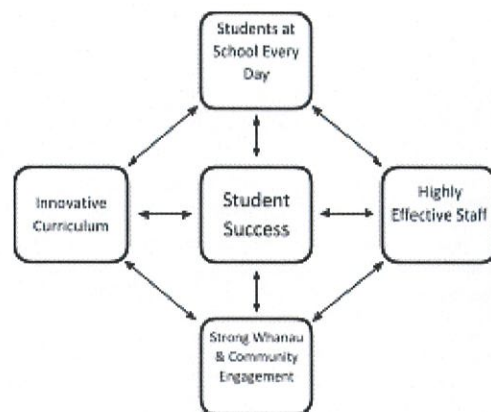




Papakura High School Seminar Room
BOT Meeting
Thursday 24 March 2022
Minutes



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

5:35pm

- 1.1 Present In person: Murray, Simon, Bev, Rosalie Zoom: Nane, Tukahia
1.2 Apologies Enosa (travelling)
1.3 Prior Leave
1.4 Speaking rights to guests N/A
1.5 Declarations of Interest N/A
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
1.8 Correspondence
1.8.1 Inwards
[Letter from Hon. Jan Tinetti](#) - Highest Needs Review
1.9 Trips for approval
1.9.1 [The Rising Foundation - Marsden Pt Christian Camp](#)
(There is no budget sheet as TRF covers the cost)

Motion to approve the Rising Foundation trip

Moved: Rosalie Freeman Seconded: Beverley Matamua

1.9.2 [Rural Employment Initiative](#) - April School Holiday (costs covered by MPI)

Questions were raised about the selection of students for the trip.

These are students who have shown an interest in Horticulture/Agriculture and are well behaved.

The concern was raised that it is a 1st year teacher accompanying the trip. However, as this will be a supervised trip with few, well behaved students, Simon has no concerns with the teacher on the trip being a first year teacher..

Motion to approve the REI trip

Moved: Rosalie Freeman Seconded: Beverley Matamua

2. Strategic Goals Focus ([from GP5.1 Triennial review Process](#)) 5:40pm

2.1 [Progress on the Strategic Plan](#)

SLT members have contributed to this plan to ensure everyone is working on the same page.

2.2 Questions

Early childhood education as a pathway. This was discussed but currently students are not showing an interest in this as a career pathway.

It is possibly a case of the students not knowing about this pathway and what it involves.

A review of the transition/careers department is currently underway. Hopefully this will lead to students receiving better career advice.

There was great interest in the careers expo, from parents as well as students. Hopefully, this can go ahead this year.

Question was raised: Are we catering for all students? Target - 60% of all students in Years 9 and 10 to make more than one year's progress in reading, writing, and Mathematics.

Question was raised as to what about the remaining 40%.

This is partly made up of hard to reach students, who Kootuitui are trying to reach. It could also be that some students are at the level they should be and so do not need to gain more than one year's progress.

The school has introduced an accelerated literacy programme. Students who are well below the national average level are being identified and put on a literacy programme run in the Learning Support Centre.

Targets are not meant to be aimed at 100% as this is not achievable and can be demoralising.

Targets are to be used to raise standards, whether at a school wide level or department level.

School wide behaviour management plan.

Are staff being offered training to support them in dealing with some of the behaviour that is happening at the moment?

Kaiārahi are receiving training.

Last week, and especially last Friday, was the perfect storm of lack of staff, with two members of SLT as well as a number of other staff away. This lack of visibility of staff out and about led to a number of incidents.

Students are very unsettled and have missed out on a lot of the usual activities that help students to form bonds, such as assemblies, Whānau times etc.

This week with all SLT back and more staff being out and about very visibly, it is much quieter and any incidents that have started to brew have been prevented from happening.

Hopefully, with the relaxation of the Covid-19 limits on numbers, assemblies and whānau times can restart and this should assist with settling students.

Last week one family was not contacted after their son was assaulted at school. This was a major oversight on the part of staff and led to a lot of 'chatter' on social media.

This has been addressed and staff have been reminded that it is imperative that home is contacted after any incident.

Meet the teachers BBQ is an opportunity for whānau members to meet teachers and other staff members, Kaiārahi and SLT, as well as for the board members to come and introduce themselves and talk to parents and caregivers. A date will be decided on early next week and board members will receive an invitation.

3. Raising Student Achievement (from GP5.1)

6:10pm

3.1 [Services Academy - 2021 Report](#)

To be held over until the next meeting

4. New Initiatives (from GP5.1)

6.10pm

4.1 ERO - BAS Statements

Board Admin - Rosalie

Curriculum - Enosa & Tukahia

H&S and Welfare - Murray

Personnel - Nane

Finance - Rosalie

Property Management - Beverley

A new ERO contact has been appointed: Anjie Savage.

There is a new partnership programme between schools and ERO, Te Ara Huarau. Papakura High School is now on the regular visit schedule.

Karen McClutchie will remain a contact person for continuity.

6.2 NZSTA Conference

The date of the NZSTA conference has been changed until October 2022. This is not the best timing, as it is just after BOT elections.

6.3 Local BoT cooperation

On 31st March, approximately 20 BOT chairs from local schools will be meeting at Papakura High School to network to try to provide consistency across preparing students for high school. Ngāti Tamaoho have been approached to assist with this process. Chris France is hosting the event.

6.4 Board to meet the community

BBQ to be arranged.

6.5 Strategic planning 2023 - 2025

The 2020 - 2022 plan is to be tweaked to reflect the plan for the next three years,

7. Compliance Reporting

6.20pm

7.1 Property Report

The property report is not yet ready as Craig Patton (EdPro) was unaware of all the parts of the plan that need to be completed. He now knows and will prepare a report for the next meeting. The H&S / Property Meeting had to be deferred due to the sub-committee members being ill with Covid-19.

7.4 [Health & Safety Report](#)

7.5 Questions

The vehicle belongs to the school and the incident has been dealt with.

The question was raised as to whether the incident was reported to the Health & Safety register.

Have staff received H&S training?

Are checks in place ie are licences checked? Are drivers trained and qualified to operate vehicles such as the golf cart/tractor?

7.6 Finance

7.6.1 Finance Committee Meeting Minutes

There was no Finance Meeting held due to illness.

7.6.1 KPI

N/A (see above)

7.7 [EdPro Services Agreement](#)

As minuted in the meeting held 17 January, this agreement is to be signed.

7.8 From GP5.1 - Student Enrolment Process

7.9 - Teacher Registration & Police Vetting

Teacher Registration and Police Vetting information is all up-to-date.

Break

6:30pm

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

Motion to move out of committee

Moved: Murray Tume

Seconded: Nane Lockington

7.55pm

8. HOD reports

Meeting to be arranged for presentation of the HOD reports

HOD reports to be shared with the Board in the next day or so.

9. Meeting Closure

9.1 Comments on meeting procedures and outcomes

9.2 Preparation for next meeting

Policy Review

[N1.1 Curriculum Delivery Policy](#)

[N1.2 Te Tiriti o Waitangi Policy](#)

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: 8pm

Next Meeting: Thursday 26 May 2022

Signed:

Presiding Member

Date:

26 May 2023