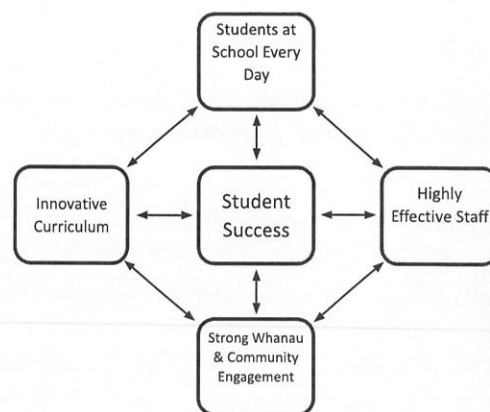




Papakura High School Seminar Room
BOT Meeting
Thursday 28 July 2022
Minutes



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 Kaiwhakaōra
Amine

Welcome guest

Harpreet Kaur

Harpreet is a parent representative candidate for the board election.

1. Administration

5:45pm

1.1 Present: Nane Lockington, Rosalie Freeman, Mercy Laufale, Beverley Matamua
Simon Craggs

1.2 Apologies: Murray Tume, Tukahia Ngataki

1.3 Prior Leave: Enosa Auva'a

1.4 Speaking rights to guests Chris France

1.5 Declarations of Interest Nil

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

1.6.1 Motion to approve the minutes of the previous meeting

Moved: Simon Craggs

Seconded: Rosalie Freeman

1.7 Matters Arising

1.8 Correspondence

1.8.1 Inward correspondence

1.8.2 [MOE Circular 2022/06](#)

1.8.3 [Hon. Tinetti - letter to school boards](#)

1.8.4 [General mask advice](#)

1.8.5 [Reviewing a Mask policy](#)

1.8.6 [Letter to the school community re the Health & Safety Covid-19 review](#)

1.9 Trips for approval

Continuous transformation for student success

1.9.1 [L2/3 History camp - Bay of Islands](#)

The question was raised as to why there is no longer a box to tick for a first aid kit to be taken on trips. First aid kits will be supplied with school van keys, but a kit needs to be taken on trips where students are transported by buses or taxis etc.

This will be actioned.

Motion to approve the trip: Rosalie Freeman

Seconded: Beverley Matamua

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

5:40pm

2.1 [BOT reporting July 2022](#)

2.2 Discussion

Mana Inc are working in the Rūmaki with our students. A programme has been developed for students in Years 9, 10 and 11.

A curriculum is being developed together with Rachael Tuwhangai for senior students.

Students are concerned that they have submitted work/assessments but not received any credits for this work.

Any assessments that have been submitted by students will be marked and moderated so that students can gain their credits. This was not possible last term as the personnel was not available, but this will happen before the end of the year,

So far, no students have been removed from the school because of the situation in the Rūmaki.

One or two students have gone into mainstream classes from Rūmaki, and one student has gone into the Rūmaki Reo.

Students need reassurance that there is a programme in place for them, and that they will get their credits.

The new programme will better reflect students' abilities, particularly those who are better speakers of Te Reo Māori.

Attendance was a major issue last term - it was a very unsettled start to the year with Covid and rostering home.

Attendance is going to be a major focus this term. Kaitohutohu are to be pushed to make more contact home when students are absent.

External PLD providers are coming in to school to lead staff PLD around Te Tiriti o Waitangi. The comment was made that staff greatly appreciated the PLD already provided.

The school is looking at changing the structure of the timetable next year. This is still a work in progress, but PLD around this is ongoing.

We are looking at going away from the 5x5 timetable structure.

There will be 2 x 90 minutes blocks of "I am" units focussing around career pathways.

There is discussion around changing the timetable to 75 minutes teaching blocks and semesters of subjects.

Students will be asked to make choices around the unit/s that they want to select so that the classes can be created around the student choices.

Students will still be able to choose to take subjects over a whole year so that they are still able to follow academic pathways.

Stand down numbers are lower than 2019 (2020 and 2021 being different because of the length of time students were out of school due to lockdowns).

Simon is in the process of appointing a Student Restorative Mentor. Students and their whānau will be offered a programme of restorative behaviour instead of a stand down, which is just time out of school. The programme will consist of different aspects to support a change in the behaviour that lead to the stand down such as community work as well as mentoring to assist the students to set goals and become re-engaged in school and learning.

The mentor will be under Troy England as SLT responsible for pastoral care and will work with Kaiārahi as well as the Wellness Team, as and when necessary.

The hope is that this leads to a change in behaviour and a reduction in numbers of stand downs.

Attendance rates are low compared to previous years, but this is basically a nationwide issue.

Staff absenteeism was also very high compared to previous years, up to 60% higher than normal.

Parents have asked that the school does not roster home this term as it is very disruptive to students' engagement.

An alternative might be that the day is made shorter. This will also assist with relief while allowing students to come to school every day. This will be considered if necessary.

3. Raising Student Achievement (from GP5.1)

6:00pm

3.1 [Student Engagement Report - Term 2 2022](#)

3.2 Discussion

4. Board Process (from GP5.1)

6:40pm

4.1 Student Rep Election September 2022 (Date)

Discussion about the date being before or after the September board meeting.

The parent/staff election is on 7 September and the September board meeting will be held on 22 September.

Date for the Student rep election will be 21 September 2022 and the student rep will take their place on the board at the October meeting.

Chris France joined the meeting at 6:40pm

Break

6:45pm

5. New Initiatives (from GP5.1)

7:00pm

5.1 [Schedule of BOT Meetings 2022/2023](#)

5.2 [PHS Board Timesheet](#)

6. Compliance Reporting

7:40pm

6.1 [Property Report](#)

6.2 Discussion

Work has started on covering the courts - the struts have been delivered.

Work will start on the staffroom kitchen which will be moved out to the workroom so that the staffroom becomes big enough for all our staff.

Work will also start on the new student toilets.

There is still an issue with the school bells - the alarms cannot be heard in some parts. A new system will cost approx. \$200k and will be included in the next 5YA.

6.3 Motion to approve the Property report

Moved: Rosalie Freeman

Seconded: Simon Craggs

6.4 [Health & Safety Report](#)

6.5 Discussion

The gas leak was quite considerable - a gas pipe had been cut and gas was still going to the pipe. This has now been rectified.

The mask wearing policy has been reviewed and students are strongly advised to wear masks. It is not compulsory.

Staff must wear masks except while not practicable - ie when singing, eating or drinking or doing sports etc

6.6 Finance

6.6.1 [Finance Committee Meeting Minutes](#)

The school is still in a financially strong position due to a higher than expected income and lower expenditure. Instead of a deficit the school will end with a surplus.

The Ministry of Education has been giving more funding to schools.

Staff will be asked to start thinking about how best to use the additional funding available.

One possibility could be to employ more staff. Another could be an additional school van.

More chromebooks would also be of use - ideally one chromebook per student.

The annual report was lodged late, but this was due to a number of different factors, including the fact that there was a shortage of auditors.

Karee will start planning the budget for next year.

Variety will sponsor children individually for whatever they need, wherever the child is.

Papakura Local Board has Rangatahi funding available.

Perhaps the school could employ a funding coordinator to assist families with lodging applications.

6.6.1 [KPI](#)

6.6.2 [Annual Accounts](#) (final)

6.7 from GP5.1 - Triennial review

6.8 Term dates 2023

Term 1 Tuesday 31 January - Thursday 6 April

Term 2 Monday 24 April - Friday 30 June

Term 3 Monday 17 July - Friday 22 September

Term 4 Monday 9 October - Friday 15 December

Total: 388 ½ days 194 full days

Required: 380 ½ days 190 full days.

Motion to approve the term dates for 2023

Moved: Rosalie Freeman

Seconded: Nane Lockington

Mercy Laufale left the meeting at 7:35pm

6.9 Stand down & Suspension Process

Discussion

7. In committee

Moved 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: Nane Lockington

Seconded: Rosalie Freeman

Chris France was asked to remain in the meeting as he has information vital to the board.

Motion to move out of Committee

Moved: Nane Lockington

Seconded: Simon Craggs

8. Meeting Closure

8:55pm

8.1 Comments on meeting procedures and outcomes

8.2 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: 9pm

Signed:  Date: 29/08/2022

BOT Deputy Chair