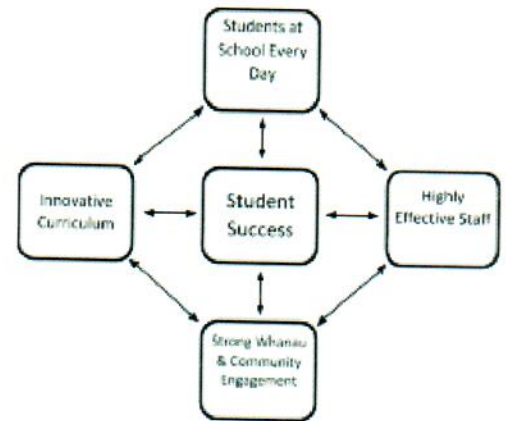




**Papakura High School Seminar Room
BOT Meeting
Thursday 22 October 2020
Minutes**



Karakia timatanga

Logan Lepua

Welcome guest **Rosalie Freeman**

Name Roger Goldstone

Organisation Rotary Papakura

Rosalie introduced Roger to the Board.

Roger explained that he is here to thank John for the huge amount of work he has done both for the school and for the relationship between the school and Rotary.

There was a time when Rotary lost touch with the school but the relationship has now been renewed.

There are now students attending various Rotary camps and activities, including the Science and Technology forum and the RYPEN Camp, which is huge for the school and our students as it gives them opportunities that wouldn't otherwise have.

John has always welcomed Roger, and Rotary, into the school.

Roger also mentioned that John attended a Rotary meeting 2 weeks ago where he was awarded the Paul Harris Award for Outstanding Service to the Community. This is generally presented to Rotary members, but it was felt by Rotarians that he was a worthy recipient of this very prestigious award.

Roger expressed his thanks for all that John has done for the school, the students and the community.

John thanked Roger for his words.

He said that within a short time of arriving in Papakura he realised that as well as being very warm and welcoming to him personally, the Rotarians would be a very useful connection to have for our school and students.

It is to be hoped that the new principal continues with the close connection to the Rotary Club, and John will look at joining the local Rotary Club when he moves back to Christchurch next month.

Roger Goldstone then took his leave from the meeting.

Continuous transformation for student success

1. Administration

1.1 Present: Murray Tume, Enosa Auva'a, Deeana Howard-Afeaki, Rosalie Freeman, Moana Ratahi, Beverley Matamua, Logan Lepua, Paul van Etten, Lisa Mortimer Kelly Teariki, Sally Dalzell, Sandra Paulus, Nane Lockington, John Rohs

1.2 Apologies: Kamine Te Rongomau, Kim Hassan.

(Chris France will be a little late as he is stuck in traffic.)

1.3 Prior Leave

1.4 Declarations of Interest Nil

1.5 Confirmation of Minutes of the previous meeting

1.5.1 [Meeting from 24 September](#)

1.5.2 Motion to approve the Minutes as a true and accurate account of the meeting.

Moved: Enosa Auva'a Seconded: Rosalie Freeman

1.6 Matters Arising

Motion to remove names from Minutes from the last meeting (24 September) under 3.2.

Moved: Enosa Auva'a Seconded: Nane Lockington

1.7 Speaking rights to guests

Motion to give speaking rights to guests

Moved: Murray Tume Seconded: Nane Lockinton

1.8 Correspondence

1.8.1 [1 September Roll Count](#)

1.8.2 [Provisional Staffing Notice for 2021](#)

Question was raised re additional staffing for next year.

SLT is just going through the process of calculating the number of staff that will be required for next year. It is essential that when school starts next year there are sufficient staff to cater for all students and classes.

The roll projection is lower than the numbers of students that we expect, which means that we are currently above the staffing allowance. However, roll projections at this time last year were also lower than actual numbers of students for this year.

1.9 Trips for Approval

Nil

2. School Review Careers Education

6:00pm

2.1 [Report](#)

Sandra Paulus, HOD Careers, spoke to her report from last month.

She says that some students have been forced to leave school to work. The careers dept. remains in contact with students after they have left to ensure that they do alright after they leave school.

2.2 Questions

The question was asked as to whether there is any indication of trends of Year 13 school leavers. Sandra replied that more students are seeking employment from school rather than going on to further education.

The question was then asked as to whether the school curriculum/pathway serves the students in their career aspirations.

Students are interviewed every year and their career aspirations change from year to year. The question was asked as to how students are helped to achieve their career goals. Some students' career goals cannot be met. For example, currently we are not able to offer a pathway for students wanting to do Automotive Engineering, but we can offer them off-site courses to help them gain transferable skills.

STAR and Gateway courses give students a chance to try different things, and it also helps students set targets that they need to achieve to be able to fulfil their career wishes.

Chris France arrived at 6:10pm

The school used to offer a year 10 careers day to show students what possibilities and potential careers are available for them. The question was raised as to why this no longer happens.

Sandra agreed that this would be of value for students to help them make option choices, so it should be reinstated. To be of best use to year 10 students it should be timed in Term 3, just before subjects for year 11 are selected.

Sally thanked Sandra for her report and offered the boards support in assisting her to help students.

Sandra will provide the board with the leavers destination data.

Sandra left the meeting at 6:10pm

3. School Review Te Tohu Rangatira

6:10pm

3.1 [Te Tohu Rangatira Termly Statistics](#)

Lisa spoke to her first report.

This is a breakdown of the points that students have gained towards Te Tohu Rangatira each term. None of the students who have not yet achieved are in a position to not pass Te Tohu if they work hard and gain points this term. Some students will need to gain the maximum number of points available, which will represent a major turnaround for them, but it is still possible.

Kaitohu are given a breakdown of each student's points so that they can have a conversation with individual students around current and future achievement of points.

The points have been adjusted to take the two Covid lockdowns and the interruptions to learning into account to ensure that students can still achieve Tohu.

It will be interesting and useful to see how Year 11 achievement this year follows on from last year's Year 10 Te Tohu Rangatira programme as the aim of the programme is to set students up for NCEA.

There are 189 Year 10 students of which 38 are at risk of not achieving, currently.

As this is the second year of Te Tohu and the end of the first year of the Services Academy, there will be an induction process for those students attending the Services Academy, which will start in week 6 of this term. An ideal outcome would be 0 students not achieving Te Tohu and therefore being placed in the Services Academy, but this is very unlikely.

Whānau and students will be invited to meet with Eparaima Paratene and Kelly Teariki to learn about the Services Academy. Last year there was a lot of push-back and resistance from whānau, and some students, to the programme, but this time around, after a year of the Service Academy, this process should be easier as whānau and students will understand the programme better.

Other options for those students not achieving in Year 10 are Alternative Education or repeating Year 10. One student took this option, but failed Te Tohu Rangatira for Term 1 this year and then left school.

The programme was designed to help students learn to deal with pressure and independence and it was broken down in to term-by-term targets and achievement. Students are taking this very seriously and putting themselves under pressure to achieve gold.

Te Tohu is a holistic programme, not just academic.

Next year we will be introducing a Year 9 programme to assist with transition. One of the points raised by ERO was around student voice, so this will be considered in this new programme.

Whānau will also be encouraged to engage with the school. One example could be offering meat packs for whānau who regularly come to school events such as three way conferences.

Students gain a Tohu (award) each term, as well as an overall one for the year.

It was mentioned that whānau find the letters that go home each term showing Te Tohu points achieved and where students gained them very useful and informative.

[3.2 Term 3 Te Tohu points](#)

[3.3. Covid 19 Te Tohu Rangatira points tracker \(Kaitohutohu\)](#)

[3.3 Transition into Year 9 at Papakura High School](#)

The year 8 students who come into school as part of their transition day will receive a booklet introducing them to the Year 9 programme.

3.4 Questions

The question was raised as to whether students are offered advice, guidance and mentoring around Te Tohu as they could become very stressed about not achieving Gold Tohu. These conversations should be happening with their Kaitohutohu and there is a lot of support offered.

The question was raised as to the gender breakdown of students achieving Gold Tohu and the Nil achievers. Perhaps the numbers of Maori and Pasifika students could also be calculated in case there are any particular trends to be observed. Lisa will look at these figures.

4. Student Achievement

[NCEA Achievement Statistics 15 Oct 2020](#)

NCEA results are very good. Learning Recognition credits have now been taken into account and added to those that the students have gained.

NCEA Level 1 - there is a pleasing shift to the number of students who have or will soon gain Level 1, 44 students. There are programmes in place to help students achieve, including off site courses and extra programmes. Folio boards and Music credits, when completed, will also raise achievement.

The achievement target is 10% higher than last year and we are slightly ahead of where we were last year, although slightly behind where we would like to be, due to the interruptions to students schooling caused by Covid.

Level 2 - also close to our target and ahead of where we were last year.

Students have to gain 10 credits in both Literacy and Numeracy in order to achieve the Level. Literacy credits can be gained through many subjects, but Numeracy credits can only be gained through Maths subjects.

A challenge is when students come to us from overseas with no credits and no Literacy or Numeracy, especially those joining us later in the year in Years 12 or 13. This makes it difficult for them to catch up.

Students are really interested in their credit count and want to achieve. Some students did find it very hard and lost motivation due to the lockdowns. School was closed due to the two lockdowns for over 7 weeks in total which made it very difficult for them to keep momentum going, despite the online learning provided.

Lisa was thanked for her mahi around this. She often responds to queries from students about their achievement after school hours or at the weekend.

Lisa was asked what has made the difference to the attitude students have to their achievement. Four or five years ago students would not attend assemblies, or would not stand up to receive certificates gained. This has completely turned around and now students are asking how they can gain the last few credits needed and when they can be given their certificates.

It was mentioned that HODs have had to change their curriculum due to the problems caused by Covid. They have reacted to ensure that students can still achieve.

Lisa left the meeting at 6:55pm

Break

5. Monitoring of Strategy

5.1 [Principal's Report](#)

John spoke to his report.

Congratulations to Logan for being re-elected as Student Trustee.

The Mita Tupaea Whanau Oratory Competition that was held yesterday evening was an indication of how much progress our school and students have made as, for whatever reason, previously our students have found it nearly impossible to speak in public.

It was an honour to be able to name the competition after a much loved colleague, Mita Tupaea, who passed away last March.

It was fantastic to be able to welcome Anahila Kanongata'a-Suisuiki, a local MP, to the event. She flew up especially from Wellington yesterday and this was her first official engagement since her re-election to parliament.

During the last two week school holiday, the school was open for students every day. There were a large number of teachers and support staff (over 30) at school helping our students to achieve.

Next Friday night there will be graduation for those students who attended the Vertical Horizons Pae Aronui programme. These students will have gained between 40 and 50 credits, depending on which strand they selected on the programme.

There will be representatives from the Kingitanga at the ceremony.

Approximately 10 young people who are related to the young person who passed away recently and who were disengaged from school when enrolled, will be taking part in the Vertical Horizons programme starting next week. As this programme takes place on the marae, they will be given the opportunity to engage with Tikanga and learn where they come from and who they are.

None of us are under any illusion that this year has not been stressful. We are fortunate to have the support of extra staff to support our students both in and out of the classroom. However, despite this additional support, our attendance rates have fallen this year.

5.2 Questions

Nil

5.3 Motion to accept the Principal's report.

Moved: Enosa Auva'a

Seconded: Rosalie Freeman

6. Finance

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

6.2 [KPIs](#)

Rosalie told the board that Karee is looking at a way of predicting upcoming expenditure so that there are no more surprises in the spending as there were at the end of last year, leading to an overspend of the budget.

Keith and Karee are in the process of applying for a refund for the overspend on the water due to the leaks.

Letter from the board to support the application for a refund of the money will be written and given to Murray to sign to support the application

Moved: Enosa Auva'a Seconded: Nane Lockington

There is an issue with the drainage that is to be solved together with Steve Waters.

Currently we are in a position of \$338,000 underspend. Some of this money is due to additional Ministry funding for support staff.

There is approximately \$21,000 in a jubilee account. This was supposed to be a seed fund from the last Jubilee, for the next jubilee. However, it is felt that most staff who will be here for the next jubilee will have lost connection to where the money has come from. Therefore, the suggestion was made to move this money from the jubilee account to the Charitable Trust so that it can be used to support our students.

There was some clarification as to who and what the Charitable Trust exactly is, and its purpose.

The question was raised as to what the money can be used for. The Charitable Trust has regulations as to what it can and does provide for students. Examples would be to assist students with funding for extracurricular activities such as the Science Forum, uniform, chromebooks etc.

A request was made for board funding for the staff Christmas lunch at the end of the year, either partially or fully. A menu has been supplied by the venue with a cost of \$37 per person.

The comment was made that this year has been very tough for staff so the cost will be fully funded by the board.

Moved: Enosa Auva'a Seconded: Deeana Howard-Afeaki

6.3 Motion to approve the minutes and the finance report.

Moved: Rosalie Freeman Seconded: Nane Lockington

7. Request for BOT approval of a funding application

The board was asked to support the application for funding to the Trillian Trust for \$40,134.73 towards the cost of upgrading the School Fitness Centre.

Motion to approve the funding application

Moved: Rosalie Freeman

Seconded: Enosa Auva'a

Rosalie Freeman left the meeting.

8. Student Engagement

8.1 [Student Engagement Report](#)

Paul does a lot of work producing attendance statistics. These show that although attendance rates started well at the beginning of the year, they have suffered from the lockdowns.

The recovery rates are slow. We are doing everything we can to get students back to school and to assist students, but it has been tough getting them to re-engage.

Statistics are sent to the MOE, who also crunch the numbers and produce graphs and statistics. Paul spent a large amount of his time on holiday producing statistics.

Year 12 attendance is of concern at 63%, but achievement rates are higher than expected. Last year we had low rates of attendance with our Year 11 students but the highest rates of achievement. An anomaly in the data.

The question was raised as to the success of our Attendance Officer, Dereck Siitia. Dereck produced comprehensive reports for the board last month and will do so again for next month's meeting.

8.2 [Every Day Matters](#)

Attendance data is sent to the Ministry of Education who then produce the above report to send back to the school.

9. Healthy Lunches in School

At the Finance Committee meeting the proposal was revisited and there was another meeting held with a potential supplier of the programme.

The board must be satisfied that whichever provider it chooses is able to fulfil the requirements and regulations of commercial food production as well as handle and manage successfully the large amounts of money involved.

If the board decides to go ahead with Option 3, the stand alone provider of meals, then the MOE must approve the choice.

If the board chooses option 2, the Ministry will deal directly with an outside provider and the school will not be involved.

The board of trustees needs to understand the risks around both options so the suggestion was made that a subcommittee is formed to assess the providers.

At the previous meeting it was decided that we would go with Option 3, but after having received further information this is not as clear.

The risks in the food industry are largely unknown as the board does not have any expertise in this area, but very high. We need to make sure that the board is protected from risk. There would be over 900 meals per day to be provided to our students.

A vote was taken as to which option the board supports.

Option 2 is the Ministry option (the MOE works with an outside provider to supply the meals) - 5 votes

Motion to contact the Ministry and inform them of our decision.

Moved: Enosa Auva'a Seconded: Nane Lockington

10. LSM

10.1 [Sept 2020 Progress against the amended PHS transition plan](#)

Sally reiterated that it is important that everything in the report is achieved and ticked off before the new principal starts. It is important that the red and amber areas traffic lighted in the report are moved to green so that we can move on with the transition plan.

The board will work on the areas necessary and Sally will be given the information before the board meeting in November, where it will be discussed. On the basis of this discussion, Sally will then update her report before reporting back to the Ministry on the board's progress.

11. Property

11.1 [Property Report](#)

There is a meeting set up for Wednesday 4 November with the Property Advisor from the MOE.

11.2 Motion to accept the Property Report

Moved: Deeanah Howard-Afeaki

Seconded: Beverley Matamua

12. Health & Safety

12.1 [H&S Report](#)

A practice fire evacuation was carried out today.

12.2 Motion to accept the Health & Safety report

Moved: Murray Tume

Seconded: Enosa Auva'a

13. Policy review

13.1 [G.8 Relationship between chair and principal policy](#)

13.2 [GP5 Internal evaluation process](#)

Motion to approve the above policies

Moved Nane Lockington.

Seconded: Moana Ratahi

14. 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: Beverley Matamua

Paul van Etten, Kelly Teariki and Chris France left the meeting.

Motion to move out of committee

Moved: Murray Tume

Seconded: Nane Lockington

15. Meeting Closure

15.1 Comments on meeting procedures and outcomes

15.2 Preparation for next meeting

Board to look at areas of LSM's transition plan in preparation for discussion at the next meeting.

Karakia whakamutunga

Logan Lepua

Signed:



Board Chair

Date:

28/11/2028