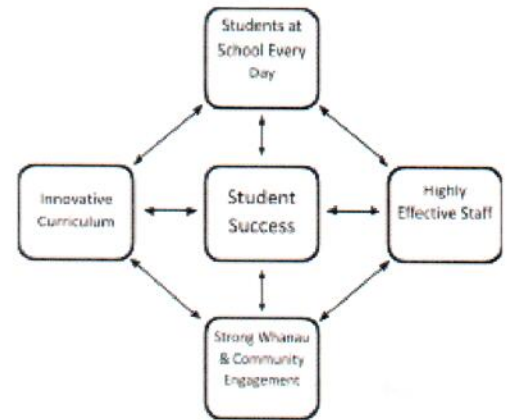




Papakura High School Seminar Room
BOT Meeting
Thursday 21 January 2021
Minutes
(Planning Meeting)



Karakia timatanga Enosa Auva'a

Welcome guest

Name: Simon Craggs

Organisation:

1. Administration

5:35pm

1.1 Present: Paul van Etten, Logan Lepua, Enosa Auva'a, Murray Tume, Rosalie Freeman, Nane Lockington, Beverley Matamua, Chris France, Sally Dalzell, Simon Craggs

1.2 Apologies: Deeana Howard-Afeaki, Kamine Te Rongomau, Kim Hassan, Moana Ratahi will be late

1.3 Prior Leave

1.4 Speaking rights to guests

Speaking rights granted to Simon Craggs

1.5 Declarations of Interest

1.6 Election of the board Chair

Nominations called for: Murray Tume

Nominated: Murray Tume

Nominated: Enosa Auva'a. Seconded: Beverley Matamua

Elected: Murray Tume

1.7 Election of the deputy Chair

Nominations called for: Murray Tume

Nominated: Nane Lockington

Nominated: Murray Tume Seconded: Enosa Auva'a

Elected: Nane Lockington

The board congratulated Murray on his re-election and Nane on her election to the role of Deputy Chair.

2. Team Building Enosa Auva'a 5:40pm

Enosa introduced a game for the team building exercise, which helped members get to know each other a little better and which all present enjoyed.

Moana arrived at 5:48pm

3. Board role, Duties and Responsibilities Chris France 5:55pm

3.1 [Board roles and responsibilities](#)

Chris spoke about the board roles and responsibilities.

He mentioned the importance of reading about, knowing and understanding these, and working to them.

He explained to the board that although they spent very few hours in the school and the Principal spends many more, it is the board that sets the direction and the Principal that decides how to get there.

Although the school is not a special character school, it does have a special character that should be supported.

The school motto, Continual transformation for student success must be the basis for action.

Supporting the Principal is also a vital part of the board's work..

The Treaty of Waitangi has to be given full consideration in all board decisions.

All members of the board have equal legal obligations, the board chair is not more liable than any other member.

Staff and student trustees are not the representative of the bodies that elected them.

There is a common misconception that the staff rep is the voice of the staff and the student is the student voice but this is not so. The Principal is the person who carries the message from the board to staff.

The teacher rep is there to give the staff perspective, as is the student rep. for the student body.

Teachers complaints to the board go through the PPTA rep.

Chris is very happy to come into school and speak to staff about the roles of the staff and student representatives on the board if this is felt necessary.

Information and discussions that are held at a board meeting must stay in the board room and only board decisions are allowed to be made known, but not how they are made.

Staff and students on school boards have the right to feel safe and comfortable outside the board meeting.

Chris is happy to talk briefly to the board at each meeting to assist the board with understanding this process.

4. Policies and Procedures Murray Tume

6:10pm

4.1 Schedule of delegations

The question was raised as to whether the LSM role in the school has to be taken into account. A question was raised over the wording around "Discretionary leave not exceeding five days". If staff take leave over a weekend, Saturday and Sunday count as leave days, so this needs to be rephrased to make it clear that the five days are five school days.

An adjustment to the communication with media in case of crisis or emergency so that the Principal can do this. The board chair and Principal will discuss this and bring this to the board at the February meeting.

4.2 Code of Conduct

There is a Trustee code of behaviour policy as well as a Trustees' code of Behaviour that each board member signs at the start of the year.

It was mentioned that the confidentiality of the board is of utmost importance.

Each board member present signed the form. Those members not present will be talked through this and will then be given the form to sign.

Murray will talk to Dee and Kamine.

4.3 Complaints Policy

There is a complaints policy as well as a procedure and a flow chart to follow. A common mistake made is that a board starts to react to a complaint before the Principal becomes involved, not following process. On some occasions, a complaint has gone directly to the Ministry and the school is not even aware of a complaint having been made.

The MOE is generally good at informing the school when this happens so that the correct process can be followed.

4.4 Staff appointment procedure

A question was raised around the wording of the ratification of staff appointments by the board at the next meeting. This implies that the appointment is not ratified until the board meeting. The wording of the policy to be reviewed to ensure that the procedure reflects what actually happens in practice.

Staff appointments are minuted but not ratified. They are included in the Principal's report to the Board.

5. Purchase of Boardpro software

6:40pm

Chris France demonstrated and explained this software to the board.

The question was raised as to whether this is in addition to google or instead of, and how compatible the two systems are.

Murray has booked a trial with the software.

The software works with chromebooks, that will be purchased for board members from the BOT budget, for those members who do not have a device.

Break

6:50pm

6. Board subcommittees Murray Tume

7:10pm

6.1 Roles, policies and procedures

Paul reviews procedures as and when necessary.

Rosalie has been on the committee reviewing policies and procedures, along with 1 other board member. Once the policy has been reviewed it is taken to the full board for ratification.

6.2 Finance Committee Rosalie Freeman, Enosa Auva'a, Nane Lockington

6.3 Property Committee Kamine Te Rongomau, Beverley Matamua

6.4 Disciplinary Committee - all members on the committee, three members each time the committee convenes. The student rep can be a part of the disciplinary committee, although this would be slightly unusual. The committee is made up each time as necessary.

6.4 Personnel Committee LSM currently. As the LSM is transitioned out a personnel committee will become necessary.

The question was raised as to whether there is a Health and Safety Committee with a board member. This is not the case at present and it is not felt that this is necessary currently.

7. Planning

7:25pm

7.1 Strategic plan

Student achievement 2020 will form the basis of the strategic plan for 2021.

The strategic plan will be completely reviewed during the coming year so that we go into 2022 with a new strategic plan. The annual plan will be updated with new student achievement targets. The targets for student achievement will be reviewed once NCE results have been confirmed and numbers crunched.

7.2 LSM exit plan, board taking over role and responsibilities

Enosa, Simon and Sally will meet to ensure progress is made with the LSM exit transition.

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

Enosa left the meeting at 7:30pm

8. Curriculum Paul van Etten

7:30pm

Link: [NZ Curriculum](#)

The NZ curriculum was developed in 2007 and published in 2010 so is due for redevelopment. Students are assessed using assessments from NZQA. Ideally students are taught and then are assessed on what they have learned. However, it is often the case that students are taught to the assessment.

The NZ Curriculum is very wide ranging, curricula in other countries are far more proscriptive. Of especial interest to the board is page 44, "[Requirements for Boards of Trustees](#)".

There are different levels of responsibility in the delivery of the curriculum in school. HODs create course content and individual teachers create lessons based on the course content.

9. Staff matters Paul van Etten

7:40pm

9.1 Link: [Teaching staff - Practising Certificate](#)

The staff has a robust system in place around the renewal of Certification. This will now have to be renewed annually instead of every three years.

9.2 Link: [Police Vetting Check](#)

Teachers are police vetted through the teacher registration and certification process.

All staff or anyone else working with our students has to be police vetted. Appointments are subject to a satisfactory police vet. Anyone who works with the students has to be supervised until the police vet comes back as satisfactory.

10. ERO wants to know

7:50pm

10.1 Board administration

10.2 Curriculum

10.3 Health, Safety and Welfare

10.4 Personnel

10.5 Finance

10.6 Asset Management

Link: [Board Assurance Statement - ERO - 2021](#)

This is a new BAS with different wording to the previous version, but much of the information can be transferred across.

ERO has based this on the legal requirements for boards.

ERO want to know that school boards have a plan.

The board will go through each area and ensure compliance.

1. Board administration - Rosalie and Beverley

2. Curriculum - Sally and Enosa
3. Health, Safety and Welfare - Murray and Kamine
4. Personnel - Nane
5. Finance - Rosalie and Logan
6. Asset Management - Moana and Dee.

Paul and Simon will contact board members about meeting.

ERO have requested a meeting with Simon which will be scheduled after he has started on 28th January.

11. In committee Murray Tume 7:55pm

Moved in committee

Moved: Murray Tume Seconded: Nane Lockington

Chris France was invited to remain in the meeting.

Simon Craggs and Paul van Etten left the meeting

Moved out of committee

Moved Murray Tume Seconded: Moana Ratahi

12. Resignation of Kim Hassan

Murray received an email from Kim tendering her resignation. Her resignation has been accepted by the board and a letter will be drafted from Murray on behalf of the board thanking her for her work on the board since her co-option on to the board.

13. Meeting Closure 9:05pm

13.1 Comments on meeting procedures and outcomes

13.2 Preparation for next meeting

Karakia whakamutunga Logan Lepua

Meeting Closed: 9:05am

Next Meeting: Thursday 25 February at 5:30pm

Continuous transformation for student success

Signed: .....
BOT Chair

Date: 3 March 2021