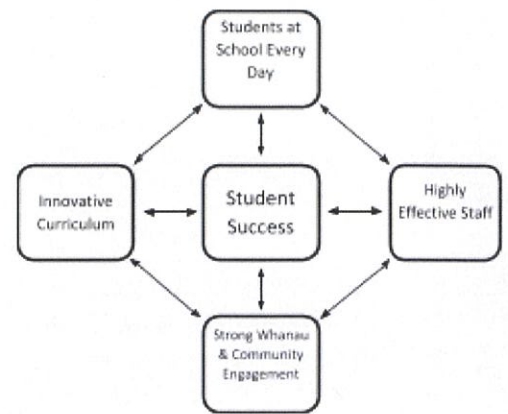




Papakura High School Seminar Room
BOT Meeting
Thursday 27 August 2020
Minutes



Karakia timatanga

Logan Lepua

1. Administration

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

1.2 Apologies Chris France will be a little late to the meeting

1.3 Prior Leave Beverley Matamua (24 September 2020)

1.4 Declarations of Interest Nil

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

Motion to accept the minutes as a true and accurate report of the previous meeting.

Moved: Murray Tume

Seconded: Rosalie Freeman

1.6 Matters Arising

Response from ERO to go into correspondence for next meeting

1.7 Speaking rights to guests

Speaking rights granted to Chris France, Sally Dalzell, Di Corban, Paul van Etten and Kelly Teariki.

Staff will be asked to leave when we go in committee

1.8 Correspondence

1.8.1 [Email from ERO](#) and [Letter from ERO 27/08/2020](#)

Email and letter only came today so there was no opportunity for the board to read this correspondence.

Motion to allow the board time to read the letter and email and discuss at a later time.

Moved: Murray Tume

Seconded: Kim Hassan

1.9 Trips for Approval

No further trips planned currently.

2/3PEL OPEC trip will be reviewed once there is more clarity as to whether it can go ahead or not.

Continuous transformation for student success

1.10 Review trip outcome/evaluation where applicable

2. **School Review** (Role of the Specialist Classroom Teacher)

2.1 [Report](#)

Di Corban spoke to her report.

Di had prepared a [slide show](#) with additional information.

She explained that her role is not unique to PHS. It is resourced by the MOE.

Referrals come from various sources across the teaching staff and sometimes from students.

Di explained her credentials as SCT.

The role varies from year to year depending on personnel and desired outcomes.

SCT works with individual members of staff.

Focus on Year 9 students at the beginning of the year. SCT visits all year 9 classes. First few weeks is the 'honeymoon' phase, then reality sets in. Then the work of the SCT begins.

High expectation pedagogy is a focus. Covid-19 and the interruptions caused by the lockdowns have put a bit of a dampener on some areas.

It is important that teachers understand the philosophy/principles underlying their teaching, what they do and how they do it.

No such thing as a bad lesson. It is possible to learn from every lesson.

The Kura Kai initiative is a perfect example of student led learning. The outcomes are set by the two teachers involved but the students planned the learning.

2.2 Questions

Comment was made that it is very good that Di and staff respected and responded to the referral from a Year 9 class.

Question was raised as to what the "philosophy" of a teacher actually is.

Teachers often struggle when asked to deliver a programme that is not their own. SCT role is to help someone gain the confidence to develop their own style of teaching so they can deliver a successful teaching programme.

Question as to what the SCT role is in student achievement.

SCT role is to ensure that the work done with each staff member leads to better outcomes for the students in the class. Working with teachers happens in a confidential way. SLT must have the confidence that SCT is working successfully with teachers, although this work is confidential.

Teachers and SCT build a relationship so that working together can produce successful outcomes.

Teaching load is 5 classes x 2 hours per week so time allowed is sufficient for the workload.

Di was congratulated on the work that she does as SCT. Her advice is readily accepted by teachers as she has huge experience and offers help and guidance in a very non-threatening way. SLT really notice and appreciate this.

Di has so much mana among her colleagues and we are very fortunate to have her in this role.

The question was asked as to how many teachers Di is supporting each term. She is probably seeing and supporting 6 or 7 teachers on a regular basis. Di considers that it is important that any teacher referred for or asking for advice is given assistance.

Murray offered his thanks to Di for her report and said that we are looking forward to her continuing in the role.

Di Corban left the meeting.

3. Monitoring of Strategy

3.1 [Principal's Report](#)

John spoke to his report.

We are entering a very challenging time for our school with the return to school from lock down. Within a very short time of the message going out to whānau regarding the return to school on Monday, replies were coming in stating that students would not be returning.

This is not a problem that is unique to PHS.

It is possible that we will not see a large number of students coming in next week.

Teachers have been working very hard with their online sessions producing some very creative lessons.

Some teachers are starting to feel the difficulty of the situation as far as motivation is concerned.

Despite the difficulties and challenges of this year, our results are encouraging. We still have better achievement than this time last year. We have had no catastrophic drop off of achievement, despite the major interruptions.

We have made a major application for funding to assist with the consequences of the Covid lock downs. We have been led to believe that our application will be seen favourably. This would mean a substantial amount of funding coming to us.

In terms of the trajectory forward, things are looking quite encouraging.

We will still be holding practice exams at the end of the term as we want our students to develop the mind set that we achieve in spite of challenges and our focus remains high achievement.

Chris France joined the meeting at 6:30pm

We have a modified timetable for next week to allow students to settle back in to school. There will be no assemblies.

We will be altering our timetable for the remainder of this term to accommodate the needs of students taking practical subjects, Art, Dance, Drama and Hospitality.

This will give students time to catch up with time lost so that they can complete credits from these subjects. This will allow them to enter Term 4 without the stress of having to complete folio boards etc.

3.2 Questions

It was mentioned that the attendance and achievement reporting to the board is excellent.

There will be a change to the teachers appraisal process from next year. There will be no appraisal but teachers must meet the Teaching standards.

It was suggested that the board members familiarise themselves with the Teaching Standards.

Question was raised about those 61 students who have very low achievement (0 - 16 credits) at Level 1.

Why is this happening despite everything that the school is doing?

What is the school going to do about raising these students' achievement?

64% of students are supposed to have achieved Level 1 by the end of the year.

Report on student achievement was well presented.

Thanks to Lisa for responding to questions asked during the week.

3.2 Motion to accept the Principal's report including the proposed term dates for 2021

Tues 2 Feb - Fri 16 April 100 half days

Monday 3 May - Fri 9 July 98 half days

Monday 26 July - Fri 1 October 100 half-days

Monday 18 October - Fri 17 December 88 half days (latest finish date incl 3 TOD's)

Moved: Murray Tume

Seconded: Moana Ratahi

4. LSM

4.1 LSM Report

[Amended Action Plan 2020](#)

This has been put on the agenda again in response to a question raised at the last meeting re. the exit of the LSM.

The intention is that the statutory intervention ends next year. Murray and Sally will meet next year in February to discuss this. Kim is also invited to take part, if she has time.

This action plan will be on the agenda for the next board meetings.

Some things on the list are already happening, eg teacher registration. This should be reported on by the Principal. These are compliance matters and have been interrupted by the covid lock downs this year.

Question as to whether Compliance reporting could be added to the Principal's report.

Question was raised as to whether a subcommittee should be formed to manage this.

Suggestion was made that due to board members having busy lives, it might not be practical to form a subcommittee.

5. Property

5.1 [Property Report](#)

Good to see the list of projects on the 5YA.

A good Property meeting was held recently with Enosa, Kim, Keith and Paul.

Keith is still waiting on a finance report for his 5YA budget projects which should be part of each property report in the future.

5.2 Motion to accept the Property Report

Moved: Murray Tume Seconded: Enosa Auva'a

6. Finance

6.1 [Finance Report](#)

6.2 [KPIs](#)

Budget is looking good with the number of students on the roll having a very positive influence on funding.

Accounts have now been finalised and signed and are ready to go to the accountant for final stamp to be added before sending back.

Karee to provide a break down of the costs of Covid for the next Finance report.

Karee will also provide a list of the cost of unbudgeted items from last year, eg large water leak costing a large sum.

Good practice would be to have a draft of the annual accounts by March of the following year so that they can be tabled and then approved by May 31st. This year is an exceptional year due to Covid with schools being behind as well as the accountants which is why we are late filing the 2019 budget. The MOE has allowed for lateness this year.

The Finance Committee does the hard work and then present the budget to the board for final sign off. The comment was made that the Finance Committee works very well.

The sub committee brought this to the June meeting where it was approved.

The draft budget was presented to the board in March this year. The Finance committee was very aware of the timeline and everything was done in a timely manner until the final stages of the process but the covid lock down caused delays.

The MOE has not brought this up as they are very aware of delays being caused this year.

Timetable for the school budget and annual report is in the workplan.

6.3 Motion to accept the Finance Report

Moved: Rosalie Freeman

Seconded: Enosa Auva'a

7. Health & Safety

7.1 [Health & Safety Report](#)

Property Committee discuss H & S as part of their meeting.

7.2 Motion to accept the H&S report

Moved: Enosa Auva'a

Seconded: Kim Hassan

8. ERO

8.1 ERO Report - feedback from visit/focus for Term 4 visit

[Email](#)

[Letter](#)

This information only came through today from ERO and so the board members have not had time to read them.

To be tabled at the next meeting.

Moved: Enosa Auva'a

Seconded: Kim Hassan

9. Policy review

- 9.1 G.2 [Trustee Code of Behaviour Policy](#)
- G.3 [Trustee Remuneration and Expenses Policy](#)
- G.4 [Conflict of Interest Policy](#)
- G.5 [Chair Role Description Policy](#)
- G.6 [Staff Trustee Role Description Policy](#)
- G.7 [Student Trustee Role Description Policy](#)

Motion to accept the changes to the above policies

Moved: Kim Hassan

Seconded: Rosalie Freeman

10. In Committee

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: Murray Tume

Seconded: Moana Ratahi

Paul van Etten and Kelly Teariki left the meeting.

Deeana Howard-Afeaki left the meeting at 7:30pm

John Rohs left the meeting at 7:45pm

11. Meeting Closure

11.1 Comments on meeting procedures and outcomes

Meeting was productive with a lot covered. It was well managed by the board chair. Board members are starting to appreciate and understand the various reports that are presented to the board.

11.2 Preparation for next meeting

Next meeting will be 17 September for SLT to present results
Calendar invitation to be re-sent to board members.

24 September will be a regular board meeting.
Calendar invitation to be sent to board members.

Policies/procedures to be tabled at next meeting:

[N3.1 Personnel Management Policy](#)

[N3.2 Staff Appointments procedures](#)

[N4.22 Teacher registration procedures](#)

[N4.27 Police Vetting procedures](#)

[N5.9 Stand downs & Suspensions procedures](#)

Summary of NCEA results.

Feedback to be requested from Lisa on students who have 0 - 16 credits?

Currently we have 44 students from 171 on 0 - 16 credits at Level 1.

Also numbers of students with low achievement at Levels 2 & 3.

What are we doing for these students to get them credits?

Although numbers of students achieving are better than last year there are still students not achieving.

Lisa to produce a comprehensive report on student achievement.

Chris France complimented Logan on his participation in the NZSTA promotional video clip, which Chris has had a preview of.

Karakia whakamutunga Logan Lepua

Meeting closed at 8:20pm

Signed:  _____ Date: 6 Oct 2020
Murray Tume, BOT Chair