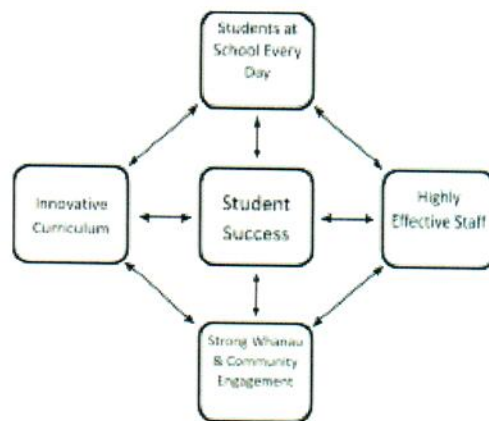




**Papakura High School Seminar Room
BOT Meeting
Thursday 24 June 2021
Minutes**



Karakia timatanga

Paul van Etten

Welcome guests Simon welcomed our guests to the meeting.

Names: Lexie Ridling, Isobel Evans, Selio Solomon

Organisation: MOE

Tanya introduced herself and her team to the board.

Selio introduced himself to the board.

Lexie then spoke to the board. She is looking forward to hearing from the board whether the members think they are ready to self govern.

Enosa was the speaker for the board. The board is working well together and is working on policies and procedures guiding the school.

Enosa explained that he was originally involved in the Finance Committee but is now involved in the Curriculum Team. The board has been receiving regular reports from HODs and DPs about the development of curriculum and the board is assured that curriculum development is on track and progressing.

Student achievement is the main priority for the school and the board has given more support to improving attendance of students in order to ensure that they can achieve.

The board is asking many questions to ensure that achievement is increasing.

Simon expressed the opinion that the board is a highly functioning team. All members are on subcommittees and show up to meetings as and when required.

The board members are very engaged in raising student achievement. An example given was the purchase of grammarly for the whole school which students are using to improve their writing.

Rosalie introduced herself as the longest serving board member. She has been on the board since 2008. At the last election we had a lot of interest and applications from parents who have students at the school currently, which is a good indicator that the school is connecting with the community. It also allays fears around succession planning, as there are new board members. It took a little time for new members to learn the dynamics of the board and how a board works, but it is now functioning very well.

Logan mentioned the improvements that he personally has noticed around the school. The fact that the school shows how much it cares for its students for example by providing lunches.

Nane is of the opinion that the board has come a long way since the election. Members being on subcommittees means that members gain a level of expertise in one particular area without feeling that they have to know everything about all areas.

Simon mentioned that this makes his role easier as board members understand different areas and can support him when making decisions.

Murray mentioned that in some areas the board is strong but in some areas members are still developing their knowledge.

All members have been involved in the BAS statement.

The board are fully supportive of the school and Simon, as Principal.

Murray is concerned that the momentum is maintained. He meets regularly with both Simon and Paul to ensure that everyone is on board with progress.

2) Navigation of tricky situations as a board

There was a letter of concern written by a number of staff members.

Murray said that he got good advice and then three board members together wrote a response to this letter. All board members were involved in this process.

Part of this was sticking to the policies and procedures which are in place for a reason.

This was of great assistance in solving this issue.

Enosa reminded those present that both Sally and Chris have been of great assistance in aiding the board in their development.

The board had a clear understanding of what they wanted to achieve when appointing a new Principal and the board learnt a lot about being a good employer and managing a situation.

Enosa also said that the board is open and transparent in its dealing with situations

3) If powers of curriculum and employment were returned, where would you go for assistance and who would you ask for advice?

Sally has enabled the board to look at how to monitor achievement and development of the school. She has taught the board to be confident in governing themselves. Self governance will be a big task but one that the board is capable of filling.

There are good reporting structures in place and the board has a good understanding of what questions need to be asked. The board has also gained insight into the amount of help that is available through NZSTA, the Principal's Federation, the MOE and other sources.

Murray can continue to get assistance from Sally if and when necessary for employment matters, and from Chris from NZSTA for governance matters.

The Covid-19 lockdown last year meant that a new board that was trying to find its feet had to be very flexible. The board was still very concerned that students achieve despite the challenges of last year.

This was definitely a challenging time for the board, but the board learned a lot and grew in strength.

Lexie thanked the board members for all their input.

Selio stated that it is fantastic to see the growing achievement of Maori and Pasifika students in the school.

Tanya said that she appreciated the openness and honesty of the board members when discussing their progress.

Welcome guests Murray welcomed members of the Jubilee Committee to the meeting

Names: Barbara Mansell, Edna Kelly, Pam Scott, Kelvin McAnulty

1.1 Present Murray Tume, Nane Lockington, Rosalie Freeman, Logan Lepua,
Sally Dalzell, Chris France, Simon Craggs, Paul van Etten,

1.2 Apologies Beverley Matamua

1.3 Prior Leave

1.4 Speaking rights to guests Kelvin McAnulty was given speaking rights

1.5 Declarations of Interest nil

1.6 Correspondence

1.6.1 [Letter to the BOT re 2004 Jubilee Funds](#)

Nane spoke re the Finance Committee decision to take the Jubilee Committee Fund money from the school account and use it for possibly a scholarship or scholarships for students.

It was felt that some knowledge and information is being lost and there was a fear that the money would eventually be integrated into the school funds with no knowledge as to where it had come from.

Kelvin expressed his disappointment that the Jubilee Committee was not consulted as to where the money goes and how it will be used.

The 50th Jubilee was seed funded by money from the 25th Jubilee Committee.

The board at the time of the 50th Jubilee was not supportive of a reunion as members were afraid that they would be left with a large cost to the school.

The seed money was vital in starting the process of the 50th Jubilee, booking a venue etc. A large amount of money was raised by the Jubilee Committee who not only ran a very successful Jubilee reunion, but also gifted money to the school for the next reunion.

The Jubilee Committee would like to see the money used for a plaque or new school gates recognising the contribution made to the school by the Jubilee Committee.

Rosalie explained to the meeting that one of the reasons the money was moved from the school account to the Charitable Trust Fund was to prevent the school from using it to balance their books as the school has been running at a deficit for the last few years.

An alumni group is in the process of being formed and it is to be hoped that this group will ensure that ex-students and others involved in the school remain in contact and offer their support to the school.

We are part of the ConnectFutures project assisting low decile schools to connect with their past students, teachers, parents etc.

Simon is very supportive of the board providing a seed fund for the 75th Jubilee reunion.

Motion that the letter has been received and the writers thanked

Moved: Murray Tume

Seconded: Nane

Motion that two board members work with the 50th Jubilee Committee to form a subcommittee to decide on the future use of the money.

Simon and Rosalie volunteered to be a part of this sub committee.

The school is very keen to build this alumni to tap into as a source of support for the school.

Murray thanked Barbara, Edna, Pam and Kelvin for their letter and for attending the meeting.

Murray suggested a luncheon for board members and Jubilee Committee members.

Barbara, Edna, Kelvin and Pam left the meeting at 7:05pm

1.6.2 [Consultation letter](#) from the MOE regarding applications for changes to state integrated school within the network

1.6.3 [Letter from a student requesting uniform change](#)

A student approached Simon and asked about changing the school uniform. Simon replied that students need to be surveyed and consulted and then a letter written to the board.

Logan spoke to the letter. He supports the letter and the changes to the uniform requested.

The changes requested are for a hoodie and a warmer, drier jacket.

He stated that there needs to be rules around the wearing of the new uniform, as with any piece of uniform.

There will be rules around the wearing of the hoods in class, assemblies etc.

Motion to approve the changes to the uniform including the removal of obsolete items from uniform lists.

Moved: Simon Craggs

Seconded: Logan Lepua

1.7 Confirmation of [Minutes of the previous meeting](#)

1.7.1 Motion to approve the minutes from the previous meeting

Moved: Rosalie Freeman

Seconded: Simon Craggs

1.8 Matters Arising

Transition plan has been updated and is now in the 2021 Board Meeting folder. It has been sent to Lexie at the MOE.

Continuous transformation for student success

Funding application for astro turf for the courts has been revised. See point 8.

Services Academy update. A steering committee has been formed to help support the Services Academy, as agreed in September 2019. This committee is made up of Brent Catchpole, Pania Wilson, Rosalie Freeman, Nane Lockington, Beverley Matamua, Lance Watene, Kelly Teariki and Simon Craggs. An initial meeting of the Steering Committee has been scheduled for Thursday 6 August to plan for 2022 and beyond.

It should be made clear that the board agreed to fund the Services Academy for two years, 2020 and 2021, and that funding is now being sought for 2022 and on.

The board should be provided with a business case so that the decision can be made as to whether the board's future support will be given.

A number of students in the Services Academy attract funding which the school would not receive if the students were not at school.

The question was raised as to whether there would be a possibility of asking the Ministry of Education for support for this programme. There needs to be measurable success in order for the MOE to be interested in supporting the academy.

A lot of the success and achievement of the students in the programme is not measurable in a conventional sense, but the students are gaining life skills, confidence and most importantly, they are in school.

1.9 Trips for approval

1.9.1 EOTC Overnight Trip - [The Rising Foundation Careers Camp 12 - 16 July 2021](#)

1.9.2 [List of names](#) of students attending above trip

Motion to approve the trip

Moved: Nane Lockington

Seconded: Rosalie Freeman

2. Strategic Goals Focus

7:50pm

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

Highlights of the work being done are the engagement with the community.
Allan Foster has been employed for five hours per week to set up the alumni.

Three schools were invited to a hui around the setting up of the Reo Rumaki, one school attended and two schools put in their apologies.

Pedagogical lead team has set up a curriculum team who have been visiting schools around the area to see what other schools are doing. Huntly College have made significant changes to their curriculum and have resolved a lot of the issues they had. Manurewa High have also made huge changes and demonstrated that a large school can be flexible. They recognised that their students are at their best when doing activities involving their culture and have altered their curriculum to reflect this.

Motion to accept Principal's report

Moved: Nane Lockington

Seconded: Rosalie Freeman

2.2 [Transition Plan update](#)

3 Policy Review

3.1 [Reporting Policy](#)

Looking to change reporting processes as it is currently a very time consuming and frustrating process.

The amount of time that lapses between reports being written and being presented to parents is far too long because of the layers of checking required.

There will be changes made to the way reports are created and presented and so there may be changes brought to the board which will mean changes to the policy.

Motion to accept the changes to the reporting policy.

Moved: Rosalie Freeman

Seconded: Simon Craggs

6. New Initiatives

6.1 Local BoT collaboration - meeting with Chris France

Chris will set up several Board Chair clusters in and around Auckland, similar to Principals clusters, to enable Board Chairs to hold discussions and network and recognise that problems are common across boards.

The idea is to get approx. 30 board chairs together in each cluster.

6.2 Kahui Ako lead principal reappointment

The board was informed that Heather Tanner of Kelvin Road School was reappointed to the position of lead Principal of Kahui Ako at the last Kahui Ako meeting.

6.3 [Enrolment scheme/Special programme approval.](#)

There was a meeting held at the school last week around the proposed enrolment scheme. The enrolment scheme will be implemented by 1 January 2022.

Continuous transformation for student success

Until the enrolment scheme is confirmed, we can continue to enrol students under the current conditions (no enrolment scheme).

Our school sits between Rosehill College and Alfriston College so an enrolment zone for us could have an effect on either of their zones.

Simon explained the different proposed schemes to the board members.

As Rosehill College has experienced a decline in their role due to enforcing their zone, they are unwilling to give up any part of their zone at the moment. This may change in the future when the population growth in Opaheke and Drury kicks in.

One option would exclude Clevedon from our zone, but traditionally Clevedon students attended Papakura High School and we don't want to lose that connection.

Simon's recommendation is that we support option 3A or 5.

Simon will draft a letter to the Ministry indicating our preferences.

Motion that our recommendations are for option 3A or 5

Moved: Nane Lockington

Seconded: Rosalie Freeman

The MOE suggested that we ask for approval for our Reo Rumaki unit so that we can have a special character enrolment scheme.

Out of zone students do not attract property funding but any student currently enrolled counts as being in zone as far as funding goes.

Motion to submit to the Ministry for a Special Character Programme

Moved: Rosalie Freeman

Seconded: Nane Lockington

7. Compliance Reporting

7.1 Staff Growth Cycle - in Principal's Report

7.2 Salary Increments - in Principal's Report

7.3 [Health & Safety Report](#)

7.4 Finance

7.4.1 [7.5 KPI](#)

Accounts are looking healthy currently.

7.4.2 [PHS Management Letter](#)

There are one or two recommendations in the management letter but they are already being implemented.

In July or August a meeting will be held to ensure processes are being followed.

It was noticed that relief funding was being incorrectly coded, meaning the amount spent was not being accurately recorded.

This has been noted and will be rectified.

The budget will be reviewed in a special finance meeting to be held in August.

7.4.3 [Finance Committee Meeting Minutes](#)

Motion to accept the financial report

Moved: Rosalie Freeman

Seconded: Nane Lockington

7.5 [Property](#)

There is a plan to change the area upstairs in the library to classrooms and office space. This will require approx. \$12,000 which Steve Waters can redirect from other projects.

Cold Company can provide the best option for air conditioning units throughout the school. Although their quote is one of the more expensive ones, they quoted for the whole job which some of the other companies hadn't.

Shade sail quotes varied widely, half courts or full courts.

Simon would prefer to have full court shade sails.

Best proposal was from a company that is relatively new to the education market.

Request to the board for permission to be given to Steve Waters to apply for funding up to \$320,000 for full court shade sails

Motion to pursue funding and/or finance to top up SIP funding for full court shade cover.

Moved: Rosalie Freeman

Seconded: Nane Lockington

All in favour

Preferred supplier for Dance Studio: Robinson

Preferred supplier for the Roofing Project: QJB Roofing

The MOE will make a decision about C block in July.

Motion to accept the Property Report

Moved: Nane Lockington

Seconded: Rosalie Freeman

7.6 Donations scheme review

Motion to continue with the donation scheme in 2022

Moved: Rosalie Freeman

Seconded: Simon Craggs

Sally left the meeting at 8:30pm

8. Funding Application

Tiger Turf have revised their quote for astro turf for the courts.

Application to the NZCT for \$113,429 (plus GST) for astro-turf for the school courts, including base patching (\$4,000) and line markings.

6.1 Motion to approve the funding application to the NZCT.

Moved: Simon Craggs

Seconded: Nane Lockington

9. Appointment of Returning Officer for the BOT Student Rep election to be held Wednesday 22 September

[9.1 Timeline for BOT Student elections](#)

Philippa Kaiser to be appointed returning officer

Moved: Simon Craggs

Seconded: Nane Lockington

Paul van Etten and Chris France left the meeting at 8:30pm

10. 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.

Continuous transformation for student success

Moved: Murray Tume Seconded: Nane Lockington

11. Meeting Closure

9:30pm

11.1 Comments on meeting procedures and outcomes

11.2 Preparation for next meeting

Reminder that ERO will be in school in the first week of next term.

They will meet with Board members on Monday 26 July, hold meetings Tuesday and Wednesday and then come to the board meeting on Thursday 29 July.

Letter/response to go back to the Ministry by 30 June.

Karakia whakamutunga

Logan Lepua

Meeting Closed: 9:40pm

Next Meeting: Thursday 29 July at 5:30pm

Signed:

BOT Chair

Date:

2 Aug 2021