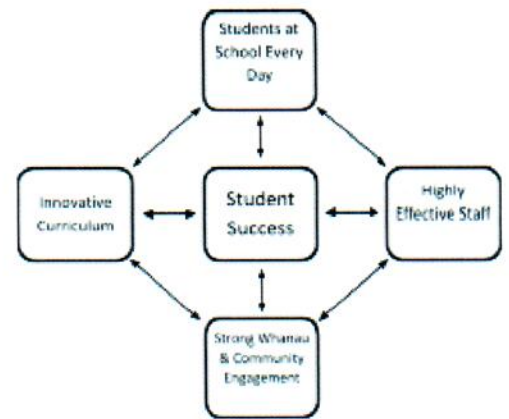




Papakura High School
Online
BOT Meeting
Thursday 25 November 2021
Minutes



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: Tukahia Ngataki

Organisation: Ngati Tamaoho

1. Administration

5:35pm

1.1 Present: Murray Tume, Enosa Auva'a, Rosalie Freeman, Beverley Matamua, Simon Craggs, Paul van Etten, Tukahia Ngataki, Nane Lockington, Matua Allen Kukutai.

1.2 Apologies: Logan Lepua, Kamine Te Rongomau

1.3 Prior Leave

1.4 Speaking rights to guests

Meeting guests were granted speaking rights at the meeting, Paul van Etten and Tukahia Ngataki

1.5 Board introduction

Board members introduced themselves to Tukahia Ngataki.

1.6 Guest to introduce himself

Tukahia introduced himself to the board.

Tukahia is an ex student of PHS (in Ferguson House).

After school he gained a degree in Digital Technology. Then later did a teachers degree through TeachFirstNZ. Started teaching at Pukekohe, then went up North, then Manurewa HS, first as HOD ICT, now in the Māori dept.

Tukahia is on the Ngati Tamaoho board.

1.7 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.

Motion to move In Committee

Moved: Murray Tume

Seconded: Simon Craggs

Paul van Etten, Tukahia Ngataki and Matau Allen left the meeting

Motion to move out of committee

Moved: Murray Tume

Seconded: Rosalie Freeman

Paul van Etten, Tukahia Ngataki and Matau Allen re joined the meeting.

1.8 Welcome to our new board member

6pm

Official welcome to Tukahia as co-opted member of the board for three years from now.

1.9 Declarations of Interest

1.10 Confirmation of Minutes of the previous meetings

[18 November 2021](#)

[28 October 2021](#)

1.11 Matters Arising

1.12 Motion to accept the minutes from the previous meetings

Moved: Rosalie Freeman

Seconded: Beverley Matamua

1.13 Correspondence

1.13.1 Inwards correspondence

[Letter from Hon Jan Tinetti to all schools](#)

1.13.2 Outwards correspondence

[Letter to the community re ERO report](#)

1.14 Trips for approval

1.14.1 [Decision Reach Out Trust](#)

There have been some alterations to the trip form. The main one is that students participating now have to be fully vaccinated

Motion to approve the EOTC trip

Moved: Enosa Auva'a

Seconded: Rosalie Freeman

2. Strategic Goals Focus (from GP5.1 Triennial review Process) 5:50pm

2.1 [Principals report](#)

2.2 Questions

Expectations around achievement will have to be adjusted due to the situation with covid and the lack of student engagement over the last few weeks.

The question was asked as to whether there will be an end of year report.

There will be, but limited to engagement rather than achievement. There will be no formal testing of junior students for the remainder of this term.

Motion to accept the Principals report as read

Moved: Enosa Auva'a

Seconded: Nane Lockington

3. Raising Student Achievement (from GP5.1) 6:05pm

3.1 [Recovery plan](#)

To enable students to re engage at school by offering a different programme to start the year next year, Wanaga week.

Feedback from HODs is that more chromebooks/devices are needed. There will need to be discussion as to how we achieve this.

Request from the HOD Music for more instruments to loan to students, particularly during lockdowns.

The cost of the programmes over the first four days to re-engage students has been budgeted at approx. \$15,000.

We have received \$27,000 for the urgent recovery programmes from the MOE.

Initially the programme was going to be voluntary but it will now probably be for all Year 11 - 13 students to be involved. Students will have to sign up for some part of the programme.

3.2 [NCEA report](#)

36% have passed Level 1 and 10% only require 10 or less credits to pass.

57 students need to be pushed to get Level 1.

Our levels of achievement are lower than we would have liked and lower than last year, which is to be expected due to the lockdown this year.

Students are still at school this year, later than they usually would be, so that we can support students to achieve.

A number of students and whānau are not engaging and we are not able to reach them. These students are not likely to gain any more credits this year, although they may be able to gain more again next year when they return to school.

The focus is more on Levels 2 and 3, as these are the students who may/will be leaving school to join the workforce or go on to further education.

Those students who have not gained Level 1 Literacy and/or Numeracy have been timetabled for regular catch up sessions in the Learning Centre this year and this has greatly assisted them with making this up.

4. Policy Review (from GP5.1)

6:20pm

4.1 [N5.1 Health and Safety Policy](#) update Beverley

A meeting of the H&S committee was held at which suggestions were made around updating the H&S Policy. Work on the procedures behind the policy will continue behind the scenes.

4.2 [NAG: 5.3 Physical Restraint](#)

Has gone to both staff and board members, but no comments have been forthcoming.

4.3 [NAG: 5.4 Child/Student Protection](#)

Has gone to both staff and board members, but no comments have been forthcoming.

Review dates to be altered and then all three policies are ready to be signed by the board chair.

Motion to approve the reviewed Policies.

Moved: Rosalie Freeman

Seconded: Nane Lockington

4.4 [Schedule of delegations 27 May 2021](#)

This will be reviewed early next year

Break

7:00pm

5. Compliance Reporting

7:10pm

5.1 Property Report

There are delays in supply of materials which means that projects are delayed.

Some parts of the school are not being cleaned properly and are now dirty. This has been happening for the last few weeks. It would appear that the current cleaning company who will be finishing at the end of next month have given up.

The suggestion was made that someone else is arranged to clean areas necessary.

The company is owed money for their last month. The question was raised as to whether we can not pay them for this without breaching the contract that we have.

The suggestion was made that a H&S complaint was made.

[Property Report Template](#)

A tab is to be added for narrative so that comments can be added for further information for the board.

Motion that this template be implemented for Property reporting from 2022.

Moved: Murray Tume

Seconded: Enosa Auva'a

5.2 Motion to approve the Property report

Moved:

Seconded:

5.3 Finance

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

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

5.3.3 [Finance Committee Meeting Minutes - 19 Nov 2021](#)

5.3.4 [Finance Committee Meeting Minutes - 22 Nov 2021](#)

Motion to approve the retention of Fusion as our network provider for the upcoming year.

Moved: Rosalie Freeman

Seconded: Nane Lockington

Motion to accept the above Finance Committee reports

Moved: Nane Lockington

Seconded: Rosalie Freeman

5.4 [EdPro](#)

5.5 [Health & Safety Report](#)

5.6 Questions

5.7.5 [KPI - Aug 2021](#)

5.7.6 [KPI September 2021](#)

5.7.7 [KPI October 2021](#)

The above points will be tabled at next months meeting

5.8. [Draft budget 2022](#)

5.9 [Budget report 2022](#)

The suggestion was made that 80% of the 2021 budget surplus be spent on chromebooks/devices and or musical instruments and that 20% be held over until next year. The effect of not spending money can be quite substantial in terms of students' achievement.

Last year there appeared to be a surplus budget at this time of year, but the school ended up with an overspend. The reasons for this are unclear, but we need to be prudent so that we avoid the same thing happening again. Even if we wished to do so, it would not be possible to purchase chromebooks/devices at this time as there are none available.

There was no intention for 2021 to end with a surplus but circumstances this year have been highly unusual.

Those students who are coming to school are still being taught and are gaining credits. There is no feeling among staff and students that there is a lack of money. Money is still being spent on trying to engage students.

Additional funding during the year from the MOE is in part responsible for the surplus.

Murray has asked for a number for the chromebooks that we are short of so that the board can calculate the monetary requirement.

If chromebooks are purchased for the school they will count as capital items and will not affect the budget surplus.

Any money spent has to be towards improving student achievement. It should not be spent just for the sake of it.

8. In committee

7:20pm

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: Beverley Matamua

Paul van Etten and Matua Allen Kukutai left the meeting at 7:10pm

Motion to move out of committee

Moved: Murray Tume

Seconded: Beverley Matamua

Nane Lockington left the meeting

Christmas function

Under the current restrictions the board can meet for dinner in December. Murray suggested inviting Sally and Chris to this event.

9. Meeting Closure

8:10pm

9.1 Comments on meeting procedures and outcomes

It has started to hit home that the vaccine mandate has now become real and is affecting our friends and colleagues.

This is a very busy time of year and not easy with everything that is going on.

Thanks to Tukahia Ngataki for agreeing to join the board and offer his support and guidance.

Tukahia is glad to be able to give back to his old school.

9.2 Preparation for next meeting

Karakia whakamutunga

Kia tau, kia tatou katoa.

Te atawhai o tō tātou ariki, a Ihu Karaiti,

Me te aroha o te Atua,

Me te whiwhingatahitanga ki te wairua tapū

Ake, ake, ake,

Amine

Meeting Closed: 8:15pm

Next Meeting: 07 December 2021

Signed:


BOT Chair

Date:

27 Jan 2022