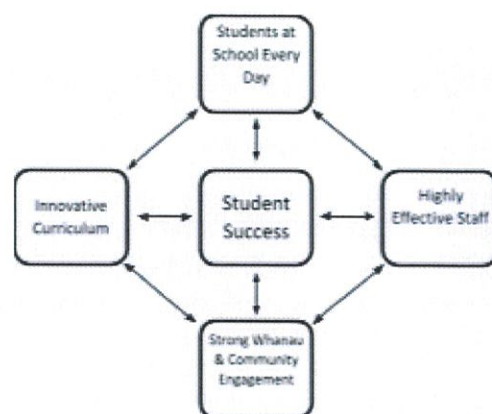




Papakura High School
BOT Meeting
Thursday 28 October 2021
Minutes



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

1. Administration

5:35pm

- 1.1 Present: Murray Tume, Enosa Auva'a, Rosalie Freeman, Logan Lepua, Simon Craggs, Beverley Matamua, Kamine Te Rongomau, Paul van Etten, Kelly Teariki, Nane Lockington
- 1.2 Apologies
- 1.3 Prior Leave
- 1.4 Speaking rights to guests granted to Paul van Etten and Kelly Teariki
- 1.5 Declarations of Interest
- 1.6 Confirmation of Minutes of the previous meetings

[23 September 2021](#)

[15 September 2021](#)

[6 October 2021](#)

Motion to approve the minutes of the previous meetings

Moved: Rosalie Freeman

Seconded: Beverley Matamua

1.7 Matters Arising from the Minutes

The Out of Zone ballot is underway - it has been advertised and we are receiving applications.

1.8 Correspondence

1.8.1 Inwards correspondence

From the MOE re PHS Zone and enrolment scheme

[Map](#)

[Papakura High School Written Description](#)

[Approval Letter to Papakura HS Board Signed](#)

[Table of Responses](#)

1.9 Trips for approval

If there are any EOTC overnight trips/camps etc for the start of next year, it would be good to get approval in next month's meeting.

2.1 Services Academy 2020 and 2021 Programme Report

Simon provided the board with a report and information about the initial objectives.

Two out three of the initial objectives set have not been met, but the Services Academy have had success in other areas not identified in the initial objectives. The soft skills of our students have greatly improved, retention rates are much higher than they would be otherwise, and NCEA achievement is much higher than would have been expected from the students involved in the programme. No evidence provided to the Board.

The objectives have been changed, and the name will also be changed, if the programme continues.

Although the programme's overall cost over the two years has been the amount guaranteed by the board, the actual amount the board has had to top up has been less as students have attracted more funding.

Kelly thanked the board for its support of the programme.

Kelly was asked if she will be a part of the programme in the future. She does intend on being involved next year and beyond.

The new name has been put to Matua Allen for consideration.

The new objectives will aim partly at soft skills that students would generally learn from whānau, and although the military background will continue, the focus will be slightly different in the future.

Rosalie commented that the students involved in the programme have had their lives changed by it.

Beverley is fully supportive of the programme and really enjoys watching how the students in it have grown and developed.

Logan also supports the Services Academy and pointed out that Staff offers parts of his programme, the fitness component for example, to any students interested, not only the students on the programme.

Kamine asked what the plan is for the students graduating from the programme at the end of the year. Is there some sort of support system there? It would not be ideal if the students are fully supported for two years and then 'dropped' at the end of it.

Enosa asked if there was any financial support from the community as there are community members on the steering committee.

One of the previous objectives was to reintegrate the students on the programme back into mainstream school, but this objective seems to have been altered slightly. This is not a bad thing, but does raise the question of changing the formal objectives.

The question was asked as to whether additional staffing next year could be used for the Services Academy.

This may not be possible as the Director is not a fully trained teacher. However, the increase in the numbers of students attending generates a higher staffing allowance, so the additional cost to the board will be less.

Students who graduate from the academy will be well positioned to gain employment as they are developing soft skills, pride in themselves, social skills, retention at school as well as NCEA achievement.

Murray pointed out that two of the three objectives have not been met so questioned whether this is value for money.

He suggested that there be more stringent reporting to ensure that objectives are met, and that this is not left until a summary at the end of two years.

[Proposal for 2022/2023](#)

Kelly pointed out that this was a brand new programme, created by PHS staff for Papakura High School students.

The first objective of returning to mainstream schooling was not realistic as it takes time to build students' trust and confidence in the staff involved in the programme. The students on the programme would almost certainly fail if they went back into mainstream schooling, which would totally defeat the purpose of the programme.

However, the objective of students gaining employment has already started to happen, even before the end of the year, with a number already working. A number of students have expressed an interest in joining the Defense Forces, which was also an objective of the programme.

Murray asked if we would consider extending the programme to younger students as we have not made the most of two years of their time at PHS before we pick them up for the programme.

This would be a great way forward as the information about the students likely to need the increased support that the programme offers is there before they start with us. We could also expand the programme to a greater number of students as there are a number who would love to opt into the programme as well as those who are referred to it.

The question was asked as to how much of the funding goes to top up staff salaries? This question is not easy to answer as it depends on the director's teaching qualification. The current director is on a LAT so his salary is topped up by the board. A fully qualified teacher would be paid a higher salary so the top up would be less.

It is difficult to estimate how much each individual student generates in government funding as there are other costs involved, building, admin, as well as resources. This is true of all students, not just those in the Services Academy.

Simon is asking for the board to agree to support the staffing for the next two years so as to be able to offer the staff involved certainty around their employment.

The board is being asked to agree to fund \$100k for the next two years to guarantee covering the cost of a teacher and teacher aide. The teacher aide currently involved in the programme is paid for by Ministry funding for one of the students in the programme, so the cost to the board is nothing.

The programme was set up for two years, which are now coming to an end. There was never any guarantee that this programme would continue after two years.

Simon would like to be able to offer employment to the staff involved in the programme beyond this year so as to offer continuity to the programme.

The steering committee involves a number of members of the community as well as members of the board. Pania Wilson was asked to be a part of the steering committee as Anahila Kanongata'a-Suisuiki is now a Member of Parliament and so unable to fill the position. Pania had arranged for Minister Davies to visit the school and Academy, which due to Covid did not go ahead.

Motion to support the Services Academy programme for 2022 and 2023

Moved: Rosalie Freeman

Seconded: Simon Craggs

For: Rosalie Freeman, Nane Lockington, Logan Lepua, Kamine Te Rongomau,
Beverley Matamua, Simon Craggs

Against: Murray Tume and Enosa Auva'a

Kelly Teariki left the meeting.

2.2 Mana Whenua Representation on the Board

Simon would like board approval to approach mana whenua with the option of co-opting a member of mana whenua on to the board to ensure the obligations of the Tiriti o Waitangi are met.

The question was asked as to whether the number of elected to co-opted board members is balanced enough to allow this.

Board members were asked if they support this.

Motion: The Board approves the concept and supports the principal to approach mana whenua to request representation from their Trust Board to be a co-opted member on the PHS Board of Trustees.

Moved: Simon Craggs
All in favour.

Seconded: Rosalie Freeman

2.3 Devices for Senior Students

It has become apparent during the lockdowns that senior students need access to devices. Through Kootuitui, whānau have the option to purchase devices cheaply, but many whānau are choosing not doing so.

This lockdown we have loaned out 253 devices in total.

Simon would like the board to help all senior students be provided with a device for their own use to ensure digital equity.

There will be losses, due to damage, non return of devices to the school etc.

The suggestion was made to create a policy around this for our students.

The question was asked as to how this would be managed.

Whānau would be asked to sign a declaration accepting responsibility for any loss or damage caused.

It would be good to move away from the school/departments having the responsibility for the devices and move towards the students having the responsibility.

Fundamentally, we would like to be a digital school with each student having consistent access to a device at home as well as at school.

Currently Kootuitui own the debt for the devices, a portion of which is written off every year.

This would increase with the handing over of the responsibility for the device to students.

It will need a change in mind set as students are not used to taking responsibility for their device.

The suggestion was made that as the board currently has a surplus budget, this money could perhaps be used to purchase devices.

Motion that the board create a policy around the accessibility of devices for our senior students.

Moved: Enosa Auva'a

Seconded: Simon Craggs

2.4 Health and Safety Policy

Beverley was asked to look into the review of the Health and Safety Policy. However, there is a large amount of legislation behind this policy. The H&S Act alone behind this policy is over 200 pages long. There is also a lot of information around this on the NZSTA website.

Beverley requested more time to look into this Policy as there is more involved in this than first appears, such as wellbeing of staff and students. She would like that this Policy be continued as is until next year and continue with the review until then.

Paul has vast knowledge around H&S and his support would be valuable.

The H&S committee should be asked if they can support the review and rewriting of this Policy.

3. Compliance Reporting

7:05pm

3.1 [Property Report](#)

3.2 Questions

3.3 Motion to approve the Property report

Moved: Murray Tume

Seconded: Enosa Auva'a

3.4 [EdPro](#)

The question of the use of a professional service to manage the property has only been raised because of Keith's resignation.

EdPro have come up with a unique programme to manage the whole property at a lower cost than currently budgeted annually. They would take over the HR of the property staff, cyclical maintenance, the management of the property, and in this case, they have also put in a proposal to take over the cleaning contract as well as that is currently up for tender.

As they are currently the only company offering this complete service this would not have to go on GETZ to ask for tenders.

A number of schools are already using this service.

The question was raised as to whether there is a potential for a conflict of interest as Peter Gall is involved in the company as well as being Simon's appraiser and the SLT appraiser.

Simon does not consider that Peter being on EdPros board as a trustee would constitute a conflict of interest as Peter is a work associate and not a friend.

EdPro would offer a transitional service until the end of the year, working with current property staff (as they are legally obliged to do). There would be a hand over with Keith involving a

member of the team being on site working with Keith until he leaves, at no cost to the school. The contract would start at the beginning of January.

Keith will be very hard, if not impossible, to replace and we only have a short time frame to employ a new property manager.

Although it appears to be a large amount of money involved, we are currently spending more on property, including remuneration of staff.

Simon would like to involve the Property Committee in this decision.

The question was asked as to whether we can use EdPro in the meantime and defer the decision until we have had more time to decide whether to engage their services long term or not.

EdPro are willing to work gratis in the hand over period if we give them the contract, but if the time frame is too short for us to be able to offer them the contract, the school will be charged.

Motion that the board undertake to do due diligence on EdPro taking over the Property Contract for Papakura High School

Moved: Murray Tume

Seconded: Beverley Matamua

3.5 [Health & Safety Report](#)

3.6 Questions

There were no questions.

3.7 Finance

3.7.1 [Finance Committee Meeting Minutes - 17 Sept 2021](#)

3.7.2 [Finance Committee Meeting Minutes - 21 Oct 2021](#)

The school finances are currently in very good shape.

3.7.3 [KPI - Aug 2021](#)

3.7.4 [KPI September 2021](#)

Motion to move that the last 2 months finance reports are accepted

Moved: Rosalie Freeman

Seconded: Simon Craggs.

4. Raising Student Achievement (from GP5.1)

6:00pm

4.1 [Student Engagement Report - Term 3 2021](#)

Continuous transformation for student success

Thanks to Paul for his report.

The question was asked as to what the review of student attendance will entail. This will be a review of the school processes and procedures around truancy and non-engagement of students and whānau.

There was surprise at the fact that despite everything, we had a number of students with 100% attendance for Term 3, as well as a number of students on 95%+ attendance.

No stand downs or suspensions for Term 3.

Approx. 40% of senior students are at school. They appear to be very happy and engaged and there appears to be little to no in-school truancy. Students have said that they missed school and were glad to be back.

4.2 [Summary of the current NCEA situation for 2021, stats](#)

The question was asked as to whether the board can offer any support for students to help them achieve NCEA.

There are a number of supports already in place for students to assist them to achieve.

There was a request to review our targets as they will be difficult to achieve under the circumstances.

Students are being offered more generic standards to help them gain NCEA levels rather than credits gained from external standards.

We are offering after school workshops and clubs and are considering offering a summer school. We are also offering students dual enrolment with People Potential for those looking to transition out of school.

The request was made that SLT review the targets and communicate them to the board, and plan a recovery programme and budget to support students.

An example would be a budget of \$50k to support 20 - 30 students in gaining an additional 5 - 10 credits to get them over the line.

We have a higher number of students who are aiming for endorsements as well as more students who have already gained endorsement at Merit and Excellence than ever before.

The question was raised as to the benefit of investing time and energy on setting new targets at this stage, or whether we just accept that the previously set targets will not be met.

It was acknowledged that new target setting is not necessary at this stage. However, the board would like more information on any support required.

4.3 Acknowledgment of HoD reports

The question was raised as to whether the HOD reporting was of a consistently high quality. A school wide target of achievement is not necessarily of benefit to all departments as some may have achieved above this target in the previous year.

The process of reporting to the board as well as the measurement of achievement needs review.

Simon asked if there should be a team looking into the reporting process.

The analysis of the 2021 NCEA achievement will be presented to the board at the February meeting.

Murray would like to offer his appreciation of the work that HODs did to produce their reports for the board.

It was unfortunate that due to circumstances, HODs were not able to present their reports to the board.

Motion to thank the HODs for their reports.

Moved Murray Tume

Seconded: Enosa Auva'a

8. In committee

8pm

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: Rosalie Freeman

Paul van Etten left the meeting.

Motion to move out of committee

Moved: Murray Tume Seconded: Nane Lockington

9. Meeting Closure

8:15pm

9.1 Comments on meeting procedures and outcomes

The board has made decisions this evening involving the spending of over \$1m.

A decision has been made this evening that was split among board members. However, the decision was made and is binding for all members.

Karakia whakamutunga

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Ko koe to mātou Kaiwhakaora
Amine

Meeting Closed: 8:25pm

Next Meeting: 25 November 2021

Signed:



Date:

20 Jan 2022