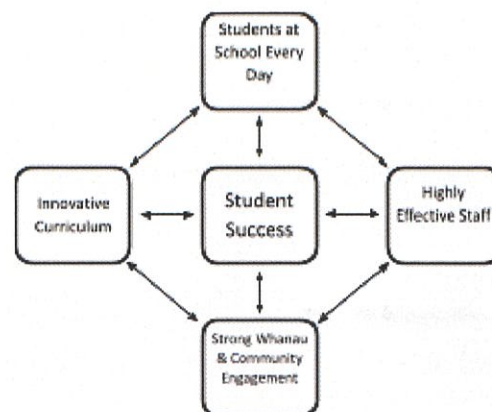




**Papakura High School Seminar Room  
BOT Meeting  
Thursday 25 February 2021  
Minutes**



**Karakia timatanga**

**Enosa Auva'a**

**Welcome guest**

**Name:**

**Organisation:**

**1. Administration**

5:35pm

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

1.2 Apologies Deeana Howard-Afeaki, Moana Ratahi

1.3 Prior Leave

1.4 Speaking rights to visitors. Granted to Paul van Etten and Chris France

1.5 Declarations of Interest:

1.11.2 Nane is employed by Kootuitui

1.6 Confirmation of Minutes of the previous meeting

1.6.1 [Minutes of the meeting from 26 November 2020](#)

1.6.2 Motion to approve the minutes from the November meeting

Moved: Nane Lockington

Seconded: Rosalie Freeman

1.6.3 [Minutes from the meeting from 21 January 2021](#)

1.6.4 Motion to approve the minutes from the previous meeting

Moved: Murray Tume

Seconded: Nane Lockington

1.7 Matters Arising Nil

1.10 [BOT delegations to the Principal](#)

Various Committees to review the relevant paragraphs in the above document and bring back any recommendations to the board before confirmation and sign off.

Personnel powers are currently with the LSM so not relevant.

1.11 **Correspondence**

1.11.1 [Letter from the MOE - Resourcing audit and review of attendance management](#)

1.11.2 [MOU Kootuitui Trust](#)

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Discussion around the conflict of interest for any board member as Nane works for Kootuitui. However, it was decided this was not the case.

Question was raised as to whether the board is fulfilling its commitment to the MOU.

Is it necessary for a board member to be a part of a committee. This is a management issue, not a governance issue and so can be managed by the school.

Rosalie agreed to ensure that the board is fulfilling its role. Enosa offered to assist her with this.

It was moved that Murray will sign the MOU. Rosalie and Enosa will review this and report back to the board at the next meeting.

Moved: Enosa Auva'a      Seconded: Rosalie Freeman

1.11.2a Kootuitui portfolio - Board members Rosalie Freeman and Enosa Auva'a

1.11.3 [Response to Kim Hassan's resignation](#)

1.11.4 [Response to ERO Special Review Report](#)

## 1.12 Trips for approval

1.12.1 [EOTC 2/3PESL - Tongariro National Park 9 - 15 May 2021](#)

It was noted that the RAMS forms from the Outdoor Education Centre need to be updated.

The trip is approved subject to the RAMS forms being updated.

Moved: Rosalie Freeman      Seconded: Simon Craggs

1.12.2 [EOTC Services Academy to Waharau Camp](#)

Motion to approve the EOTC trip

Moved: Nane Lockington      Seconded: Beverley Matamua

## 2. Strategic Goals Focus

6:00pm

2.1 [Principal's Report to the board](#)

Unfortunately some of the information contained in this document is now out-of-date as it was finalised over the last weekend.

Simon's work in pulling this document together was acknowledged, despite the fact that he has been here only a very short time. Simon responded that he has been strongly supported by SLT in producing this information.

2.2 Confirm and approve three year strategic plan and annual plan

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An amendment to the document was requested by Sally, which was made.

Motion to approve the three year strategic plan and annual plan.

Moved: Rosalie Freeman

Seconded: Enosa Auva'a



## 2.3 [Papakura Pedagogy](#)

There is still a lot of work to be done on this before it is ready for implementation in the classroom. The next step will be to get the pedagogy lead team back together to continue working on it.

The school would like to be able to communicate this to the community, but the wording may need to be slightly adjusted before this can occur.

Innovative learning seems to be firmly based around digital learning but needs to be widened to include more than just this.

Innovation is adapting to the changes that are going on all around but still needs to be based around the relationship between student and teacher.

The professional development is to ensure that teachers continue to grow and develop.

2.4 Questions: The question was raised as to what are the cultural tools that are used in the contextual learning. (page 4 of the presentation).

The understanding is that texts and examples used are rich in culture that is relevant to our students and their learning and the connections are made to our students' culture so that they can benefit from the teaching and materials used. I.e. Shakespeare plays can be very relevant to Māori and Pasifika cultures, but students need to be shown this relevance.

An example was given around the teaching of WWII in Social Studies which used to be based on the European Theatre but is now expanded to include the Māori Battalion and the Japanese Theatre as this is much more relevant to our students and their cultures and experiences.

This question will be followed up and the board will receive the answer at the next meeting.

The question was raised as to why there are now four pou whereas previously there were six pou. Why were two dropped? How much money was spent previously on the two pou that have been dropped?

A rationale should be given to the board as to why this has happened.

The pou have been amalgamated to align with the new teaching practice criteria.

Motion for the school to continue on with this Pedagogy and move it on.

Moved: Beverley Matamua

Seconded: Nane Lockington

## 3. Raising Student Achievement

6:30pm

### 3.1 [Analysis of Variance](#)

Simon made the comment that the achievement from last year is outstanding and the Level 3 achievement is well above the National Average.

All staff are to be congratulated on this achievement.

The endorsement target was narrowly missed, but this is the first year that such ambitious targets have been set for a long time.

The school is working to produce better leavers data - ie information as to where students go when they leave school. MOE leavers data is not reported to the school until August of the following year, which is not much help when setting targets for the year.

What is noticeable is the increase in the retention rate for students, we have more students staying at school longer.

The strategic plan, annual plan, charter and analysis of variance are supposed to be presented to the MOE on 1 March, but the analysis of variance is not yet ready.

Simon and Paul will update the analysis of variance which will then be sent to the board for commentary and approval before sending to the ministry. In the meantime, Simon will communicate this to the MOE

### **3.2 Interim NCEA results**

3.2.1 [PHS - NCEA overall achievement](#)

3.2.2 [PHS - NCEA endorsement](#)

3.2.3 [PHS - NCEA literacy and numeracy](#)

Our Level 1 results are a little below the National average for decile 1 schools, but Levels 2 and 3 are well above.

Literacy and Numeracy levels are being raised in the school. 98% are achieving literacy and numeracy although the students are coming in to the school at level 2, well below the expected level which is level 4b.

As literacy can be gained from a variety of subjects, not just English, this shows that improvement in academic achievement is happening across the board.

#### **3.2.4. Questions**

The question was raised as to how many students achieved only due to the learning recognition credits. This will have an influence on the targets to be set for this year.

This will be reported on in the in-depth analysis that will be presented to the board next month.

The question was raised as to whether the target of shifting literacy levels for junior students has been achieved, however we do not have data for this currently.

Congratulations are to be given to all staff for their achievement in students achievement, especially in achieving above target levels at Level 2 and 3.

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The board will supply staff with a morning tea in recognition of their hard work and the very pleasing results.

Moved: Enosa Auva'a

Seconded: Kamine Te Rongomau.

**Karakia**

Logan Lepua

**Break**

7:00pm

#### **4. School Review**

7:20pm

##### **4.1 [Previous Year Attendance and Achievement](#)**

During the lockdown period last year some, if not most, schools marked blanket attendance across the whole period. PHS marked attendance individually.

A large number of schools noted a drop in attendance after the lockdown of up to 30%.

Attendance this year is up to 86%, which includes students who are still on the roll but have not yet been in school.

Thanks to Paul for the data that he has produced in this report.

#### **5. Policy Review**

7:30pm

##### **5.1 [Privacy Policy](#)**

Wording of the policy around reporting to the board to be changed and will then be ready for signing.

##### **5.2 Motion to approve the policy once the changes have been made**

Moved: Nane Lockington

Seconded: Rosalie Freeman

#### **6. Board Process**

7:25pm

##### **6.1 [Workplan](#)**

Rosalie and Simon met to look at the work plan.



## 6.2 Approve Budget

The board approved a draft budget in November last year, but we have revised our student numbers down to 880. This means that instead of a \$0 budget we are projecting a deficit of \$86,000.

This may sound a lot but there is a certain amount of funding still outstanding, including additional Māori funding.

Income has been reduced based on the revised student numbers but expenses have not been reduced accordingly.

There are still students enrolled on KAMAR who have not yet shown up at school. As of this week we are still missing 82 students.

The board is being asked to approve a deficit budget, which will be monitored closely and reviewed again in July.

The Finance Committee has asked for clarification around the amount that is being funded for teaching staff.

The Finance committee recommends that the alternate budget be approved.

Motion to approve the budget subject to a better explanation of the deficit being provided.

Moved: Rosalie Freeman

Seconded: Beverley Matamua

## 6.3 [2021 transition plan](#)

Sally, Simon and Enosa met to discuss the workplan and the transition plan.

Much of the work around the transition plan will be done by the Principal with support from the board.

Progress is being made around the transition plan.

The Services Academy needs to submit a report to the board as the decision as to whether the board will continue to fund this from next year must be made. The suggestion was made that outside boards are approached for external funding, such as Kootuitui and the Charitable Trust.

The Police Academy was also mentioned regarding its future and numbers and achievement of students in the Academy.

Kahui Ako is required to submit a school achievement challenge to the ministry, which has occurred in the last week.

The Ministry need to be assured that the board is capable of governing the school once the LSM is no longer present in the school.

## **7. New Initiatives**

7:55pm

### **7.1 [ERO - BAS statements](#)**

Board members will work on various areas of the BAS statement in readiness for the next ERO visit. SLT would like to see ERO back in school in Term 2.

Paul will work through the BAS statement with each of the groups of board members.

Groups were assigned at the last board meeting.

### **7.2 [Grounds development plan](#)**

The grounds are looking a bit tired and are in need of update.

There are few areas that students can take pride in, the wharenuī and the fale ako.

The plan is to develop the grounds over a number of years to make them more appealing for our students.

The board is not being asked for more money to fund this landscaping. The board is being asked for its approval of the development of the school grounds. Keith Buchan (Property Manager) has indicated that he has an amount of money in his budget available for landscaping.

Motion to approve the concept plan.

Moved: Nane Lockington

Seconded: Kamine Te Rongomau

### **7.3 NZSTA conference plan**

8:10pm

16 - 18 April in Rotorua.

This is on at the same time as Polyfest and our senior students will be performing on Saturday 17 April.

Nane Lockington, Murray Tume and Beverley Matamua expressed their interest in attending.

### **7.4 Local BoT collaboration**

Suggestion to host one event per term to training for Boards from our feeder schools.

NZSTA will fund this for us.

Murray to make contact with feeder schools to initiate this.

### **7.5 Food in Schools**

Paperwork has been signed and we are ready to go.

Every student on the roll will be fed, any food left over will be distributed either through Kootuitui, or to staff, or to the community.

Start date is either 15 or 22 March.

Food will be distributed at interval so that students aren't going hungry all day.

Food will be served at four separate stations around the school. Dietary requirements will be met, ie vegetarian, gluten free, lactose free etc.

Students will not be marked off on a list, so those who are very hungry can go to more than one station and those who don't want food don't have to eat.

## **8. Compliance Reporting**

7:40pm

### **8.1 Previous year days open for instruction**

Due to covid last year, the number of days that schools were required to be open was reduced by 4 days.

The school was open for the required number of days.

### **8.2 [Finance Committee report](#)**

Two contracts to be renewed - the Cleaning contract and the security system upgrade. The Property Committee recommend that the contracts be renewed.

Cleaning contract - Crew Care

Security contract to Global Security who will provide an upgrade to the system as well as monitoring

Motion to approve the above contracts.

Moved: Rosalie Freeman

Seconded: Nane Lockington

Jubilee Fund; request that the amount left over from the Jubilee Fund from 2004 be passed over to the Charitable Trust. It was originally meant for the next Jubilee in 2024 (75 years). \$21,117.

Motion that the money from the Jubilee Trust be moved to the PHS Charitable Trust.

Moved: Simon Craggs

Seconded: Nane Lockington

#### **8.2.1 [KPI January 2021](#)**

#### **8.2.2 [2021 alternate budget - Assumptions & Considerations](#)**

#### **8.2.3 [2021 alternate budget - Summary](#)**

### **8.3 [H & S and Property Committee report](#)**



H&S: Safe 365 app to be introduced in school. Staff either download the app on to their phone or can report incidents via a tablet in the staffroom or at reception.

Murray has knowledge of this tool and recommends it.

Property: A meeting was held with a representative from the MOE. C-block needs earthquake strengthening. The recommendation is that the building is demolished and rebuilt. This will be at a cost to the MOE. If not, the cost of the earthquake strengthening will come out of the next 5YA, and will take up to half of this budget.

Some staff who currently have sole use of a classroom will have to share rooms. At the moment we are 13 classes over code.

## **9. In-committee**

8:40 pm

### **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: Nane Lockington

Paul van Etten and Chris France left the meeting.

Simon left the meeting.

Motion to move back in committee

Moved: Murray Tume Seconded: Beverley Matamua

## **10. Meeting Closure**

9:30pm

10.1 Comments on meeting procedures and outcomes

10.2 Preparation for next meeting

[Workplan](#)

Policy reviews.

[3.1 Personnel Management](#)

[G9 Principal Performance Management](#)

**Karakia whakamutunga**

**Enosa Auva'a**

**Meeting Closed: 9:45pm**

**Next Meeting: Thursday 25 March at 5:30pm**

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## Task/action sheet from the meeting

Item	Action	Who	When
1.10	<a href="#">BOT delegations to the Principal</a>	Relevant board members	Report back to board at next meeting
1.11.2	Confirmation that the school is fulfilling its side of the MOU with Kootuitui	Rosalie Freeman and Enosa Auva'a	Report back to board at next meeting
1.12.1	Hillary Outdoor Centre, Tongariro, to be asked for up-to-date RAMS forms	Philippa Kaiser	As soon as possible
3.1	Analysis of variance	Simon Craggs and Paul van Etten to continue to work on this. Simon to update MOE on delay in submitting this document.	
3.2.4	Morning tea to be arranged for staff	Philippa Kaiser	
5.1	Wording of the Privacy Policy to be altered	Paul van Etten	
6.2	Finance Committee to provide data on how much board funding is used to finance teaching staff.	Finance Committee	
6.3	Services Academy to submit a full report to the board  (A report was provided to the board at the July 2020 meeting <a href="#">Services Academy Report</a> )	Services Academy	Report to be presented to the board
7.4	Contact to be made with BOTs of feeder schools to initiate collaboration	Murray Tume	
10.2	Policies to be reviewed <a href="#">3.1 Personnel Management</a> <a href="#">G9 Principal Performance Management</a>		

Signature: .....

Date: .....

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