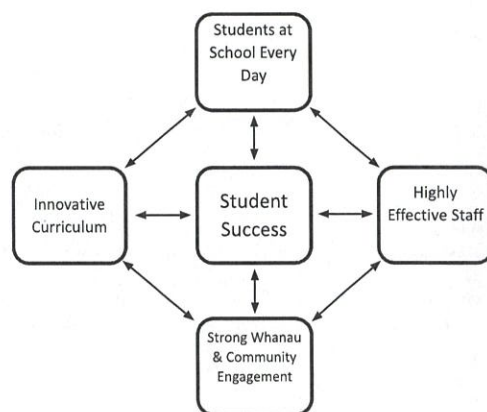




Papakura High School
BOT Meeting - online
Thursday 30 June 2022
Minutes



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: Murray Tume, Simon Craggs, Beverley Matamua, Tukahia Ngataki, Rosalie Freeman, Enosa Auva'a, Nane Lockington.

1.2 Apologies Mercy Laufale

1.3 Prior Leave: Nil

1.4 Speaking rights to guests Nil

1.5 Declarations of Interest Nil

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

1.6.1 Motion to confirm the minutes

Moved: Enosa Auva'a

Seconded: Tukahia Ngataki

1.7 Matters Arising Nil

1.8 Correspondence

1.8.1 [Offer of Service - Captivate media communication](#)

1.9 Trips for approval

1.9.1 [The Rising Foundation - Marsden Bay Camp](#)

Request for an accurate list of students before the application forms are brought to the BOT meeting.

Request that up-to-date trip forms are used.

This is to be communicated to TRF.

Motion to approve the trip

Moved: Murray Tume

Seconded: Enosa Auva'a

1.9.2 [The Rising Foundation - Careers Camp](#)

Motion to approve the camp

Moved: Enosa Auva'a

Seconded: Rosalie Freeman

1.9.3 [Pae Aronui - Camp application form](#)

Motion to approve the Pae Aronui Vertical Horizons camp

Moved: Nane Lockington

Seconded: Rosalie Freeman

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

2.1 [2022 BOT Reporting](#)

2.2 Questions

Nil

3. **Compliance Reporting**

7:40pm

3.1 [Property Report](#)

3.2 Questions

When is the Rūmaki due to be finished so that students can move out of the hall?

Rūmaki will be finished early next week, just a few finishing touches such as carpets, bathrooms etc. Will be ready for use at the beginning of next term.

Heat pumps are back on in the admin block.

Shade cover will be started in the holidays.

3.3 Motion to approve the Property report

Moved: Murray Tume

Seconded: Enosa Auva'a

3.4 [Health & Safety Report](#)

Major issues around the alarm system. The system is not fit for purpose. We are having false alarms and alarms cannot be heard in all parts of the school.

The alarm system will have to be replaced

This will be in the next 5YA. \$200k has been allocated for this project.

Gas leak has been partially resolved. Some buildings reconnected.

Boiler to be restarted and used for C Block only until this building is removed.

3.5 Questions

3.6 Finance

3.6.1 [Finance Committee Meeting Minutes](#)

The school is in a financially strong position.

Extra resourcing has been made available for relief.

Expenditure looks generally lower than expected.

Annual accounts were longer at the auditors than usual.

Surplus this year is higher than expected.

Once signed, the annual accounts will go to the Ministry. The Ministry has been informed by the auditors that our accounts will be late.

Approval sought by EdPro to continue with the current cleaners who are run by EdPro.

Cleaners are doing a good job, much improved over the contractors in previous years.

Motion to extend the cleaners contract until the end of the year.

Moved: Rosalie Freeman

Seconded: Simon Craggs

3.6.2 [KPI](#)

3.6.3 [Annual accounts](#)

3.7 School minivan lease

3.7.1 [Vehicle Lease](#)

3.7.2 [Ford Transit Quote](#)

The Finance Committee recommends that the board approves the lease extension and places an order for a Ford.

The question was raised as to whether this option should be considered for both school vans.

The suggestion was made that the school could use three vans as the roll has now grown to over 1,000 students.

Simon has been successful in asking for funds for a school van in the past. He would try again.

He suggested that we check the status of the second van (owned or leased) and then look to order a second Ford Transit van.

Motion to extend the lease on the current minivan by one year and then purchase a Ford Minivan

Moved: Rosalie Freeman

Seconded: Enosa Auva'a

Motion to look into the status of the second van and to apply for funding to potentially purchase a second van. If sufficient funding is available, then look into leasing/purchasing a third van.

Moved: Rosalie Freeman

Seconded: Nane Lockington

3.8 from GP5.1 - Triennial review

3.8.1 [Beginning and provisionally certificated teachers - report](#) (carried over from last month)

Beverley spoke to her report as she is in charge of the B/PCT.

The aim is that after two years beginning and provisionally registered teachers are ready to apply for Full registration.

Beverley has regular fortnightly meetings scheduled with these teachers and she also sees one or two teachers per week for classroom observation and feedback.

3.8.2 Staff appraisal

3.8.3 Salary Increments

Appraisals are completed and salary increments are signed off as and when due.

4. School Uniform Supplier

Background: On the 8th June Simon, Steve, Philippa and Karee met with the shortlisted Uniform tender suppliers. These were Kukri, SportClub and The Warehouse Group. Attached are the minutes briefing the details of their proposals.

We were all very impressed with one particular supplier Sportclub Company to which we are at reference stage in the tender process. I will fulfil this reference check today, however I am needing to obtain a consensus to provide recommendation to the BOT for acceptance of this new Uniform supplier on the receipt of satisfactory reference checks.

The new provider would be engaged and commence as of 01/01/23 however does need lead time for ordering deadlines for material etc.

4.1 [Minutes of meeting with suppliers](#)

School is very unhappy with the current supplier due to errors made with uniforms ordered and long lead times. E.g over 6 months wait on blazers ordered.

We advertised for a new supplier on GETS, with assistance from Steve Waters.

There were a total of five applicants and three were shortlisted.

After interviewing all three, Sportsclub was the preferred supplier.

We will be talking to a group of students for their input on the school uniform. Any outdated school uniform will still be permitted.

Motion to engage a new supplier for our school uniform once a second positive reference check has been returned.

Moved: Rosalie Freeman

Seconded: Nane Lockington

5. In committee

6:20pm

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: Tukahia Ngataki

Motion to move out of committee

Moved: Murray Tume

Seconded: Nane Lockington

6. Meeting Closure

6.1 Comments on meeting procedures and outcomes

Simon expressed his appreciation for all the support that he has been given by the board.

6.2 Preparation for next meeting

July meeting - stats and a discussion around these.

August - Will be the last meeting for some members as BOT elections are coming up

Dinner for SLT/board members to be arranged.

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: 7:40pm

2022 Meeting schedule

27 January 2022 Planning Meeting

24 February 2022

24 March 2022

26 May 2022

30 June 2022

28 July 2022

25 August 2022

22 September 2022

27 October 2022

24 November 2022

SIGNED:

BOT Deputy Chair

Date:

29/08/2022