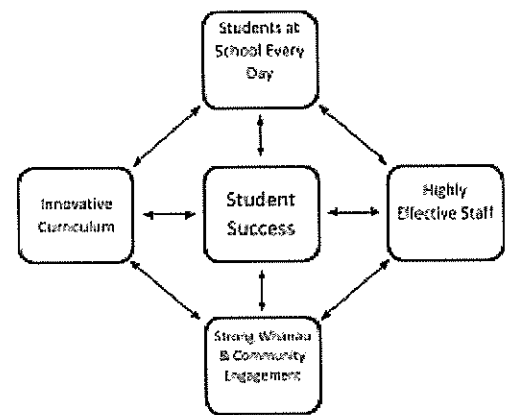




**Papakura High School Seminar Room
BOT (Planning) Meeting
Thursday 27 January 2022
MINUTES**



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 back

1. Administration

- 1.1 Present: Murray Tume, Nane Lockington, Enosa Auva'a, Rosalie Freeman, Simon Craggs
- 1.2 Apologies: Beverley Matamua, Kamine Te Rongomau, Tukahia Ngataki
- 1.3 Prior Leave
- 1.4 Appointment of Board Chair and Deputy Chair.

Nominations Murray Tume

Moved: Enosa Auva'a

Seconded: Nane Lockington

All in favour

Murray Tume accepted the position.

1.5 Appointment of Deputy Chair

Nominations: Nane Lockington

Moved: Simon Craggs

Seconded: Rosalie Freeman

All in favour.

Nane accepted the position.

Continuous transformation for student success

1.4 Speaking rights to guests

1.5 Declarations of Interest

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

1.7 Matters Arising

1.8 Motion to approve the minutes from the previous meeting

Moved: Enosa Auva'a

Seconded: Simon Craggs

1.9 Correspondence

Nil

1.10 Trips for approval

1.10.1 [Poetry Club 2022 Summer Retreat](#)

Motion to approve the above trip

Moved: Enosa Auva'a

Seconded: Rosalie Freeman

1.10.2 [Kaitiaki Camp](#)

Motion to approve the above Kaitiaki camp

Moved: Enosa Auva'a

Seconded: Rosalie Freeman

2. Principal's brief

2.1 [Outline plan](#)

A fleshing out of the annual plan.

More detail to follow once the Principals' report has been released by NZQA. This report was due today, but has not yet been sent through.

Initial indications are that Levels 1, 2 and 3 are down on last year but endorsements are up, especially for Level 3, which is very pleasing.

More detail will be forthcoming about the Rumaki programme once these details have been finalised.

The Services Academy programme also requires more detailed information.

We have had two rounds of advertising and interviewed candidates last week. Unfortunately, the only suitable candidate has accepted another position. We have contacted the NZDF Veterans

Affairs who have sent the info onto the RSA and are actively assisting us in our search. It is vital that the right person is appointed for the job.

In the mean time, the students in the programme will be in a home room type environment with current staff and will be partly enrolled with an outside provider.

A parent has informed us that their child, who was in the Services Academy programme last year, has gained employment and will probably not be returning to the programme this year. This is very positive, as this student would probably not have been employable before participating in the programme.

The planned Senior Wānanga week has had to be cancelled due to the Covid-19 Red alert. We are planning on holding this later on when the level is lower and outside agencies can come into school and hold classes.

The Ngati Tamaoho staff PLD planned for yesterday also had to be cancelled, but other PLD took place. Today's planned staff PLD went ahead.

2.2 Student numbers

Student numbers are looking to be lower than projected. The MOE has been asked if the March 1 roll return numbers can be adjusted as it is very likely that a number of students will not have returned to school by this date

2.3 Staffing

We are currently on target for our Ministry funded staffing level, as the Services Academy position has not been filled. Once this position is filled we may be 1 teacher over, but if the expected number of students are enrolled, this will not be so.

2.3.1 [SLT structure](#)

2.3.2 [Whānau Structure 2021](#)

2.3.3 [Whānau Structure 2022](#)

We are looking to restructure SLT from Principal and three Deputy Principals and an Assistant Principal to Principal and four Deputy Principals.

With board approval, we will advertise for a Deputy Principal including the fact that an incumbent will be applying.

NZSTA will be consulted as to whether this is permissible.

If the appropriate person is appointed, the position will include oversight of the Rumaki programme. This means that that person should have a strong Māori background. Currently Simon has oversight of this area.

A few staff members feel that there is not enough Māori representation on the SLT. Paul van Etten (and Kelly Teariki) are Māori, meaning that 50% of SLT were Māori. However, there are those who feel that they did not have a full Māori background.

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: Enosa Auva'a

Motion to move out of committee

Moved: Murray Tume

Seconded: Nane Lockington

Motion to restructure SLT to the Principal and four Deputy Principals.

Moved: Murray Tume

Seconded: Enosa Auva'a

A subcommittee will be formed to support the process of recruiting a Deputy Principal. Enosa volunteered to support Simon in the initial process of looking for an agent to assist. The suggestion was made that Tukahia be approached to be a part of this process.

We are close to having 1,000 students on our school roll and when we get to that number, there will be discussion around the creation of a fourth whānau.

3. Property Report

3.1 Property check as part of preparing for 2022 (As per MOE checklists)

3.2 Current work around the school

W block has had a major refurbishment over the school holidays. It is not quite ready for the classrooms to be set up but is nearly ready. The classrooms will be completed in time for when students return to school next week.

Council approval has finally been granted for the shade sail over the courts. The work should be completed by the end of Term 2 and the courts ready for use over the winter.

Heat pumps are being installed successfully across the school.

As C block has been condemned by the MOE and is due for demolition, heat pumps will not be installed there. The boiler will continue to be in use to heat C block over the winter.

The renovation and refurbishment of the Māori department has gone to GETS.

The cyclical maintenance of painting the various parts of the school is merely on paper, the actual work is done when the whole school is painted.

The tree that was struck by lightning has been blessed by Matua Allan and felled. Part of the wood will be made into a sculpture for the front of the school.

3.3. Questions

Is the school ready for the students return next week?

The buildings will be ready.

What progress has been made on the appointment of a new facilities manager?

Unfortunately, after a round of interviews, the only suitable candidate has turned down the job as she lives in Cockle Bay and doesn't want to move to Papakura.

The suggestion has been made that EdPro are offered the contract for one year. The cyclical maintenance would not be a part of their remit.

They would need to take over current property staff and bring in an additional manager.

Karee will take on the responsibility for overseeing EdPro and any enforcement issues will go to Simon, who will also utilise Steve Waters.

Motion to accept EdPro proposal for one year after negotiation with the company.

Moved: Rosalie Freeman

Seconded: Nane Lockington

4. Subcommittee Planning

4.1 Finance Committee

4.2 Property Committee

4.3 Health & Safety

As there were a number of board members not at the meeting, the subcommittees will be discussed at a further meeting.

4.4 [School Policies](#)

4.5 [Schedule of Delegations](#)

4.6 Amendment to the Schedule of delegations around staff annual leave.

The question was asked as to why the number of days of leave that the Principal can approve is five school days, and after that the board must give its approval. (Delegations to the Principal, point 10).

The wording could be altered so that the Principal can approve contracted leave as per the relevant collective agreement, ie bereavement leave, sports leave, maternity leave, annual leave etc.

Discretionary leave without pay does not affect the board financially in any way and can be left with the Principal, but discretionary leave with pay could remain with the board.

The clause will be reworded and brought to the board meeting next month for approval.

Delegations to the Principal, point 15 and Delegations retained by the board of trustees, point 8. Currently, Simon is being approached by the media and then keeping the board chair up to date with all communication.

This clause will also be reworded and then brought to next month's meeting.

Delegations to the Principal point 3. All permanent appointments have to be ratified by the board. However, this is very often too late as the appointed person may already have started in the time between board meetings.

The board is informed of all resignations and appointments and as to the terms of employment ie whether they are permanent etc.

Removal/rewording of this clause.

4.7 Review and confirmation of key dates set by MOE, Auditors etc. To be added to the BOT calendar and [GP5.1 Triennial review programme](#)

Break

5 Policy Review

- 5.1 [G.1 Board roles and responsibilities policy](#)
- 5.2 [G.2 Trustee code of behaviour policy](#)
- 5.3 [G.9 Principal performance management policy](#)
- 5.3.1 [MOA EDSOLNZ](#)
- 5.4 [GP3 Trustee induction process](#)
- 5.5 [GP4 Concerns and complaints process](#)
- 5.6 [3.1 Personnel management policy](#)
- 5.7 [3.2 Privacy policy](#)
- 5.8 [5.2 Complaints policy](#)

As a number of board members were unable to attend the meeting, the policy review will be retabled next month.

6. 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.

6.1 Motion to move in committee

Moved: Murray Tume

Seconded:

6.2 Motion to move out of committee

Moved: Murray Tume

Seconded: Nane Lockington

Enosa was given thanks for his assistance and guidance around the visit to Beverley Matamua.

7. Meeting Closure

5 minutes

- 7.1 Comments on meeting procedures and outcomes
- 7.2 Preparation for next meeting

Simon will share the Red alert level back to school plan with board members.


There is still a bit of work to be done around “worst case scenario” if school is unable to open, or remain open, due to large numbers of staff being sick.

Karakia whakamutunga

Kia tau, kia tatou kātoa.
Te atawhai o tō tātou ariki, a Ihu Karaiti,
Me te aroha ō te Atua,
Me te whiwhingatahitanga ki te wairua tapū
Ake, ake, ake,
Amine

Meeting Closed: 8:10pm

Next Meeting: Thursday 24 February 2022

Signature:  Date: 7 March 2022
Board Chair