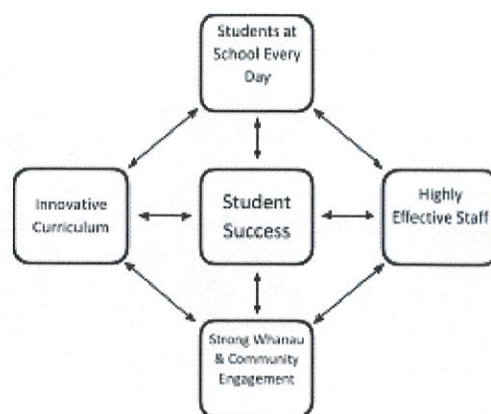




**Papakura High School Seminar Room
BOT Meeting
Thursday 24 February 2022
MINUTES**



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

1. Administration

5 mins

1.1 Present: Murray Tume; Nane Lockington; Rosalie Freeman; Enosa Auva'a; Beverley Matamua; Simon Craggs. Tukahia Ngataki joined the meeting online

1.2 Apologies

1.3 Prior Leave

1.4 Speaking rights to guests n/a

1.5 Declarations of Interest nil

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

1.7 Motion to approve the minutes of the previous meeting

Moved: Enosa Auva'a

Seconded: Simon Craggs

1.8 Matters Arising

Beverley - raised a question over the process of the appointment of a DP.

Troy's position is a restructure, from Assistant Principal to Deputy Principal.

We will be advertising a further position for the DP vacancy after further consultation with Peter Gall, who will be running the process. We are still awaiting feedback from Ngāti Tamaoho on the wording of the advertisement.

Update on Services Academy/Life Preparation Programme

The programme has changed considerably from last year due to the changes in staff.

This year's programme better reflects the objectives set by the board for the programme.

Still some military components to the programme, through Vertical Horizons, who work with the students on Tuesdays and Wednesdays, thanks to the support of Manurewa High School.

Continuous transformation for student success

Dual enrolment through People Potential which will give the students concerned more opportunity to achieve academically, which in turn will give the students more opportunities and pathways.

Cost to the board will be lower due to the new staffing.

Students in the programme generate 1.6FTTE.

Currently we are slightly over our teacher allowance over the whole school.

Whānau will be asked to contribute to uniform costs.

Students will have the opportunity to rejoin mainstream classes in Year 12 if they are successful in Year 11, and depending on how they get on in Year 11. It will still very much depend on their achievement and aims for the future.

Operational funding will be lower, more in line with other departments.

Reporting will be more in line with that of other reports.

The board would like a report at the end of each term.

The question was raised as to how many students in each level are currently in the programme
There are a total of 38 students in the class, 16 Year 11s, 13 Year 12s and 9 Year 13s on the programme.

There are currently no plans to expand the programme, at least, not for this year.

There is capacity to expand the programme for the parts of the course utilising external providers.

There is a potential staff member who could be in the class as an untrained teacher on a LAT. She has experience teaching values based courses in schools through the Graham Dingle Foundation. She is also keen to participate in teacher training next year, potentially.

The board approved \$100,000 for the next two years. The question was raised as to whether this will be sufficient or will need to be increased.

New financial calculations for the budget for the programme are that instead of \$70,000 for salary and \$30,000 operational spending, \$44,000 for an untrained teacher and \$20,000 for additional supplies is planned.

Currently, the proposed budget will remain at \$100,000, but this will be revisited at the end of the year.

Student behaviour incidents occurred last year in the Services Academy that should not have happened.

There needs to be measurable improvement in behaviour in students in the programme.

There is a need to ensure that students in the programme follow the same processes and procedures, and with the same consequences, as students in the rest of the school.

Advisory committee should meet regularly to report back to the board.

The question was asked as to whether there should continue to be a community involvement in the advisory committee from the likes of local board members etc.

Should this be a board initiative with community involvement?

The suggestion was made that this be a school programme, fully supported by the board, with external advisors called in as necessary.

The students involved in the programme can vary from year to year. The foundations should be laid and then boundaries set, depending on the student cohort in the programme.

Motion to approve the proposed updates to the Services Academy/Life Preparation Programme.

Moved: Simon Craggs

Seconded: Nane Lockington

Motion to apply to the Ranfurly Veterans Trust for \$50,000 to support the Services/Life Preparation Programme at Papakura High School

Moved: Simon Craggs

Seconded: Tukahia Ngataki

1.9 Correspondence

1.9.1 [Letter to PPTA rep re PUM](#)

1.10 Trips for approval

1.10.1 [Senior Touch - Tawharanui Regional Park](#)

[\(Day trip forms for the pre camp evaluation of swimming ability run by drowning prevention\)](#)

The day trip forms were provided as background information for the board so that the risk mitigation was shown.

Motion to approve the trip

Moved: Rosalie Freeman

Seconded: Simon Craggs

2. Strategic Goals Focus (from GP5.1 Triennial review Process)

6:30pm

2.1 [Confirm & approve 3 year Strategic Plan and Annual Plan](#)

2.2 Questions

Does the board wish to change the wording around the objective of students being at school every day?

It is generally considered vital that students attend school in order to be able to achieve. However, is this still appropriate in the current environment when students have to be sent home, and they are continuing to achieve even when attendance levels are not high?

The wording will remain as it is, as 'at school' does not necessarily mean physically

present, but engaged in learning, whether at school or online at home.

The 3 year strategic plan will be reviewed this year, and a draft created before Term 4 for finalising by the new board.

There will be consultation with the community around their aspirations of what a graduate should look like.

The board will also be involved in this process.

2.3 Motion to approve the annual plan

Moved: Enosa Auva'a Seconded Nane Lockington

3. Raising Student Achievement (from GP5.1)

6:45pm

3.1 [Analysis of Variance](#)

3.2 [Certificate Endorsement](#)

3.3 [NCEA Achievement](#)

Targets for NCEA achievements and endorsement levels have been raised after discussion at SLT level. UE has been raised by 4% over the rate achieved this year.

At the end of last year, when students returned to school, 30% of students came back to School. The focus was on well-being rather than on testing students, so there is no comment made on Junior achievement in the analysis of variance.

The question was raised as to whether students who didn't achieve are being targeted.

The students who did not achieve last year are being targeted through individual Interventions. The students who didn't achieve last year are the ones who should be targeted to raise achievement this year.

More students were being assessed with achievement standards instead of unit standards, meaning that more students were able to gain endorsements last year.

More subjects are being offered that enable students to take an academic pathway, eg. Chemistry and Physics.

Students starting Year 11 have had two years of interrupted schooling, ever since they started High School.

Students are now interested in gaining endorsements, which is a new thing. This is despite the fact that NZQA have made it more difficult to improve endorsement levels.

NCEA target 64% Level 1

The question was raised as to what is with the remaining students?

Some will achieve Level 1 over two years, and some will achieve Level 1 and Level 2 in their second year of NCEA.

Students can be supported by Gateway programmes.

There will be a review of the Careers and Gateway area carried out by an independent Reviewer. Peter Gall has been engaged to carry out this review.

The question was raised as to whether it is possible to have a report on the numbers of students who gain Level 1 in Year 12 or Level 2 in Year 13.

This can be provided to the board.

4. Board Process (from GP5.1)

6:50pm

4.1 BOT Election planning

Appointment of a returning officer for the BOT elections to be held in September

Motion to appoint Philippa Kaiser as returning officer

Moved: Simon Craggs

Seconded: Nane Lockington

Appointment of a returning officer for Student Rep. elections

Philippa Kaiser will remain as returning officer as appointed last year

Moved: Simon Craggs

Seconded: Rosalie Freeman

4.2 Schedule of Delegations

Simon - suggested amendments to the schedule of delegations

Clause 3 - Employment/Appointments

1) Teaching staff up to and including HOD and Dean. We do not have Curriculum Managers at school so this terminology is incorrect.

2) Currently the board has to ratify all appointments. Sometimes a board meeting is after the starting date of new staff, therefore it is proposed that appointments are made by the Principal and then reported to the board, as long as they fall within the Principal's delegations.

Clause 10 - Leave

1) The Principal can approve all leave that is categorised in the relevant CA (SCTA, Support Staff in Schools, Caretakers & Cleaners etc). Leave of more than two school weeks will be notified to the board at the next meeting.

2) Principal can approve up to 5 days discretionary leave.

4) Clause 15 - Interaction with media.

As Simon is the person that media call, and he then informs the board chair, it is suggested that this is reflected in the wording of the interaction with media clause

- 1) Interviews with media relating to matters regarding the school. The Principal will then inform the Presiding Member when interviews have taken place
- 2) Principal and Presiding Member will work together on communications in the event of an emergency or other urgent matters.

Suggestion to reformat the Schedule of delegations to include sub headings so as to make it easier to find the information contained in the document.

Murray and Simon to reformat the current version and then bring to a subcommittee for confirmation.

Motion to approve the current Schedule of delegation and then review it.

Moved: Nane Lockington

Seconded: Enosa Auva'a

4.3 [Code of Behaviour](#)

Copies of the Code of Behaviour were given to board members present, who signed and returned them to the board secretary.

The document was shared with Tukahia who was present online, who will sign and return it.

4.4 [BOT Workplan GP 5.1](#)

A new version of the workplan has been created again as a google document as this is easier to complete than a spreadsheet/table

Break

7pm

6. Compliance Reporting

7:15pm

6.1 Previous year days open for instruction

The school was open for instruction on the days as required by the MOE.

6.2 [Property Report](#)

There has not been a Property Meeting since October last year.

The suggestion was made that the Finance and Property Committees meet together, and that the subcommittees are combined.

6.3 Questions

There was a question raised as to the dates in the report as it is not always clear which year is meant, due to delays in projects. There needs to be clarification around this,

6.4 Motion to approve the Property report

Moved: Murray Tume Seconded: Rosalie Freeman

6.5 [LPSM \(vision\) Report for Papakura High School](#)

6.5.1 Motion to approved the LPSM for Papakura High School

Moved: Murray Tume Seconded: Enosa Auva'a

6.6 [Health & Safety Report](#)

6.7 Questions

The rules around covid are continually changing, but the SLT is managing this.

Today 25% of the staff were away. But due to the rostering home the remaining staff are able to manage the workload.

6.8 Finance

6.8.1 [Finance Committee Meeting Minutes](#)

Motion to accept the minutes from the Finance Committee Meeting

Moved: Nane Lockington Seconded: Rosalie Freeman

6.8.2 [Draft Budget Summary 2022](#)

6.8.3 [Revised 2022 Budget Report](#)

6.8.4 Motion to approve the 2022 Budget.

Moved: Rosalie Freeman Seconded: Enosa Auva'a

6.8.5 [Draft Annual Accounts Reports 2021 - Monthly](#)

2021 accounts are still to be to be finalised, there may be payments still outstanding.

The surplus is likely to be less than originally thought.

6.8.6 [Jan 2022 P & L and Balance Sheet](#)

Resolution to exclude the public

7:40pm

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

7. Meeting Closure

8:25pm

7.1 Comments on meeting procedures and outcomes

7.2 Preparation for next meeting

Karakia whakamutunga

Kia tau, kia tatou kātoa.

Te atawhai o tō tātou ariki, a Ihu Karaiti,

Me te aroha o te Atua,

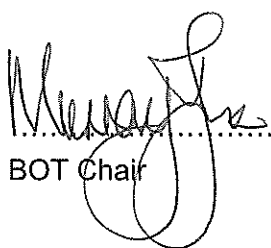
Me te whiwhingatahitanga ki te wairua tapū

Ake, ake, ake,

Amine

Meeting Closed: 8:40pm

Next Meeting: Thursday 24 March 2022

Signed:  Date: 24 March 2022
BOT Chair