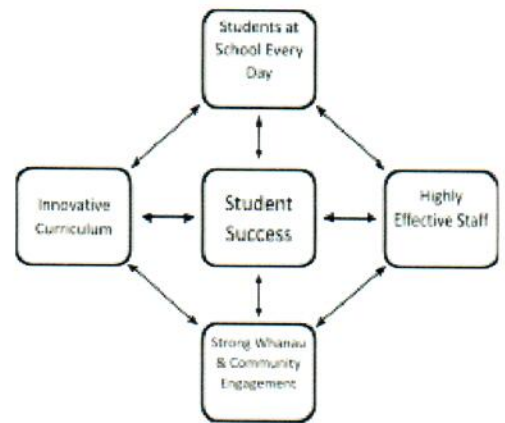




**Papakura High School Seminar Room
BOT Meeting
Thursday 25 March 2021
Minutes**



Karakia timatanga

Enosa Auva'a

Welcome guest

Name: Ian Marino-Tauhinu, Lisa Mortimer, Paul van Etten

Organisation: HOD Māori (PHS)

1. Administration

5:35pm

- 1.1 Present: Murray Tume, Beverley Matamua, Enosa Auva'a, Rosalie Freeman, Logan Lepua, Kamine Te Rongomau, Simon Craggs, Sally Dalzell, Chris France, Lisa Mortimer, Paul van Etten, Ian Marino-Tauhinu, Ariana George
- 1.2 Apologies Nane Lockington, Deeana Howard-Afeaki
- 1.3 Prior Leave Moana Ratahi
- 1.4 Speaking rights to guests/visitors
Speaking rights granted to all guests.
- 1.5 Declarations of Interest Nil
- 1.6 Confirmation of Minutes of the previous meeting
 - 1.6.1 [Minutes of the meeting from 25 February 2021](#)
 - 1.6.2 Motion to approve the minutes from the previous meeting

Moved: Simon Craggs

Seconded: Beverley Matamua

1.7 Matters Arising

1.8 [BOT delegations to the Principal](#)

Statement around the Finance Committee's ability to recommend the annual budget to the full board etc. Wording could be changed to "The finance committee has authority as detailed in GP2.2 Finance Committee terms of reference".

Motion to make the changes to the statement above

Continuous transformation for student success

1.9 Correspondence

1.9.1 [Letter to the board re Māori Immersion Programme](#)

1.9.2 [2021 Rumaki Programme](#)

1.9.3 [PHS Rumaki Plan 2021 - 2025](#)

Ian Marino-Tauhinu and Ariana George were recognised for all the work they have put in to developing the Rumaki programme to date.

Pages 13 - 16 of the [2021 Rumaki Programme](#) are the most important ones.

The board has already approved the 5YA which includes upgrading the Māori department area. Final details are to be confirmed.

There is approval in the 5YA for the upgrade of the facilities for the Rumaki programme.

The question was raised as to whether there is the possibility that more funding may be requested from the board. At the moment this is not the case.

The question was also raised as to whether the cost of the Awhina is covered. Currently it is, but there may be a request for more financial support later on. There is a concern that potentially other students might miss out if more money is allocated to the Rumaki programme. Assurance that this is not the case was given.

Over the next 5 years the Rumaki is scheduled to grow up to 125 students. This will mean a large part of the total school population. It is important that there is a plan in place to finance this number of students, resources, teachers and space, if this grows at a faster rate than proposed.

Miriama Popata-Hori joined the meeting at 6:00pm

Once we have data over the next two years, we will be able create this projection.

Currently we have 62 students on the programme.

For the Rumaki programme, it is important to gain board approval now so that planning can start for next year and take growth of this programme in to account.

The Ministry projection for Auckland schools is for negative growth over the next 10 years.

The school will be requesting more funding from the Ministry for the Rumaki programme, but it is not certain that we will receive it. There is funding for Maori language learners, but it is a very small amount.

The govt's priority is to increase the number of Maori language speakers, and we are able to demonstrate that we are working to assist with this.

The question was asked as to how many hours of Maori language our students have, and whether other subjects are offered in Maori.

We are already offering Maori History, which is to become compulsory, so we are ahead on that. Some students are able to learn a subject in the Maori language, but some students still need to converse in English to be sure of understanding what is taught. There are different levels of language ability within the classes.

This Rumaki programme has been over four years in the planning and is finally coming to fruition.

The question was asked as to whether there is a danger that the Rūmaki programme ends up costing the board too large a proportion of the annual budget.

However, the Principal is not able to approve extra spending as this is beyond the scope of the delegation to the Principal, the board will need to approve any additional spending so will be able to keep inflated spending on this in check.

Motion: That the Board approves the strategic direction of the Rūmaki/Immersion programme and delegates the implementation of the strategy to the Principal unless approval is required beyond their delegations. The Board will receive regular reports (termly) on the progress and achievement of the Rūmaki from the HoD Māori.

Moved: Simon Craggs Seconded: Murray Tume

The board thanked Ian, Ariana and Miriama for attending the meeting and answering the board's question around this programme.

Ian, Ariana and Miriama left the meeting

1.9.4 [NZSTA Regional Newsletter Term 1 2021](#)

1.10 Trips for approval

1.10.1 [The Rising Foundation - Camp Adair](#)

Motion to approve the above trip

Moved: Simon Craggs Seconded: Rosalie Freeman

2. Raising Student Achievement

6:10pm

2.1 [2020 achievement data reporting](#) - SLT to report department summary

Lisa explained the process this year, which was slightly different as this year departments met with their SLT, and not just HODs.

Reporting:

Maths - Concerns: Level 3 - not many students selecting Maths at this level, and achievement not great. However, pedagogy in this department is changing. DMIC has been introduced and will have a positive affect.

Trades students struggle with the literacy part of their course but this is being improved upon by working across the curriculum.

Trades students are offsite part of the week and part of their learning (two days/week) is in school.

This year there is a change in the way Trades students study when they are in school. Instead of class based learning they are doing project based learning. Teachers work collaboratively across subjects to offer these students project based learning so that they gain credits. Level 1 Maths results were disappointing last year, but are already looking better for this year with 60% of students achieving endorsements.

Course entry requirements have been raised this year for Levels 2 and 3, which should make a difference to achievement at these levels.

There are other courses offered to students who do not achieve the course entry levels, such as Employment Skills, Dance, Travel etc.

Some students have been given study periods, under strict rules, which the students appreciate and are using well. Study leave passes were offered allowing students to leave the school grounds but most are not using this opportunity, but are staying on-site to study.

There has been a shift in the pedagogy in the department brought about by the HOD and embraced by staff members. This shift in pedagogy is being noticed and slowly having an affect across the whole school, not only in the Maths dept.

Science - biggest concern is non-collegiality within the department, as well as excuse making. There is a new initiative with Year 11 students and a STEM programme.

The three students who wanted to study Physics were not able to have a regular class with a teacher in school, but they are able to study through FarNet. They have regular, scheduled classes and once a week a Zoom Meet with a teacher. They are also supported by a tutor. This year we are able to offer Chemistry as well as Science at Level 1 and 2.

Poor turnout for externals which affects endorsements is also a concern. In some subjects (not Science) no students showed to external exams.

Students are starting to aim for Merit and Excellence endorsements and most of them have good ideas as to how they want to achieve this.

The results in the Science department were a surprise as this department has historically achieved very well.

Part of the reason may be personnel within the department. Weak teachers will and do negatively affect results. In the past it has been difficult to recruit strong teaching staff, but this is no longer the case.

ESOL - continues to be small. Excellent results. Course has been changed to add more English across the other subjects. This year we have a Level 1 class and a combined Level 2 and 3 class.

Some students who struggle in English are doing so because English is not their first language. However, it is difficult to get ESOL funding if students have been in the country for some years and so no longer qualify for ESOL funding. If students have come from contributing schools perhaps they could target these students better. ESOL funding is only available for three years after students come into the country.

English - HOD is very upset with the results. One member of the department is deficient in their teaching. Grammarly is being used but only the free version currently. The paid version is of more benefit as it makes suggestions on how to improve English. The PE department have paid for this themselves as they are convinced of the benefit of the programme. The cost of the paid version is \$6,419 for all 900 students across the school.

There was a deficit of resources in the department but this has now been corrected. The Library has now been put under the HOD English again.

Social Science - Numbers of students taking SOC is high as last year this subject was made an option that students could take instead of English at NCEA levels.

Very collegial department. Teachers work very collaboratively with the English department. There are two teachers in these departments that are working very well together. They have combined to make a thriving Debating Club in the school, amongst other initiatives. Every year there are reviews of the Junior programme to see what can be improved.

Dance and Drama - The two teachers in the department work really well together. External results were very disappointing as students did not turn up to their external exams. For one external, no students showed up

ICT - Last year the HOD IT shifted a lot of the course but it did not work too well so this will be revised for this year. The course was made up of few standards with high credit values but the shift is to more, smaller standards.

HOD would like more girls taking IT. One (female) student attends Techorium once a week for Level 3.

Code Club on a Wednesday after school is attracting approx. 30 students every week.

HOD is part of Tech 21.

HOD IT is also HOD Technology this year so has a greater work load.

PE - HOD disappointed with overall results in the dept. Dept is working on getting more students involved in school sports. One teacher went on maternity leave part way through the year and was replaced by a first year teacher.

Music - again, disappointing results. However, lockdown last year came just as students were about to sit first assessments. Students were unable to access resources (instruments) so unable to continue working from home.

Possibility of a payment option for students to purchase guitars along the lines of the chromebook purchases discussed.

HOD Music has asked for more itinerant teaching hours as our students are very keen to take Music. This means that senior students are prioritised with itinerant teachers and juniors miss out.

Music department should put forward a plan for the next five years to help our students raise their achievement. ie purchase of ukuleles, purchase of online music programmes in case of another lockdown.

Māori - concerns are lack of achievement at Level 3 - students failed to turn up to external exams. Lack of endorsement at Level 1, due to Unit standards being offered. Aim is to offer Achievement Standards so students can gain endorsements.

Ariana George is of great benefit to the department. (Primary trained teacher).

Technology Department - Whakairo / Carving students - Didn't gain 14 credits but 10 - 12.

Art - very good achievement despite similar issues to Music for students during the lockdown, lack of resources for students at home, in this time.

Hospitality - Level 1 had a group of high performing students who have now moved to Level 2. Lower achieving students didn't achieve all standards but achieved all those they attempted. The question was raised as to whether the extra curricular activities might put off some students. This is certainly a possibility. The aim is to grow the subject area. Tomorrow for Whānau day the hospitality department is working with the Economics dept to offer food for sale.

The board expressed it's appreciation of the way this data was presented, it was clear and concise.

There are concerns about students mental wellness this year. 83 referrals have been made to the Wellness team to date.

Achievement data is to be revisited in term 3 so that there is a comparison between actual achievement for 2020 and projected achievement for 2021.

Motion to approve the purchase of Grammarly for the whole school.

Moved: Enosa Auva'a

Seconded: Murray Tume

Break

7:40pm

3. Strategic Goals Focus

8.00pm

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

Motion to approve the creation of an alumni database

Moved: Enosa Auva'a

Seconded: Rosalie Freeman

4. Raising Student Achievement

4.1 [Analysis of Variance](#)

Motion to receive the Analysis of Variance

Moved: Enosa Auva'a

Seconded: Rosalie Freeman

4.2 [Student Engagement Officer Report to the board](#)

A request was made by that board that the Attendance Officer gives an indication of the total numbers of students worked with.

Simon to ask the Student Attendance Officer to do this.

Motion to receive the above report

Moved: Enosa Auva'a

Seconded: Beverley Matamua

5. Policy Review

8:00pm

5.1 [3.1 Personnel Management](#)

5.2 Motion to approve the policy

A request was made to change the wording throughout to Professional Growth Cycle and to change the wording for Support staff to the same so that one policy covers all staff.

Motion to change wording of policy and then approve it

Moved: Simon Craggs

Seconded: Rosalie Freeman

5.3 [G9 Principal Performance Management](#)

5.4 Motion to change the wording and then approve the policy

Motion: Simon Craggs

Seconded; Murray Tume

6. New Initiatives

6:55pm

7.1 [ERO - BAS statements](#)

7. Compliance Reporting

7:20pm

7.1 [Finance Committee report](#)

7.1.1 [KPI February 2021](#)

7.1.2 [Minutes of the Finance Committee meeting from 23 March 2021](#)

7.1.3 [Summary Statement of Financial Performance](#)

7.1.4 [Detailed Statement of Financial Performance](#)

7.1.5 [Movements in Equity Dec 2020](#)

7.1.6 [Revised balance sheet Dec 2020](#)

Motion to approve the draft annual financial statements and send them to the auditors

Moved: Rosalie Freeman

Seconded: Kamine Te Rongomau

9. In-committee

7:50 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.

Moved: Murray Tume

Seconded: Kamine Te Rongomau

Motion to move out of committee

Moved: Murray Tume

Seconded: Enosa Auva'a

10. Meeting Closure

8:15pm

10.1 Comments on meeting procedures and outcomes

HOD department reporting was great.

Next time the Finance Committee will meet on the Friday before the meeting. This will enable Enosa to attend.

It will be interesting to see how the HOD expected results in Term 3 reflect improvements on the concerns made in the HOD summary reports from EOY 2020.

Great to see how DPs know the ins and outs of the departments.

10.2 Preparation for next meeting - Work Plan


Enosa and Simon to be in contact about the transition plan.

Policy for review is [2.1 Review Policy](#)

Karakia whakamutunga

Meeting Closed: 9:00pm

Next Meeting: Thursday 27 May at 5:30pm

Signed: 
Board Chair

Date: 31/5/21

Item	Action	Who	When
1.8	<p>Schedule of Delegations to the Principal - change of wording "The finance committee has authority as detailed in GP2.2 Finance Committee terms of reference".</p> <p>Personnel Committee to make recommendations to the board</p>	<p>KSR</p> <p>LSM and Simon to make recommendations to the board</p>	
2.1	<p>Music dept to write a proposal for the board for more support to improve student achievement ie more instruments for students use at home, online music making programmes</p>	HOD Music	
4.2	<p>Student Engagement Officer Report to the board</p> <p>Student Engagement Officer to give an indication of the total number of students he has worked with.</p>	CRG	
	<p>3.1 Personnel Management Policy</p> <p>Wording to be changed</p>	KSR/CRG	
	<p>G9 Principal's Performance Management</p> <p>Wording to be changed</p>	KSR/CRG	
10.2	<p>Preparation for next meeting</p> <p>Enosa and Simon to be in contact re the transition plan before the next meeting</p>	CRG / Enosa Auva'a	Before the next meeting.
	<p>Policy for review next meeting is 2.1 Review Policy</p>		