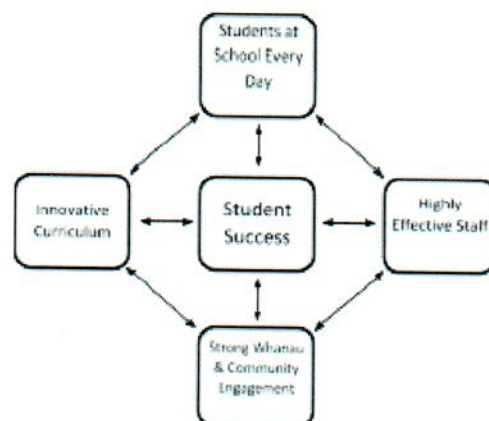




**Papakura High School Seminar Room  
BOT Meeting  
Thursday 24 September 2020  
Minutes**



**Karakia timatanga**

**Deeana Howard-Afeaki**

Kim Hassan acknowledged the passing of James Matamua and Jahvarn.

**1. Administration**

1.1 Present Kim Hassan, Deeana Howard-Afeaki, Nane Lockington, Enosa Auva'a, Logan Lepua, Chris France, Sally Dalzell, Kelly Teariki, Di Corban, Jacqueline Beazley, Moana Ratahi (online), Kamine Te Rongomau, Rosalie Freeman

1.2 Apologies John Rohs, Murray Tume

1.3 Prior Leave Beverley Matamua

1.4 Declarations of Interest Nil

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

Motion to approve the Minutes

Moved: Deeana Howard-Afeaki

Seconded: Rosalie Freeman

1.6 Matters Arising Nil

1.7 Speaking rights to guests

Motion to give guests speaking rights

Moved: Nane Lockington

Seconded: Deeana Howard-Afeaki

1.8 Correspondence

1.8.1 [Letter re Statutory Intervention from 13/07/2020](#)

1.8.2 [Email](#) and [letter](#) from ERO following last visit

1.8.3 [Letter from the MOE re Teacher Aide IEA Reminder](#)

Motion that correspondence be tabled

Moved: Deeana Howard-Afeaki

Seconded: Nane Lockington

Discussion as to whether the letter regarding the statutory intervention is to be discussed.  
Is a closed matter as discussion has been held.

**Continuous transformation for student success**

Discussion as to whether the offer of assistance from ERO regarding the Learning Support area is to be accepted.

Is there another letter to the MOE requesting assistance or a review of this letter?

The possibility of an external review of the ERO/Learning Support/ESOL was raised.

The board needs to ensure that all students within the school are given the best opportunity to achieve. This includes those in the Learning Support area as well as ESOL students.

Good work is being done one-on-one in the Learning Support department.

The question was raised whether the relevant policies are correct.

There was debate around the role of Kahui AKo in improving student achievement in regards to the juniors transitioning to Papakura High School from local schools.

There was a query as to whether the Teacher Aides on individual contracts had received new IEAs. It was confirmed that they have.

Motion to seek the resource from the MOE for the Learning Support review.

Moved: Enosa Auva'a

Seconded: Deeana Howard-Afeaki

## 1.9 Trips for Approval

### 1.9.1 [EOTC Event Proposal - The Rising Foundation](#)

Motion to approve the trip

Moved: Rosalie Freeman

Seconded: Deeana Howard-Afeaki

### 1.9.2 [EOTC Event Proposal - Vertical Horizons](#) (approved via electronic approval)

Logan Lepua gave a brief overview of the OPEC 2/3 PEL trip. He said it was an amazing trip with plenty of experiences that students don't get in and around Auckland.

## 2. School Review Careers Education

### 2.1 [Report](#)

### 2.2 Questions



Sandra Paulus, HOD Careers, did not come to the meeting. She will be invited to another meeting to respond to questions arising from her report.

Some students have received text messages from the Careers department re job opportunities in strawberry picking and packing.

### **3. Monitoring of Strategy**

#### **3.1 [Principal's Report](#)**

#### **3.2 Questions**

As John was not present, it was not possible to ask questions.

#### **3.2 Motion to accept the Principal's report.**

Moved: Enosa Auva'a

Seconded: Rosalie Freeman

The question was asked as to what the school and board did for the passing of both people.

The preference is for John to answer these questions as he wrote the report.

Kelly explained what the school had done to wrap support around our students during this difficult time.

Moana asked as to how students who were not in direct contact with the deceased student were supported as some students may have felt that they didn't get support.

It was confirmed that there was a lot of support for everyone who needed it, both students and staff. All communications to the community were in line with the wishes of the whanau.

SLT achievement reports from HODs to the BOT to be rescheduled.

NCEA achievement data within Principal's Report - results are disappointing despite reassurances that our students would reach the targets.

Sally says that the template used is complicated and very difficult to understand. The board needs to hear from HODs about their results. She would like to know why the template has been changed. It is not fair to the board members to have to interpret the data. Board members find it almost impossible to understand the data.

Need a date to hold the reporting meeting. Suggested date is Thursday 15 October.

Deeana Howard-Afeaki left the meeting at 6.25pm

#### **4. Free Lunches in Schools Programme**

4.1 [Free and Healthy School Lunches Programme Info for schools from the MOE](#)

4.2 [Free and Healthy School Lunches Programme Qs & As](#)

Options were discussed in a meeting with SLT members, BOT members and members of the community.

This committee decided that option 3 is the best option for our school.

The question was raised as to how, if we go with option 3, the Health & Safety requirements can be met.

There was discussion as to whether we go with option 2 or 3. Whichever option is adopted, we will need to ensure that all food handling etc requirements are met.

After the covid lockdown, Kura Kai was initiated. This was an initiative developed by a group of Year 10 students and whānau and rolled out very quickly to provide a warm meal for all our students.

A business plan will need to be provided to the board by all those interested in being providers.

#### **4.3 Motion to approve the Free Lunches in Schools Programme**

Moved: Rosalie Freeman

Seconded: Nane Lockington

A report is to be provided to the board so that the board can decide which option would be best for the school to pursue.

The preferred option is option 3, but there must be more discussion and clarification around this.

Di Corban and Jacqueline Beazley left the meeting at 6:40pm.

#### **5. NZSTA Internal Evaluation Tool Survey**

##### **5.1 [Survey](#)**

Motion to develop a board development plan as a result of the NZSTA survey which will be incorporated in the work plan.

Moved: Kim Hassan

Seconded: Enosa Auva'a

#### **Break**

Moana Ratahi joined the meeting in person at 6:45pm (until then she had been online).



## 6. LSM

### 6.1 LSM Report (if applicable)

[Amended Action Plan 2020](#)

[Draft Progress against the Amended Action Plan September 2020.](#)

Sally spoke to her amended action plan.

Orange is on track, moving along, red is not there, not yet started and green is there, can move on.

Leaver profile hasn't happened.

Kahui Ako - need more reporting about.

PLD - link to PLD for 2021 needs to be included in Principal's report.

Policies - reviewing of policies needs to be more than just tweaking. As each policy becomes due for review SLT should provide feedback on the policy, when it works, when it doesn't work.

**Action:** To be included in Principal's report - confirmation that all teachers are registered currently and that all staff are police vetted.

Also confirmation that all staff have been appraised.

Student achievement data - is there a necessity to review achievement targets?

Motion to include the above information in the Principal's report for the October meeting

Moved: Enosa Auva'a

Seconded: Rosalie Freeman

There was discussion around the work plan and its usage.

Workplan to be edited by Rosalie Freeman in conjunction with the board.

This amended action plan will be sent to the MOE, this will be the transition plan for the exit of the LSM.

Motion to approve the amended action plan

Moved: Enosa Auva'a

Seconded: Kim Hassan

## 7. Property

### 7.1 [Property Report](#)

There was supposed to have been a meeting with Steve Waters and the property committee, but this meeting had to be cancelled due to the lockdown.

A request was made that Steve Waters come to a board meeting as he is our liaison person between the board and the MOE.

Suggestion was made that Steve Waters meet with the property committee before coming to a board meeting so that he knows the information that the board is seeking.

Steve Waters to be invited to a property committee meeting.

## 7.2 Motion to accept the Property Report

Moved: Nane Lockington

Seconded: Enosa Auva'a

## 8. Finance

### 8.1 [Annual Financial Report](#)

In 2019 there was a large deficit. Budgeted deficit was \$123,000. Actual deficit was much higher.

2020 budget looking as if we will have a surplus. One reason is that fixed costs are the same whether we have 100 students on the roll or 1,000, e.g. lawn mowing etc but ministry funding increases greatly as the roll increases.

The comment was made that the \$95,000 cost of the water leak is inexcusable.

Watercare to be contacted again re a possible refund of some or all of this overspend.

\$148,000 cost of staffing must be over and above ministry funded staffing so also too much.

Suggestion was made that all expenditure be reviewed so as to see where savings can be made. What can we put off until next year?

The projected budget is for a \$200,000 surplus so why is a review of possible savings necessary?

### 8.2 2019 [Variance against budget](#)

### 8.3 [2019 Management Letter](#)

Several recommendations were made by the auditors in the management letter, including getting someone independent to sign things off.

Subcommittee will go through the recommendations and then present information to the board.

### 8.4 [Minutes of the Finance Committee Meeting](#)

### 8.5 [KPIs](#)

### 8.6 Motion to accept the Finance Report

Moved: Rosalie Freeman

Seconded: Enosa Auva'a

### 8.7 Motion to accept the minutes of the Finance Committee Meeting

Moved: Rosalie Freeman

Seconded: Kamine Te Rongomau

## **9. Health & Safety**

### **9.1 [H&S - BoT Report - 2020-09-24](#)**

No issues arising from any of the events listed on the H & S report.

## **10. Policy review**

### **10.1 From July meeting**

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

[GP2 Committee principles](#)

### **10.2 The following Policy and procedures to be tabled from August 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](#)

Some confusion around different versions of policies.

G.3 and GP2 to be reprinted and resigned as the wrong version of each has been printed.

Kim to check which version is current.

Procedures included as a FYI that have been resigned.

Compliance reporting.

Rosalie Freeman, Kim Hassan and Philippa Kaiser to sit down to ensure that compliance reporting is correct.

Curriculum Overview to be moved to next BOT meeting.

GMFS to be tabled at the next meeting.

Chris France, Kelly Teariki and Paul van Etten left the meeting at 7:58pm



## 11. 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: Kim Hassan

Seconded: Nane Lockington

Motion to move out of committee

Moved: Kim Hassan

Seconded: Kamine Te Rongomau

## 12. Meeting Closure

12.1 Comments on meeting procedures and outcomes

Steve Waters to be invited to November meeting.

Finance training - NZSTA (Chris France or Carmel)

12.2 Preparation for next meeting

Compliance reporting for next meeting

Teacher registration

Police vetting

Appraisal

Curriculum Overview

Letter to be written re the ERO review of Learning Support. Murray to ask John.

Karakia whakamutunga

Kim Hassan

Meeting closed at 8:30pm

Next Meeting will be held on Thursday 22 October at 5:30pm

Signed:

  
BOT Chair

Date:

30 Oct 2020