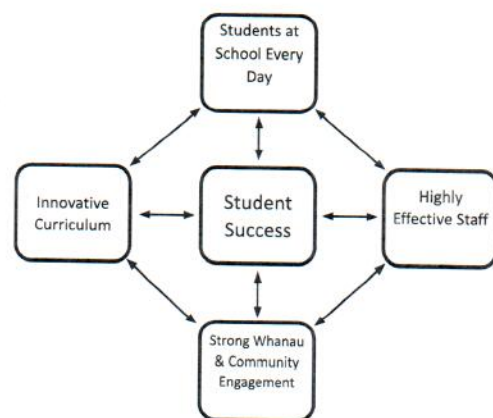




**Papakura High School Allen Kukutai
Meeting Room
BOT Meeting
Thursday 6 October 2022
Minutes**



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: Tony Kake, Michelle Proctor, Melanie Etana, Jacqui Beazley, Nicholas Grace, Simon Craggs, Beverley Matamua

1.2 Apologies: Ivy Lyden-Hancy

1.3 Prior Leave

1.4 Election of officers

1.4.1 Election of presiding member

Michelle Proctor was nominated by Melanie Etana. Seconded: Jacqui Beazley

No further nominations.

Michelle Proctor accepted the role and was declared presiding member.

1.4.2 Election of deputy presiding member

Michelle Proctor nominated Tony Kake. Seconded: Beverley Matamua

No further nominations.

Tony Kake accepted the role and was declared deputy presiding member.

1.5 Co-option of previous Board member for 2022

There are a number of outstanding issues that the previous board was working through and not able to complete before the change in board members.

The suggestion was made that Nane Lockington be co-opted on to the board as she has prior knowledge of the issues.

Continuous transformation for student success

There was discussion around the co-option of previous board members, and the length of time for the co-option of new members.

The issue was raised that the Pasifika community is in need of representation on the board, and there is a need for continuity for the work of the board.

Motion to co-opt Nane Lockington on to the board until the January 2023 meeting, when this decision will be reviewed.

Moved: Simon Craggs

Seconded: Tony Kake

1.6 Board members introduced themselves as some members were not available to meet last week when introductions were made.

1.7 Speaking rights to guests N/A

1.8 Declarations of Interest - nil

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

Motion to approve the minutes

Moved: Simon Craggs

Seconded: Beverley Matamua

1.10 Matters Arising

The incoming board acknowledge the work of the previous board.

1.11 Correspondence N/A

1.12 Trips for approval - None

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

5:40pm

2.1 [Principals Update](#) for the board

2.2 [Principals Report](#)

2.2 Discussion

Simon spoke to the board about how his report to the board works and the possibility of tracking back over previous months to track progress.

We have the full complement of staff in the Māori department, three kaiako and a kaiawhina. We are looking to have a STEAM academy at school to encourage students into these areas (Science, Technology and Mathematics).

The courts are now covered with a large shade cover which will provide an additional useful space for our students and community.

The kitchen in the staff room will be moved to the end of the staffroom and refurbished.

The Music block will be refurbished at the end of the year.

C-block (Maths block) has to be demolished as it is not up to code due to previous remedial work carried out on it. It is hoped that the MOE will fund replacement of the classrooms as and when the roll grows.

Attendance is still of concern as it is much lower than pre-covid levels. There is perhaps the conception that learning can be done at home, but "teaching is a contact sport" and students need to be at school to be taught and to learn.

Attendance is worse on a Friday. Of major concern is that school attendance is not considered of importance to some in the community.

Some students are at school but don't go to classes. Mainly, absence is caused by students not coming to school at all.

Kootuitui have funded supplies to families and students, shoes, uniform, stationery supplies, and in some cases this has not made a difference to attendance.

The school is trying to improve engagement by making school attractive to students. If students are engaged, they will want to come to school.

The board is keen to support the school in innovative ways of engaging students to improve engagements.

It would be good to have community groups in school running events and activities on a regular basis to engage students and encourage attendance.

2.3 Strategic planning for 2023-25

There are many ways of strategic planning. The MOE wants a detailed plan with widespread community consultation.

It is possible to engage someone from outside the school to assist with the strategic plan.

A suggestion was made to ask The Southern Group to act as consultants.

The strategic plan must be student focussed.

Simon would like a weekly meeting with Michelle and Tony as presiding member and deputy presiding member. They will discuss how to proceed with planning the strategic plan.

2.4 Kāhui Ako update

Lead Principal is Heather Tanner, support Principals are Simon and Jo from

Kāhui Ako has just appointed three across-school leaders: Andrea Rabin from PHS, Wiremu Turner from Papakura Intermediate and Misty from Kelvin Road, so a good spread across the school levels.

Kāhui Ako goals are to make the transition of students across schools a smoother process and to assist with ensuring students are ready for High School.

Manaiaikalani Schools are based around the pedagogy of schools - getting devices into the hands of students and access to the internet to enable learning at home.

The question was raised as to what the benefit for the school and students is of Simon being involved in the different groups. Students benefit from the groups in different ways so it is definitely of benefit for the school to be a part of both groups.

3. Raising Student Achievement (from GP5.1)

6:00pm

3.1 Ministry funding for covid learning recovery - Plan for use of funds

A former teacher at the school has been employed to help with academic mentoring to support students who have had 2 ½ years of disruption to their learning.

We are looking to employ a Primary trained teacher to assist with Literacy and Numeracy as due to the covid disruptions, students are coming into the school with lower than normal levels of Lit./Num.

We are looking to get some ex-students who are at University to come and tutor some of our students to help them achieve.

The question was raised as to whether class sizes are too large for teaching to be effective. On paper, some class sizes are around 30 - 31 students. Other classes are very small, especially in Year 13, with only 6 students. However, with the current attendance levels, no classes are full and large classes are not a problem.

4. Policy Review (from GP5.1)

6:40pm

4.1 No policies to review

The question was raised about a cell phone policy. Some schools have policies around this and others leave it to the school to manage as a procedure.

Cellphones can be used as a tool, for instance to make calendar entries for work due etc.

However, they can prove to be distractions as well.

5. Board Process (from GP5.1)

5.1 Board meetings

There was discussion around the timing and days of board meetings.

Board meetings will be held every 4th Wednesday of the month. The time of the meetings will remain the same, 5:30pm. The next meeting will be held on Tuesday 1st November so as to accommodate all members.

Board meetings are to be kept to schedule, meetings are two hours with the possibility of extending for a maximum of a further 45 minutes.

5.2 Formation of sub-committees

7:10pm

5.2.1 Finance & Property Committee

The Finance and Property Committee meets once a month.

It was suggested that Nane Lockington be asked if she wants to continue to be a part of the sub-committee.

Beverley will be on the Property committee, Tony Kake, and Nicholas Grace on the Property and Finance Committee.

5.1.2 Board member for the H&S Committee

There was discussion around the necessity of having a board member on the Health & Safety Committee.

A H&S report is part of the reporting to the board.

Melanie Etana volunteered to be a part of the H&S committee. Paul van Etten will be asked to get in touch with her to include her in H&S meetings.

5.1.3 Interview Panel for DPs

The school is employing two DPs to start at the beginning of next year. Adverts have been placed and applications have been received.

One position is DP for Pedagogy and community engagement and the second DP is for Wellness/Hauora.

The school has engaged Peter Gall as external consultant for these appointments.

Questions were asked about the makeup of an interview panel.

Michelle Proctor and Jacqui Beazley volunteered to be part of the sub-committee for shortlisting and interviews.

5.1.4 Availability for disciplinary meetings

The necessity for board members to be available at relatively short notice as these meetings need to occur in a strict time frame.

The BOT secretary will email board members and ask for available members.

5.1.5 Availability for personnel matters.

Personnel matters are very rare as the Principal has delegated powers up to written warnings, but if an issue gets elevated to dismissal, a sub-committee will need to convene.

5.1.6 Strategic Planning sub-committee

This will be made up of Simon Craggs, Tony Kake and Michelle Proctor.

Break

7:25pm

6. New Initiatives (from GP5.1)

7:40pm

6.1 [Proposal for community event](#)

Phil, our Youth worker, has come up with this event proposal as a way to involve the whole community.

There is a team of staff who are meeting regularly to organise this.

The board supports this event.

Melanie will email suggestions to Simon to pass on to the event organisers.

7. Compliance Reporting

7:40pm

7.1 [Property Report](#)

7.2 Questions

Once C block is demolished, teachers will have to share classrooms as, according to the MOE, the school is over code. As the roll continues to grow, the MOE will hopefully approve the funding of more classrooms again.

There was discussion around the possibility of a rebuild of the school.

7.3 Motion to approve the Property report

Moved: Simon Craggs

Seconded: Tony Kake

7.4 [Health & Safety Report](#)

7.5 Discussion

We have real issues with our alarm and bell systems. These will be updated in the new 5YA.

A procedure has been developed around serious incidents in case of future events.

Fire alarms leading to emergency evacuations are practised regularly. Ministry advice has been to not practise lockdowns as they were too traumatic, but recent events have shown that a lockdown practice is necessary.

7.6 Motion to approve the H&S report

Moved: Jacqui Beazley

Seconded: Beverley Matamua

7.7 Finance

7.7.1 [Finance Committee Meeting Minutes](#)

The school is in a strong financial position currently with a projected surplus of approximately \$600k.

At least part of the money should be spent on students who are currently on the roll as they have generated the funding.

The purchase of devices for students could be one way of spending the funding.

There is a possibility of creating our own food in schools instead of using an external provider. Kura kai was popular, but not sustainable for the school as it utilised the current Hospitality department.

There would need to be considerable investment in order for this to happen.

7.7.2 [KPI](#)

8. In Committee Meeting

8:00pm

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: Michelle Proctor

Seconded: Jacqui Beazley

Motion to move out of committee

Moved: Michelle Proctor

Seconded: Tony Kake

9. Meeting Closure

9:00pm

9.1 Comments on meeting procedures and outcomes

Delegations to be reviewed.

9.2 Preparation for next meeting

Read the schedule of delegations and bring any proposals for change to the next meeting.

Suggestion for a date for a meeting in December.

Suggestion for a date for a meeting re the strategic plan (Saturday)

BOT Meeting in January 2023 (planning 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

Signed: 

BOT Chair

Date: 10/11/22