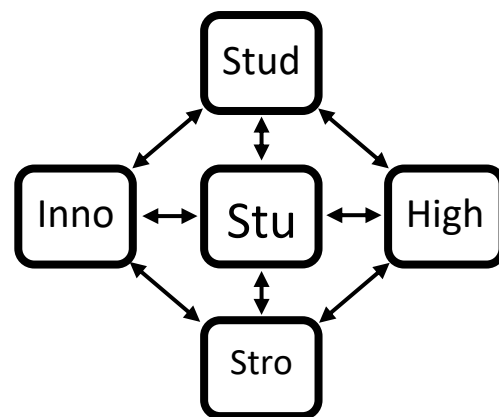




Papakura High School Seminar Room
BOT Meeting
Thursday 29 July 2021
Minutes



Karakia timatanga

Welcome guests

Name: Carol McSporran, John Witana, Dr Ro Parsons, Karen McClutchie

5:00pm

Carol spoke to the board, thanking the school and staff for working with them over the past few days while they have been in school.

ERO will now be writing a report based on their findings, that will be published.

The team has held many meetings during the time they have been here, students, HODs, teachers, the wellness team and staff.

Significant progress has been made in wellbeing and learning at the school since 2017.

Students have demonstrated their 'usual' behaviour around the school, which is very positive.

They are polite, well spoken and helpful.

Work has been done around attendance. There is regular reporting and processes are in place to increase attendance.

The whānau system was mentioned, with the increase in student numbers this will need to be revisited with the possibility of creating a fourth whānau.

There will be a survey of students, staff and the community coming in Term 3 which will give a good idea of the wellbeing and safety around the school.

There was an element of unrest caused by the situation last year, which is reflected in the stand down numbers.

Student Achievement

In their meetings, students mentioned lots of co-curricular activities and opportunities and sports. The Learning Support Coordinator has hit the ground running and is already making a positive impact.

There has been measurable progress made in NCEA achievement, which will have an impact on the leavers data.

The Te Tohu Rangatira programme continues and is now firmly embedded. Kia Puawai has been introduced for Year 9 students.

The Services Academy is assisting students in navigating pathways to success.

The Rumaki Reo Unit is also developing.

The Police Academy is also now growing and developing.

Teaching Practices

Evidence of strong teaching practices.

Some strong examples of responsive/adaptive teaching practices were seen.

Pou - continued exploration and their implications on teaching.

PPLT / critical friends strategic visioning of curriculum.

Continuous transformation for student success

Developing Mathematical Inquiries Communities (DMIC) - This is a new initiative but has already been implemented in Year 9 and 10 Maths

Key next steps:

Shifts in professional practices.

Consistency in effective practices.

Similar structure in each class as students move between classes.

Development in students' literacy.

Leadership effectiveness

Student leadership - this has grown hugely. Students in all year levels are valued and lifting their expectations. There are different forums.

Positive role-modelling.

Professional leadership recognises the need for clear focus on strengthening curriculum provision and quality of teaching as a mechanism to improve student outcomes.

Key next steps:

Planned, structured and sequenced design and implementation.

Stewardship

Improved clarity in roles and responsibilities and accountabilities.

Data informing decisions and impacts of resourcing

Key next steps:

Continue to improve data/reporting/evaluation going to the board to inform strategic decisions.

Clarity of outcomes for Services Academy and Rumaki Reo.

Building on relational trust with whānau - ie better attendance at Parent/Teacher conferences.

Pacific students and families - consultation, engagement and response.

There was discussion around the progress made for our Pacific students outcomes.

Our Pacific community is represented by board members, who have a vested interest in students' outcomes.

To continue to improve valued student outcomes.

The ERO team will be working with the BOT around the report. The board will have input and will be able to express their ideas around the writing of the report.

The board has done a good job with the compliance reporting. Paul's huge amount of work in this area, and elsewhere, was acknowledged.

Board members are asking the correct questions of the SLT to improve outcomes.

The report will be drafted over the next month and then the board will be asked for its input.

It is not yet certain what the ongoing ERO review process will look like, but possibly there will be an EP (evaluation partner) in the school looking at the school every term.

The question was asked as to how the community will recognise that Papakura High School is now on a regular evaluation cycle and no longer a turnaround school.

Continuous transformation for student success

The school was never publicly labelled a turnaround school, this was a condition of the pilot, that the school was not labelled.

It may be necessary for ERO to meet the community to explain that the school is now on a normal evaluation cycle. This cycle will look different for all schools.

The message around the progress made will be there for the school to advertise once the report is completed.

Carol acknowledged that it has been a privilege for her to work with the school over the past four years.

Enosa expressed his thanks for all the help given to the school by the ERO team.

Enosa left the meeting 6:30pm

John Witanga spoke to the board and said that he wishes the board all the best for the future and expressed his hope that he can return to continue working with the school as continuity is important to making progress.

Murray thanked the team and said that it felt as if dark clouds are finally lifting.

The ERO team left the meeting. 6:35pm

The board meeting commenced.

1.1 Present: Murray Tume, Rosalie Freeman, Nane Lockington, Kamine Te Rongomau, Beverley Matamua, Logan Lepua, Paul van Etten, Sally Dalzell, Simon Craggs, Emma Hole, Jacqui Beazley, Joanne Templeton, Selio Solomon.

1.2 Speaking rights to guests

Speaking rights were granted for Emma Hole, Joanne Templeton, Jacqui Beazley and Paul van Etten.

Emma, Jacqui and Joanne have applied for the casual vacancy positions on the board and were invited to the meeting to be introduced to the current members and introduce themselves.

Board members introduced themselves and explained their roles.

Joanne Templeton spoke to the board first, explaining her connection to the school and what she can offer.

Jacqui Beazley then spoke. She has had a number of children who have attended Papakura High School, although she has only been in Papakura for the last 6 years.

Emma Hole spoke, saying that she was not keen on her daughter attending Papakura High School initially, but now is glad that she is here.

There is at least one space available on the board currently.

2022 is election year so with the selection of a new member now can help with continuity

Continuous transformation for student success

in board members.

Sally explained her role and a little about the workings of the board.

Emma, Jacqui and Joanne were asked what they have to offer the board if they were selected to join it..

Emma works as an administrator at Kereru Park Campus.

Jacqui has managed her own company. She has one daughter at Papakura High School, and has a number of other children and step-children who have attended the school. She is interested in the differences in the curriculum and the school since her relationship with the school started, and how it got there.

Joanne is a trained accountant. She was working as an administrator for the RSA but had to resign after being diagnosed with concussion. She is a single mum of three children, all of whom have now left school. She has a lot of experience organising events as well as fundraising.

Emma, Jacqui and Joanne left the meeting

7:10pm

There was discussion about the make up of the board and its members around the possibility of offering a current co-opted board member the casual vacancy position.

Motion to move Murray to the casual vacancy position

Moved: Simon Craggs

Seconded: Kamine Te Rongomau

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: Simon Craggs

Paul van Etten left the meeting.

Motion to move out of committee

Moved: Murray Tume

Seconded: Kamine Te Rongomau

1.3 Apologies Chris France

1.4 Prior Leave Moana Ratahi

1.5 Declarations of Interest: Nil

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

Alterations to the minutes were discussed and agreed to.

1.6.1 Motion to approve the minutes from the previous meeting

Continuous transformation for student success

Moved: Murray Tume

Seconded: Kamine Te Rongomau

1.7 Matters Arising: None

1.8 Inward Correspondence

1.8.1 [2022 Roll Projection Guide from the MOE](#)

The figures provided by the MOE seem to be pretty accurate, 975 for 2022 and 1,000 for 2023.

The introduction of the enrolment scheme will assist in managing the roll growth.

1.9 Trips for approval - none

2. Strategic Goals Focus

5:40pm

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

Not a lot of change since the last board meeting as we have had two weeks break.

Wellbeing has been slightly delayed, as has Kelly's work, but this will be brought back on track.

The number of SAC students has increased from 11 to 45 after mass testing by the Learning Support team.

2.2 Questions

The question was asked about whether students participating in Samoan Language week can gain credits for this.

Beverley will ask Lisa about this as she will be able to respond.

Motion to receive the Principal's Report

Moved: Nane Lockington

Seconded: Rosalie Freeman

3. Raising Student Achievement

6:00pm

3.1 Term 2 Achievement Report

The concern was raised that there are fewer credits than last year.

This has partly been caused by a member of staff leaving, and partly because the potential to resubmit for a better result has been removed. This means that teachers are delaying students submission of work if they think that more time will allow students to achieve a better grade.

For some students who are not able to be entered in enough assessments to gain NCEA a dual enrolment with People Potential is possible.

Students will also be invited to attend courses during exam week to gain credits, if necessary.

There will be a separate report for the students in the Services Academy as they are not included in this report.

The question was raised as to whether the target of 40 credits by the end of Term 2 was set too high as a large number of students have not achieved this.

This is not necessarily the case as it is a useful tool for benchmarking.

If the school moves to semesters in 2023, this will be less of an issue as teachers will not be able to push assessments out in the hope that students gain a better grade.

Some areas/departments have few students who have achieved the target and this is being followed up on.

The question was raised as to what the credit targets are for each term and when parents/caregivers are informed about these credit targets.

There was discussion around the role of external assessments in the achievement of NCEA.

3.2 [Student Engagement Report Term 2 2021](#)

Paul spoke to his report.

Attendance is at 78.3% to date. Compared to 2019 this is down by a small percentage for the half year.

Attendance across the country is low, and falling. This is a nationwide concern.

There are students enrolling almost every day again. This is not usual in a lot of schools, but is certainly the norm here. Very transitional community.

Students expressed their concerns about the violence around the school. We acknowledge this and are working to counteract this.

A large increase in violence has been mentioned by other Principals around the area.

This is a difficult situation and not easily solved.

Primary schools talk about a large number of behaviour issues, anxiety, violence etc

Anime was mentioned as a possible source for the increase in violence as many students are watching this.

Currently the main consequence for fighting is standing students down.

However, numbers of stand downs and suspensions have been reduced compared to 2019.

Sally expressed her thanks for the work done on improving the leavers data.

Motion to accept the reports

Moved: Simon Craggs

Seconded: Rosalie Freeman

4. Policy Review

4.1 [5.1 Health & Safety](#)

Staff will be asked for their feedback/suggestions around this policy.

5. Board Process

6. New Initiatives

The first hui for board chairs from local schools will be held here on 18 August.

If numbers are sufficient two groups will be formed, here and a Manurewa based group.

7. Compliance Reporting

7.1 Stand down and Suspension process

Simon spoke to this process.

An incident occurs

Kaiarahi or relevant person investigates

The report is sent/given to SLT who may carry out further investigation.

The SLT member then discusses the intervention with the Principal along with a suggested Consequence. Principal makes the decision as to whether a student will be stood down or not. During the process there is communication with the whanau.

Paul is creating a checklist for Kaiarahi to work from to ensure the same process is followed by everyone.

Currently the two consequences are classroom detentions and stand downs with nothing between. We are in the process of creating layers between these consequences.

There is some confusion amongst students around stand downs and stand downs leading to suspensions.

The Principal can decide to suspend a student at any time, depending on individual cases.

There is a misconception that there are no consequences for poor behaviour, but this is definitely not the case. Every fight is dealt with and in most cases, students will be stood down after a fight.

Most students do not want fights but students are encouraged to intervene to prevent fights.

7.2 [Health & Safety Report](#)

No major incidents.

No fire alarms this week.

7.3 Finance

7.3.1 [KPI](#)

7.3.2 [Finance Committee Meeting Minutes](#)

7.3.3 [Management Letter](#)

Karee has created a document to mark progress on amendments to the management letter. Some issues are easier to rectify than others.

The Finance Committee will be holding a meeting before the next board meeting to review the budget and make amendments if necessary.

Motion to accept the finance reports.

Moved: Rosalie Freeman

Seconded: Simon Craggs

7.4 Property

Dance Studio renovations are well underway
Careers offices upgrades are progressing well.

The Ministry has approved the permanent shade cover over the courts

A grant application will be made to the Lotteries commission for the shade cover.

A grant application has been made to the NZCT for the cost of the astro turf on the courts.

8. Funding Application

Motion to apply to the Lotteries Commission for \$400,000 for the cost of the shade covers.

8.1 Motion to approve the funding application.

Moved: Simon Craggs

Seconded: Rosalie Freeman

9. 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.

Moved: Murray Tume

Seconded: Nane Lockington

Paul van Etten left the meeting

8:30pm

Motion to move out of committee

Moved: Murray Tume

Seconded: Simon Craggs

10. Meeting Closure

9pm

11.1 Comments on meeting procedures and outcomes

All agreed the meeting had gone well.

11.2 Preparation for next meeting

[5.2 Complaints](#)

Karakia whakamutunga

Logan Lepua

Meeting Closed: 9pm

Next Meeting: Thursday 26 August 2021 at 5:30pm

Item	Action	Who	When
	Send an email to the board members asking for feedback on the ERO notes presented in the meeting	Nane Lockington	
4. Policy Review	5.2 Complaints	BOT Members	Before next meeting
	Letters to be written to Emma Hole, Joanne Templeton and Jacqui Beazley re casual vacancy	Philippa Kaiser	ASAP
	Induction folders to be made up for Emma and Joanne	Philippa Kaiser	ASAP

Signature: *Murray Tume*
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BOT Chair

Date: 24 September 2021
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