a 'difficult' external assessment, unfamiliar text, and over 50% achieved this standard, exceeding

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expectation. However, the overall achievement rate for internal assessments was less than 20%, which was well below expectation.

In the Maths department we have also had a change of HOD. In 2016 there was no HOD. When the next HOD was appointed he only stayed for one term. After that, there were two joint HODs. This was not an ideal situation and we now have a new HOD Mathematics.

Both HODs, English and Maths, are outstanding middle leaders and will definitely lead to an improvement in the results for both these departments.

Recent staff appointments have been of high calibre, not all young, newly qualified teachers but all greatly adding value to their relevant departments. The pool of candidates who now apply for jobs when vacancies are advertised is much greater and of higher quality.

Enosa mentioned the fact that a large amount of information is presented to the board in the HOD report. Some departments are underperforming and others are doing well.

HODs are to be commended on the amount of work that they have done in creating the reports.

Kim stated that there are some inconsistencies in the presentation of the data. Some of the information in the reports is superfluous to what the board needs to know and perhaps could be summarised with a focus on what was achieved and what is being done to raise achievement.

Rosalie mentioned that although individual results appeared to be low in some areas, overall NCEA achievement levels have been raised.

HODs will be invited to present their results to the board in two upcoming sessions.

The suggestion was made that the board needs recommendations as to what needs to be done to improve achievement, rather than be given a huge amount of raw data as reading the data is very time consuming.

Kelly asked the question if it would be useful for the board for each DP to write a narrative for their curriculum area with the actual achievement data at the back of each narrative. The board agreed that this would be very useful.

Sally made the comment that due to the Covid-19 lockdown the report is out of order as it was prepared for much earlier in the year. By June, the information is not as relevant.

The reports are much more consistent than in previous years. The reports are not only for the board's benefit, they are also for the department to use to move forward.

For September there will be another department report for each subject including achievement information about every standard offered. It was explained that there are a large number of subjects taught at secondary school which is why the department reviews are so large and include so much information. Sally has created a template that can be used.

By next year patterns in the achievement data for each department will be easier for the board to recognise, as board members get more used to reading these reports.

The reports are already showing where there are successes and where there are weaknesses in achievement levels.

Rosalie left the meeting at 6.15pm

Enosa raised the question as to what the board can do to assist in raising the level of achievement for students who did poorly at Level 1. However, the board should in fact be asking the SLT what they are doing to raise achievement for these students. Part of this should be answered in the reflection part of the dept review.

Motion to thank the HODs for their efforts in producing the reports.

Moved: Enosa Auva'a Seconded: Nane Lockington

2.2 [Questions](#)

Sally talked to the board about the questions that should be answered by the HOD reports and the information they contain. Most of the information is there, although there is room for improvement in the way the data is presented to the board. Bar graphs could also be created to show achievement.

3. Strategic Discussions

3.1 [Revised Annual Plan](#)

SLT held a long meeting to review and revise the annual plan as the COVID-19 lockdown necessitated this.

The layout of the plan means that it is easy to read and understand. The additional right hand column shows what actions and adjustments have been made due to the weeks that students were not able to be at school.

Two examples were named:

On page 8 one of the actions is the development of the Maori pathway .

On page 9 the Matariki and Pacific Awards nights due to be held are currently on hold due to Covid-19 Alert Level 2. .

Motion to receive the revised annual plan

Moved: Enosa Auva'a

Seconded: Kim Hassan

4. Monitoring

4.1 [Principal's Supplementary Report](#)

This report was produced because of the large amount of work that has been done over the past 2 weeks since the last board meeting.

We now have only 15 families who are refusing to send their children to school. Attendance is now up to 79.8% as of yesterday.

For the first weeks since the return of students, the main focus has been on student well-being and only now is the focus changing to engagement and achievement.

We have a new initiative, the kura kai project, which involves whanau, community, staff and students. Students in Year 9 Food Technology are involved in this project and learning many lessons such as calculation (multiplication), language as well as actual culinary skills.

Jerome Mika, who was a valued member of the PHS board for a number of years, suffered a devastating loss when his 9 year old son Joshua passed away. John would like the school to recognise Jerome's connection to the school by giving Jerome a gift.

Motion to give a gift to the Mika whanau

Moved: Enosa Auva'a Seconded: Moana Ratahi

4.2 LSM Report - 2015 PHS Amended Action Plan 2020 (Word document in meeting folder)
Sally spoke about her amended plan..

As the action plan was created as a reply to the 2015 ERO report it was now necessary to amend it as a response to the latest ERO report from Nov 2019.

Enosa had a question regarding one part of the plan, the Principal's appraisal. The appraisal cycle ends at the end of term 1. This could not happen as the lockdown was in place. A meeting will be held tomorrow, June 5, with the appraiser, Sally and Murray as Board chair. A draft report has been created and after discussion this will be finalised and then presented to the board once finalised.

School policy is being followed in this matter

Motion to approve the amended LSM plan.

Moved: Murray Tume Seconded: Kamine Te Rongomau

4.3 Finance report if required
Finance report is with the auditor.

Motion for John and Murray to approve the finance report when it is returned from the auditors.

Moved: Nane Lockington Seconded: Enosa Auva'a

4.3.1 KPIs April 2020 (in folder)

4.3.2 [3.1 Minutes of the Finance meeting from 26 May](#)

4.4 Health & Safety

The question was asked as to whether staff well-being is being considered since the Covid-19 lockdown.

This has been ongoing ever since we went into lockdown.

5. Policy Review

5.1 [G3 Trustee remuneration and expenses policy](#)

5.2 [GP2 Committee principles](#)

This was put on hold until the policy review committee has met.

6. Review of Statutory Intervention/Ministry of Education

A meeting will be held on Saturday to discuss this and see whether the board is ready for the Statutory Intervention to be ended. Board members have been asked to comment on a document that has been shared with them.

It is vital that all board members are on the same page as far as this goes.

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 exclude the public from the meeting.

Moved: Nane Lockington Seconded: Kim Hassan

Kelly Teariki, Troy England, Paul van Etten and Chris France left the meeting at 7.07pm

At 7.10pm Paul and Chris returned to the meeting

8. Meeting Closure

8.1 Comments on meeting procedures and outcomes

The comment was made that the HOD reports are a valuable tool to see where we are at.

8.2 Preparation for next meeting

Saturday meeting re review of Statutory intervention.

Tomorrow morning meeting with Murray, Sally and Peter Gall with John to discuss Principal's appraisal report.

Next BOT meeting on 25 June 2020.

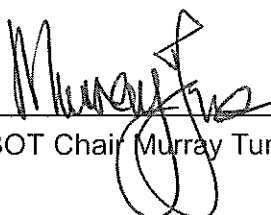
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Board training on 27 June on governance with Chris France, NZSTA.

Karakia whakamutunga

Enosa Auva'a

Meeting closed at 7.20pm

Signed:  Date: 23 July 2020
BOT Chair Murray Tume