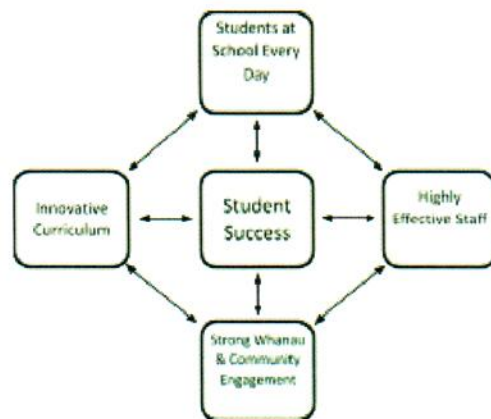




**Papakura High School
BOT Meeting
Meeting held online due to Covid-19
Level 4 lockdown
Thursday 26 August 2021
Minutes**



Karakia timatanga

He honore, he maungarongo ki runga i te mata o te whenua
Arohaina ngā teina me ngā tuakana i runga rawa
E te Atua, manaakitia mātou i roto i tēnei kura
Ko koe to mātou Kaiwhakaora
Amine

Welcome guest: Nil

Name: Nil

Organisation: Nil

1. Administration

3:05pm

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

1.2 Apologies

1.3 Prior Leave Moana Ratahi

1.4 Speaking rights to guests

Motion to grant speaking rights to Chris France, Troy England and Paul van Etten

Moved: Murray Tume Seconded: Nane Lockington

1.5 Declarations of Interest

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

Motion to approve the Minutes of the previous meeting

Moved: Murray Tume Seconded: Beverley Matamua

1.7 Matters Arising

Query around the recording of the discussion of the casual vacancy.

A query was raised about the fact that in the minutes it was stated that PHS was never labelled as a turnaround school, but in fact the Herald clearly named the school as a turnaround school in a report that was published early on.

Paul van Etten joined the meeting at 3:15pm

Continuous transformation for student success

The Board Chair hui that was scheduled will not now be happening. Chris will let us know when this can be scheduled.

1.8 Correspondence - inwards

1.8.1 [Letter from MOE re relationships and sexuality education](#)

Community consultation around relationships and sexuality education is a requirement and does not seem to have happened previously.

This will be initiated in Term 4, and then biennially.

1.9 Trips for approval

1.9.1 [The Rising Foundation - Camp 11 - 15/10/2021](#)

1.9.2 [Decision Reach Out Toromai Trust \(DROT\) 3 - 8/10/2021](#) [OPC RAMS Forms](#)

There was discussion around whether the camps will even be able to go ahead.

The board will give their approval of the camps as a concept and then Simon will make the decision as to whether the camps can actually take place later on depending on the Covid-19 situation.

Motion to approve the camps in principle.

Moved: Murray Tume Seconded: Beverley Matamua

2. [Principal's report](#)

3:10pm

2.1 Raise student achievement against key metrics; to begin implementation of the Papakura Pedagogy throughout the school; overall school attendance target of 85%; to enable staff to be effective and innovative educators; to raise the profile of PHS in the local and wider community,

2.1.1 Questions

Simon commented that this lockdown has caused consternation amongst staff. Attendance levels are low and so it may be necessary to lower achievement targets. However, we don't know at this stage what adjustments NZQA will make to achievement levels so this might not be necessary.

Minister Kelvin Davis was supposed to have been visiting the school to discuss and support the Rumaki Reo unit and the Services Academy. This has now been postponed until further notice, but work is still going on around both.

Attendance rates have been badly affected by the lockdown. Overall attendance rates were approximately on a par with 2019, but this lockdown will have reduced that considerably.

Due to the publicity around how contagious and severe the delta variant of the covid virus can be, some families will be reluctant for their children to return to school once the covid levels allow this, and the school needs to plan for this.

Teachers can not be expected to teach online as well as in the class but they have been told to keep all work posted online to enable those who don't come to school to keep up with work.

The question was asked as to whether we could employ someone to support students who will not be at school after it has reopened.

We have Dereck, our Student Engagement Officer, who can assist with this and HODs will ensure that work is online.

The question was asked as to how many whānau responded to the request for devices or hard packs.

Approximately 186 individual devices and hard packs have been delivered.

Thanks to Keith, Leona and Kelly and her partner for their assistance with this.

A question was raised around the new school pedagogy.

There are now two pou less than previously and teachers are now looking at how to implement this new pedagogy in the classroom with support from Camilla Cameron from Kootuitui.

Over time there should be an improvement in achievement but initially there may be a dip in achievement as there is now an emphasis on quality of credits and achievement qualification over quantity. However, this dip should be temporary.

As the emphasis is shifting from achievement standards to unit standards, this should lead to an improvement in the numbers of students gaining UE.

Just before the lockdown, Peter Gall was going to be asked to come into school and carry out a pathways assessment to ensure that the needs of our students are being met. This is now on hold, but still in the picture.

2.3 Move a motion to accept the principal's report

Moved by: Murray Tume Seconded by: Enosa Auva'a

3. Troy spoke to the [Pastoral and Guidance Report](#)

3:45pm

With the increase in number of students in school, the role of Kaiārahi Tuarua for each of the school whānau was created.

School nurses have seen a large number of students, but some of these students will have been seen multiple times.

The Hauora Team has introduced a new referral system which is working well.

During term 2 a large number of students were assessed as being withdrawn, which generally leads to disengagement from school.

This trend continued into Term 3.

A large number of students were referred on to external agencies after having been referred to the Wellness Team.

The implementation of the new traffic light system has assisted staff with referring students quickly and correctly to the Hauora Team, and students are able to self-refer.

There is a large number of students who are presenting with mental health issues. Because of the large number, those with minor issues tend to be left behind. The Wellness Team is continuously looking for ways to assist these students.

A new addition to the Wellness Team is an administration and data entry assistant. This position will help to reduce the amount of time the staff spend on admin.

There are a number of factors affecting our students' wellbeing, pressure to achieve at school is one factor but mainly social issues are causing issues, which are factors largely beyond our control.

Socio-economic factors play a large part in students' lives but are totally beyond our control. There are a number of initiatives that are implemented to assist and upskill our students, such as 'Mates and Dates' and to help them with their mental wellbeing.

The question was raised as to how students are assessed as low or high risk.

At the beginning of the year staff went through PLD delivered by the Wellness TEam to help recognise signs of at-risk students. Staff will continue to receive PLD in this area.

The question was raised as to whether there was any peer support available at school.

Kaihautu took part in a course called 'Are you OK?' which is a course designed to train students in peer support. We also have Kaiawhina, which is a peer support group assisting students in their transition into High School.

4 Principals update covering the current COVID 19 situation

4:00pm

Staff welfare, learning resources, student engagement.

Future plans considering Level 3,2,1.

Simon was asked to give the board an update on the last week under the Covid-19 lockdown. The lockdown came on us with very little warning so that we were unable to hand out devices to students.

Staff were given one day to prepare for online learning and to have the guidelines and expectations around lockdown learning explained, especially to those staff who are new to the school since the last level 4 lockdown.

A google form was circulated to our school whānau by all possible means asking who wanted devices or hardpacks.

Due to the strict covid regulations around accessing the buildings, it was not possible for HODs to come onsite to prepare packs of work so a small number of staff went onsite to get devices ready for distribution, ensuring that all required precautions such as social distancing, wearing of face masks, signing in etc were followed.

Simon and Philippa went into the office to sort out the devices and they were distributed by Keith and Leona locally and Kelly and her partner in other areas, along with hardpacks of work that the MOE had delivered to school for the last lockdown, but arrived too late. Simon also took devices and packs to Pukekohe and southwards.

The MOE has promised hard packs of work for Senior students and it is to be hoped that they arrive soon so that we are able to distribute them.

Only low numbers of students are engaging with online learning, approximately 30%. Some students who have been loaned devices are not engaging, but during delivery it was observed that some students may have difficulty with studying from home due to their circumstances.

We have started planning for when we go to lockdown level 3. Some whānau will be reluctant to send their students to school at level 3 or below, and it will be difficult for teachers to manage online learning as well as teaching in the classroom.

Official advice is that staff need to return to school at level 2, but some staff may not be able to do so if they have medical conditions etc.

It is possible that mask wearing may be mandated.

There is no official requirement for a record of which staff have been vaccinated against the virus. Staff may be asked if they are vaccinated, but they do not have to respond.

There are rumours going around that schools will be forcing students to be vaccinated at school. This may add to the reluctance of some families to send their children to school. MOE newsletters will work to alleviate these fears.

The question was raised as to what happens if a member of the school community is diagnosed with the virus.

If this happens, the Ministry of Health takes over and manages communications etc.

Everyone in the school is considered a close contact and will have to self-isolate.

The school will be closed for a minimum of 14 days. No-one is permitted onsite. Covid testing is compulsory for everyone concerned after 5 and 12 days.

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3. New Initiatives (from GP5.1)

4:30pm

3.1 Two new meeting dates to be decided

Tuesday 7th December 2021 - To sign off any last minute documents and then Dinner

Thursday 27th January 2022 - Prepare the Board for 2022.

Motion to approve the two new meeting dates.

Moved: Murray Tume Seconded: Simon Craggs

3.2 Health and Safety committee. Need volunteers

[Health & Safety requirements for boards and school leaders](#)

PCBU - A Person Conducting a Business or Undertaking

Any PCBU (organisation) with more than 20 members is required to have a health and safety committee. The school currently has an H&S committee consisting of staff members, Linda Diorio, Sue Iles, Paul van Etten, Keith Buchan, Ariana George, and Maria Powell.

Beverley Matamua volunteered to be on the board H&S Committee.

The board has a legal obligation to do what is reasonably practicable to keep workers and others safe.

The board is responsible for the development of H&S policy and to ensure that staff are aware of their own responsibilities.

The board committee does not have responsibility for day-to-day operations and should not interfere with these.

The suggestion was made that the board does a walk around the school grounds to assess health & safety issues at the start of the year.

The school uses Safe 365 as a tool and this can be used to ensure compliance as well as reporting incidents and near-misses.

Murray has volunteered to take part in the set up of the Health & Safety Committee.

The board H&S Committee will be made up of the following members:
Simon Craggs, Murray Tume and Beverley Matamua

3.3 EOTC approval process.

Murray and Simon have had discussions around the approval process.

Is it reasonable to expect that all details of all EOTC overnight trips are known 5 or 6 weeks prior to the trip? Permission slips are sometimes not completed, or budgets finalised.

Could the board approve an overnight trip in principle, and then delegate the final sign off to the health and safety committee, or the Principal, who gives final approval, or raises any concerns with the board, as applicable.

Once the paperwork is fully finalised, then the trip could be signed off.

Currently, a request is made for approval for the trip, a budget is created, it is circulated to staff in school as applicable and then paperwork submitted to the board for final sign off.

The recommendation from Chris France is that the Health & Safety Committee is delegated to sign off overnight trip forms.

This would mean an amendment to the Schedule of Delegations.

There was a discussion as to whether a site visit prior to every trip is practicable or necessary. As officer, there was discussion as to whether Simon should be on the school H&S Committee. Paul as DP is already on the committee.

3.4 HOD reporting September

Template gone out to HOD, Board receives reports, Board prepares questions for all HODs, HOD's fronts the Board to answer the questions. Each HOD has 15 minutes. A summary of all reports should be presented at the Sept Board meeting.

Concept 2x groups of 6/7 HOD's, Presentations either a Tue, Wed or Thurs of the same week.

If HODs are given only 15 minutes each to present, this would mean approximately 2 hours per board meeting.

Board members should be given the information prior to the meeting so that they have seen the information and know which questions to ask.

There was reference made to the school trustees booklet, [Asking the Right Questions](#), which board members are already familiar with.

The question was raised as to whether the HOD presentations should be part of a board meeting or a separate meeting.

To be fair to everyone involved, it is better to schedule two extra meetings in September for the HOD presentations.

If there are still meeting restrictions in place due to Covid, then these meetings will need to be held via google meet.

SLT members are to be present at these meetings.

Sally requested a copy of the template that is being used for reporting.

3.5 [Vision Presentation](#)

5pm

The board sets the direction for the school, but this is where Simon would like to take the school over the next few years. This is based on his observations, from speaking with staff and from his experience. It is his vision and still open for approval by the board.

Staff have been wanting to hear from the Principal what his vision for the school is, and share and believe in what has been presented. They have been waiting for this from their leader. Chris commended Simon on this document.

The community through a Rumaki Reo hui was asked what they want for their children as learners.

The responses to this have helped to form this vision.

The school will be starting work on the strategic plan 2023 - 2026 shortly and this will form the basis for this work.

This vision will be presented to the full community for consultation in a shortened version so that they can give feedback.

The whānau hui that were scheduled for 23 and 31 of August and 6 September will have to be rescheduled later in September once meetings can be held again.

3.6 Jubilee committee meeting Aug 2021

Rosalie and Simon met with Barbara and Kelvin from the Jubilee Committee after they had expressed concerns about the availability of funds for the next Jubilee which will be 75 years in 2029.

The school distanced itself from the previous Jubilee and there were fears that the money left by the previous committee was lost to the school.

Barbara and Kelvin were assured that this was not the case.

Motion that the board commits to provide seed funding for the next Jubilees.

Moved: Simon Craggs Seconded: Enosa Auva'a

4. Compliance Reporting

4:00pm

4.1 [Property Report](#)

Beverley gave a brief report to the property meeting and report.

The focus of the meeting was the different projects that have been completed. Learning Support, Careers and Gateway have all moved into their new areas and offices.

The new Dance Studio is looking good.

Continuous transformation for student success

The new heat pumps were due to arrive mid-September, but this may now be put back.
There is excitement about the new shade sail and this will make a very useful multi-functional space for practices and rehearsals eg Polyfest rehearsals etc
Changing the locks on the main gates was a great way to prevent over-zealous staff from entering the grounds.
The cleaning contract has been terminated and will now go out to tender. The new contract may well be more expensive.

4.3 [Health & Safety Report](#)

There was discussion around the report.
There were two incidences of students taking tablets, one of the events occurred offsite.
Alcohol related incidents involving students drinking alcohol at school have gone through the school processes and students are being supported by the Hauora Wellness Team.

4.4 Questions

The question was raised as to whether these incidents are related, but although within a short time frame, they appear to be unrelated.

4.5 Finance

4.5.1 [Finance Committee Meeting Minutes](#)

More clarification is being gained around the mis-coding of some items, leading to misleading information. This is being worked on.

4.5.1 [KPI](#)

4.6 [Term Dates 2022](#)

Motion to approve the term dates.

Moved: Rosalie Freeman Seconded: Enosa Auva'a

5. In committee

4:20pm

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 left the meeting at 5:30pm

Motion to move out of committee

Moved: Murray Tume Seconded: Simon Craggs

6. Meeting Closure

6:00pm

6.1 Comments on meeting procedures and outcomes

As this is a public meeting, even if it is held as an online meeting, it needs to be available for the public to attend, either by publication of a google meet link or by livestreaming the meeting.

6.2 Preparation for next meeting

Karakia whakamutunga

Enosa Auva'a

He honore, he maungarongo ki runga i te mata o te whenua

Arohaina ngā teina me ngā tuakana i runga rawa

E te Atua, manaakitia mātou i roto i tēnei kura

Ko koe to mātou Kaiwhakaora

Amine

Meeting Closed: 6:15pm

Next Meeting: Thursday 23 September 2021

Signed: _____

BOT Chair

Date: _____

19 Nov 2021