



**Papakura High School Seminar Room
BOT Meeting
Thursday 27 May 2021
Minutes**

Karakia timatanga

Simon Craggs

Welcome guest

Name:

Organisation:

1. Administration

5:40pm

1.1 Present: Murray Tume, Nane Lockington, Rosalie Freeman, Beverley Matamua, Simon Craggs, Sally Dalzell, Paul van Etten, Kamine Te Rongomau

1.2 Apologies: Chris France, Enosa Auva'a, Logan Lepua (will be a bit late as he is at training at Strathallan)

1.3 Prior Leave Moana Ratahi

1.4 Speaking rights to guests/visitors

Granted to Paul van Etten

1.5 Declarations of Interest

1.6 Confirmation of Minutes of the previous meeting

1.6.1 [Minutes of the meeting from 25 March 2021](#)

1.6.2 Motion to correct the minutes from the previous meeting to reflect the fact that Moana was on prior leave and Nane Lockington and Deeana Howard-Afeaki had given their apologies.

Moved: Simon Craggs

Seconded: Murray Tume

1.7 Matters Arising

There was discussion around the definitions of prior leave and apologies.

The NZSTA definition of these terms was read to board members in the interests of clarity moving forward

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1.8 [BOT delegations to the Principal](#)

1.8.1 Motion to approve the schedule of delegations

Moved: Simon Craggs

Seconded: Nane Lockington

1.9 Correspondence

1.9.1

1.10 Trips for approval

1.10.1 [Te Aoatea - Waitangi Trip 3-4 June 2021](#)

1.10.2 [Debating Club Trip 1 - 4 June 2021](#)

Motion to approve both trips

Moved: Rosalie Freeman Seconded: Beverley Matamua

2. Strategic Goals Focus

5:50pm

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

The question was asked as to the rate of attendance for the Kaitohutohu conferences. Overall attendance was approx. 35%. Year 9 whānau had the highest rates of attendance and numbers declined from there.

URF has been granted for 2 additional staff members in the Reo Rumaki unit, a Kaiārahi i Te Reo Māori, an employee who is fluent in Māori language and has an in-depth knowledge of Māori traditions and beliefs and works alongside teachers supporting the acceleration of the Māori language, and a Kaiawhina Huhua (Administrator), an employee who is fluent in Māori language and has an in-depth knowledge of Māori traditions and beliefs and works alongside teachers in an administrative role to support initiatives within the department that contribute to the success of all children and the wider whānau. The school will be working with Ngati Tamaoho in making these appointments to ensure tikanga is followed.

DMIC (Developing Mathematical Inquiry Programme) is already up and running. Anusha Soupen, HOD Maths, has already held several meetings here. After some initial hesitation from some staff members in the Maths dept. all teachers are now on board.

The Tech21 visit was very successful. Our students engaged very well there. A hui for South Auckland schools was planned to get students from these schools engaged in technology. One of our students gave a speech in front of everyone there. From this event we have now formed a connection with Sir Ian Taylor (designer and owner of the America's Cup graphics, as well as golf tournament graphics).

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Two classes were able to attend a Stardome show (after having been banned 2 years ago). With intensive staffing provided, the students were very well behaved and the trip was a success.

Exposure to different events and looking further afield helps our students raise their objectives as they learn more about what is out there and available to them.

We are looking at perhaps creating an IT academy. Our coding club is already very popular, showing that our students have an interest in IT, and the visit to Tech21 has shown the wide variety of opportunities offered by IT.

Paul van Etten left the meeting at 5:55pm

2.2 [Transition Plan update](#)

Enosa and Simon have met to discuss this and update the transition plan.

Most areas are now green or amber.

The board now needs to decide whether the colours in the main columns can be changed. Sally stated that some of the information is from last year and needs updating to be current again. She suggested that Simon does this as he has been working on the document.

Logan Lepua joined the meeting at 6:10pm

A copy will be made in order to be able to talk to the document with the MOE and to demonstrate to the MOE the progress that has been made.

3. **Raising Student Achievement**

6:00pm

3.1 Term 1 Achievement Reports

3.1.1 [Junior Achievement](#)

This is a "state of the nation" report demonstrating where we are at currently. It is clear that our Year 9 students come to us well below the national average for academic achievement.

Students are being picked up by the Learning Support dept for additional support as and when necessary.

We have appointed 2 new teacher aides who are doing really well in the Learning Support dept. The new LSC who started this week will also be able to help with this.

A new Year 9 programme, Kia Puawai, has been introduced to help students see their progress. Te Tohu Rangatira works very well for the Year 10 students so Kia Puawai should work for the Year 9 students.

The DMIC programme will also help the students. This gives students real-life based problems that groups of students solve collaboratively. Layers of difficulty can be added in by teachers in order to extend students who require this.

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This achievement data is fed back to Kootuitui, and as most of the schools in the Kahui Ako are in the Kootuitui cluster they also receive this information. The remaining schools in the Kahui Ako group will also receive this information at a later date.

The writing component of the test is very constrictive which is not considered best practice for a writing test.

A question was raised as to whether numbers of students who have not sat the tests is of concern. This gap in the data was partly caused by systems stopping talking to each other. The test marking system stopped communicating with KAMAR, meaning the results couldn't be entered.

3.1.2 [Senior Achievement](#)

Senior student achievement is tracking very well.

For students at high risk of not achieving we are partnering with People Potential. Students can dual enrol, they spend two days there and the rest of the time in school. There are various courses offered.

Those students who have not achieved numeracy and literacy have classes scheduled in the Learning Centre until they achieve. Literacy can be gained from a number of subjects. Numeracy can be gained from other subjects than Maths, such as Physics and Accounting, neither of which we offer, so over 90% of our students gain numeracy through Maths.

In 2023 Literacy will be assessed online as a one off. There will be three opportunities for assessment each year and students only need to be assessed once. Students will be ready to sit this assessment at different times. This will mean teachers will need to be more flexible in their teaching as students in the same class will be at different levels.

Students in Trades are at MIT two days per week and spend three days per week in school. They have customised timetables so that they are not missing out on class time. This works much better than students having to catch up on work missed while they are off-site. The Trades Academy credits will be entered later on.

There are two students with 65 Level 3 credits. There are Level 3 credits available for Year 12 students as well as from external providers for students in Year levels other than Year 13.

On the whole, academic progress at senior levels is satisfactory.

Attendance at Level 3 is an issue. Some students are working either part or even full time and some are just choosing not to attend. Kaiārahi are following up with these students.

3.2 [Term 1 Engagement Report](#)

We had a significant number of stand downs in term 1, including one incident involving 10 students who were stood down.

It has been identified that there is a gap in the consequences between minor classroom behaviour consequences and a stand down.

There will be two more layers added, a Kaiārahi consequence and if this is not successful, an SLT consequence that will be held after school.

We do not want classroom management issues to be pushed on to others to be solved, but there need to be further consequences for those students who need them.

There are initiatives to improve student attendance, such as rewards for 100% attendance. Last term Noel Leeming donated head phones and the next prizes will be speakers.

There was one suspension in term 1 which lapsed due to the covid lockdown and the impossibility of holding a disciplinary meeting. The student had already been referred to Alternative Education and started there.

3.3 [Services Academy - BOT Update Term 1 2021](#)

The programme has changed slightly from it's initial aim which was for the students to transition back into mainstream. However, the students involved are doing really well both academically as well as socially. Their academic achievement is close to being on a par with mainstream students and the students have gained confidence.

Some information included in the report was entered late as clarification was needed around funding.

Simon would recommend that the academy be funded at the same level as now over the next year, but that external funding needs to be sought.

The point was raised by board members that there is a danger of students becoming accustomed to being in the Academy and this may not be ideal. A reliance on a small number of staff managing them is not ideal. Perhaps a transition into the workforce or the armed services could be a way forward.

The services academy is not the real world and so perhaps does not prepare students for life after school.

However, these students have not succeeded in mainstream education for a number of years and have now found a pathway to success.

Some students in the academy are in option classes and achieving well there, in some cases better than regular students.

The three original objectives of the academy were 1) for students to go back into mainstream school 2) go into employment 3) return for a further year in the academy.

As 17 out of 20 students have returned for a further year (and the remaining three students have moved away from the area) the objectives probably need to be changed.

This was a new initiative so the aims and goals were also experimental. After one year it

should not be considered a failure but a reassessment of the aims of the programme is perhaps necessary..

The 38 students in the academy are on the PHS roll and so attract funding and staffing is also being generated by these students.

The wider community should be invited to give their support of the programme.

The suggestion was made that the Ministry be asked for additional support now that we can demonstrate the success of the academy.

The recommendation was made that either a board steering/sub committee is to be formed to work with the academy staff to progress, or board members are part of a steering committee.

Simon and Beverley are interested in being part of this group.

A steering committee involving Services Academy staff, members of the wider community and board members will be formed. Simon and Beverley will be the board representatives on this committee.

Break

7:15pm

4. Policy Review

7:30pm

4.1 [2.1 Review Policy](#)

This came out of the transition plan.

A procedure has been created for staff to have their say on policy reviews. The aim is to get staff more engaged in the policy review process.

Motion to approve amendments made to the review policy

Moved: Rosalie Freeman Seconded: Kamine Te Rongomau

4.2 Cellphone policy

Discussion around the creation of a cellphone policy in order for the school to be able to enforce a ban on cellphones. Some staff are unwilling to ban cellphones from their classes, which makes it difficult for the school to enforce a ban.

Cellphones are not used as a learning tool, however good the intention is.

Senior students would be permitted to use cellphones during breaks but junior students not at all. A board policy would ensure clarity.

There was discussion around whether this should be a policy or a procedure.

The suggestion was made that a subcommittee be formed to discuss this, involving staff, students and one or more board members.

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Subcommittee members from the board are Simon, Nane and Logan.

4.3 Motion to approve the creation of a cellphone policy

Moved: Simon Craggs

Seconded: Beverley Matamua

5. Board Process

7:45pm

5.1 [Financial Accounts approved](#)

Accounts have been finalised.

Motion to approve the finalised annual accounts to go to the MOE

Moved: Rosalie Freeman

Seconded: Murray Tume

5.2 MoE statutory management review process

We have been sent a document that the board, LSM and staff need to comment on the ability to self-govern.

A final decision on the ending of the statutory intervention will be made in July.

A formal invitation should be sent to Isobel Evans, Silio Solomon and Lexie Ridling from the MOE to attend the next board meeting in June.

Sally suggested that the board meet to discuss the completion of this document so that a cohesive response is sent. There was a lack of cohesion around this last year and along with the complaint laid around the process of the Principal's appointment, it is important that the board agree on a response to the Ministry this year if the Statutory Intervention is to be lifted. The MOE wants to see cohesion and a clear sense that the board members know what they are doing and are ready to self govern.

They also want to see that the breach of confidentiality that occurred will not happen again.

The Ministry is aware that there are arguments amongst board members of many school boards, but they do need to reach agreement.

6. Funding Application

Application to the NZCT for \$182,447.50 (incl.GST - \$23,797.50) for astro-turf for the school courts. (\$115,150.00 + \$17,272.50 GST = \$132,442.50 for the turf + \$43,500.00 + \$6,525.00 GST = \$50,025.00 for the rubber pad underlay)

We are waiting for a second quote from a second company. If this is less than the above amount, we will change the approval request for the funding application to the lower amount.

6.1 Motion to approve the application for \$182,447.50 incl GST of \$23,797.50 for astro turf for the courts to the NZCT.

Moved: Rosalie Freeman

Seconded: Nane Lockington

6. New Initiatives

8pm

6.1 [ERO - BAS statements](#)

Simon thanked board members for their input and assistance with completing the BAS statements. Murray and Paul sat together for 5 - 6 hours and had some good discussions around the health & safety aspect. Thanks to Paul for all his work on this.

Simon will make a date with Enosa around the curriculum.

6.2 Local BoT collaboration update.

Murray is looking to get together with Chris and board chairs from local schools to get a voice for Papakura and Takanini schools. Murray is meeting with the Principal of JCHS tomorrow, Friday 28 May.

Melissa, the board chair of Kereru Park Campus, was supposed to be attending our meeting this evening to discuss the collaboration but was not able to make it as she was working late.

6.3 [Papakura Kāhui Ako](#)

The report shows that the Kahui Ako targets are closely aligned with ours. The Springboard Trust has just been appointed to assist with achievement targets and reporting processes. There are now seven schools in the Kahui Ako as Ardmore has joined the group.

The question was raised as to the role of the LSC who has recently started. This is a very different role to that of the SENCO. The LSC works across all the Kahui Ako schools, she is based in our school. She may assist with supporting teachers to support students with specialist learning needs. She will be giving a presentation to staff around her work.

7. Compliance Reporting

8:15pm

7.1 [Staff appointment process and induction](#)

Simon gave his assurance that the policy was being followed.

7.2 Health & Safety - no report

7.3 PRT programme

Beverley gave a verbal report as she is the TIC provisionally registered teachers.

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She meets the PRTs every three weeks. Ensures they get PLD. Her role is to support new and beginning teachers so that they are ready to apply for full registration at the end of two years. Simon is happy to endorse that we have a robust PRT programme.

7.4 Finance Committee report

7.4.1 [3.1 Finance Committee Meeting minutes](#)

The Finance Committee met last Friday, 21 May.

There was discussion around payment processes which will be reviewed as accounting staff don't work during school holidays which can cause a delay in payments.

It had been found that the relief budget is only \$20,000 and the remaining costs for relief teachers of \$120,000 was board funded. This will be correctly allocated in future.

Motion to approve the Finance Committee report

Moved: Rosalie Freeman

Seconded: Nane Lockington

7.4.2 [KPI April 2021](#)

7.4.3 [Management Reports to the BOT](#)

7.4.4 [PHS Annual Report Final](#)

7.5 [Property Report](#)

The Property Committee met last Thursday, 20 May.

The 5YA projects are being moved along. Funding will be applied for for various projects.

CCTV cameras need replacing around the school. These would be a capital expenditure but would be a great improvement.

The demolition of C Block has been approved but the time frame has not not been confirmed. There will be a meeting held in July to decide this. If this block is demolished in December, we will be at roll capacity in January so it will be necessary to start planning the new classrooms/building.

8. In-committee

8:25 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: Kamine Te Rongomau

Motion to move out of committee

Moved: Kamine Te Rongomau

Seconded: Nane Lockington

9. Meeting Closure

9:35pm

9.1 Comments on meeting procedures and outcomes

A social event would be good to bring the board closer. A social event with partners was suggested.

Logan expressed his gratitude for the opportunity to attend the NZSTA conference. He is looking forward to using his new found knowledge,

Beverley also stated that she found the conference very useful and more board members should attend.

9.2 Preparation for next meeting - Work Plan

Policy review [2.2 Reporting](#)

Karakia whakamutunga

Logan Lepua

Meeting Closed: 9:40pm

Next Meeting: Thursday 24 June at 5:30pm

Signed:


Board Chair

Date:

28 June 2021