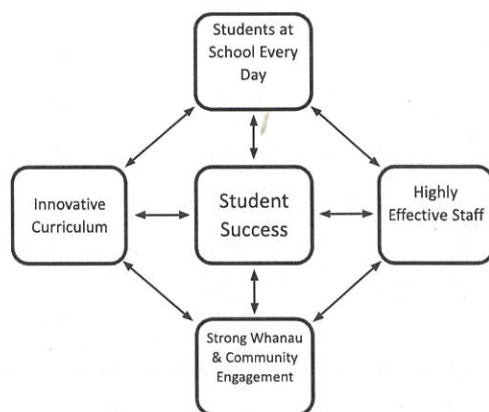




**Papakura High School
BOT Meeting
Allen Kukutai Room
1 November 2022
Minutes**



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

Welcome to: Ivy Lyden-Hancy, Student Rep., Nane Lockington Co-opted board member

1. Administration

5:35pm

- 1.1 Present: Tony Kake, Michelle Proctor, Ivy Lyden-Hancy, Melanie Etana, Jacqui Beazley, Nane Lockington, Simon Craggs
- 1.2 Apologies: Beverley Matamua
- 1.3 Prior Leave
- 1.4 Speaking rights to guests n/a
- 1.5 Declarations of conflicts of interest - nil
- 1.6 Confirmation of [Minutes of the previous meeting](#)

Motion to approve the minutes of the previous meeting

Moved: Tony Kake

Seconded: Melanie Etana

1.7 Matters Arising

Nil

1.8 Correspondence

Nil

1.9 Trips for approval

Nil

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

5:40pm

2.1 Set date for a meeting to create a strategic plan (on a Saturday?)

This will take the best part of a full day, so a non weekday is the preferred day for the meeting. The board was unable to find a Saturday in November or early December so decided on Sunday 20th November from 9am - 3pm. This will be held at Papakura Marae.

2.3 [Principal's report](#)

Simon spoke to his report.

The method of selecting options is a more complicated process than in previous years due to the way it is set up. For following years, there will be an attempt to make the selection process easier.

The Dragon Trust initially rejected the application for funding for chromebooks due to lack of funds. However, they may reconsider later on.

There will be a Pathways to Employment scheme for students next year, using a programme that is already running at Manurewa High School. It will involve students working two days a week, as well as taking part in courses run by external providers and academic blocks at school.

The Hynds Foundation will present to the board at the next meeting to inform the board of how they will support the pathways to employment course at Papakura High School.

There is also a Business course that will be implemented next year, again using programmes based on the Business Academy at Manurewa High School and with their support.

The Behaviour Review is ongoing and will be presented to the board when more complete. PB4L was the programme in schools to help students with their behaviour, but this is an American based programme. This led to Mana Potential which has now been renamed Te Ara Whakamana.

Kahui Ako - Simon has been appointed support Principal to the Kahui Ako group and will oversee the cross school staff appointed: Wiremu Turner from Papakura Intermediate, Misty Bettridge from Kelvin Road School and Andrea Rabin from PHS.

Judith Collins has been asking questions in Parliament around the promised and then abandoned plans to rebuild Papakura High School in the hope that the project will be reviewed and reinstated.

2.4 Discussion

The board asked for clarification as to how the report is to be read, which Simon gave.

The report is updated regularly for the board. The request was made that the latest update is at the top of the document instead of the bottom for ease of reading.

Part of the strategic planning day could be around the Principal's reporting, and whether this format needs to be altered.

The question was asked as to how the strategic plan objectives are tied in with the actions.

The suggestion was made that the report is written in such a way as to inform the board if something is not on track, as this is of most concern, and how the board can support the school when necessary to reach targets.

Motion to accept the Principals report.

Moved: Michelle Proctor

Seconded: Jacqui Beazley

2.5 Reporting structure - meeting needs of Board members

3. Raising Student Achievement (from GP5.1)

6:00pm

3.1 [Term 3 achievement report](#)

Level 1 results are concerning, they are below last year's results. Students who are on amber (close to passing) will be offered opportunities to gain extra credits. Folio board credits and some Music credits are still to be entered as they have not been assessed yet.

Some schools are not offering NCEA Level 1, they focus on offering a two year Level 2 course. Level 1 requires 80 credits, Levels 2 and 3 require 60 credits. It was pointed out that students can gain up to 40 credits in Year 10, but for some students, this causes more stress, not less.

Students will not automatically go on study leave when exams start next week. They need to be signed out by their teachers, who will allow them to leave when they have passed the course. Some students will simply not come to school from next week, but there will be various courses offered for students to gain credits if necessary.

The question was asked as to how many of the students who are not achieving may be in need of extra learning support. There are a number of reasons why students may not be achieving, such as being new to the country, high truancy levels, in addition to undiagnosed learning difficulties. The point was made that for some whānau, having their children merely attending school is an achievement, and gaining credits and NCEA levels are an extra bonus.

Students are getting used to achieving in Years 9 and 10 through the Kia Puawai and Te Tohu Rangatira programmes, both of which encourage students to aim for and achieve excellence.

For students who do not pass Year 10, there are various options for the following year: repeating Year 10, People Potential, alternative education such as Te Aoatea or CEAT. There is also the Services Academy programme.

The board will support any programme that assists our students to achieve, and feel that it is not necessary for Simon to ask the board's permission for every initiative he wishes to implement, as long as the board is informed of new initiatives, or of their benefit to students.

3.2 [Term 3 Student Engagement Report](#)

3.3 [Term 3 Student Attendance graphs](#)

Student attendance is low, and despite several initiatives, such as a Check & Connect Mentor, difficult to raise.

Stand downs and Suspension numbers are higher than last year, but lower than previous years. The question was raised as to teachers follow up of absences. Some teachers are very good at following up and others not as good.

There is also the issue of students not being marked present in school and parents receiving notification of absences, when in fact the student is in school. There are a variety of reasons why this occurs.

There was discussion as to what can be done to reward students who do attend, such as a monetary reward. For 950 students x 40 weeks x \$30 per week this would cost approx. \$1.1m. If a major sponsor could be found, this could possibly be further pursued.

3.4

Our students compete very well and demonstrate high levels of sportsmanship, but their uniform lets them down as it is very scruffy.

Motion to approve a [funding application](#) to Manukau Counties Community Facilities Charitable Trust for a donation of \$13,817.50 for Sports Uniform

Moved: Michelle Proctor

Seconded: Tony Kake

4. Policy Review (from GP5.1)

6:20pm

4.1 [Schedule of delegations](#)

4.1.1 Suggested amendments

Simon spoke to the amendments to the Schedule of Delegations that he suggested.

There was discussion around the amount that the Principal can approve to spend, whether \$10,000 is sufficient. There was also discussion as to whether all expenses over that amount need to go to the full board or whether the Principal and the Presiding Member together can approve up to \$20,000. These amounts will usually be for property costs.

This refers to non budgeted items.

This will be trialled for 6 months and then reviewed.

The board approved all the changes made around staff leave requests.

There was discussion around the media communication. It was agreed that media communication would be between the Principal and the Presiding Member, or delegate.

Motion to accept all changes to the schedule of delegations

Moved: Tony Kake

Seconded: Nane Lockington

4.2 Cellphone policy

Different schools have different policies around the use of cellphones.

Onewhero has a full ban from Years 1 - 10 and cellphones in bags for Year 11 - 13.

Otago boys have a complete cellphone ban.

The importance of a policy that is consistent across the whole school was stressed.

Cellphones can be used in a positive way, but can also cause problems with fights etc.

Student as well as community consultation will be necessary to ensure full support of any policy banning or restricting the use of cellphones.

One of the main concerns around students using cellphones is the use of them in anti-social behaviour and as a major distraction to learning.

Students use them to record and take photos of teachers and then use filters, which can be a problem.

The board agreed that something needs to be done around this. The school will survey staff, students and the community around this.

If possible, this could be rolled out at the beginning of next year so that Year 9s come into school with a clear set of rules.

There will always be students who struggle with this, but it is easier to enforce if it is a blanket rule and comes from the board.

5. Board Process (from GP5.1)

7:30pm

5.1 Set meeting date in December

14th December for a brief meeting and then dinner.

Meeting at 5pm and then dinner at the Thai Emerald Restaurant from 5:30pm

Break

7:40pm

6. Compliance Reporting

7:55pm

6.1 [Property Report](#)

6.2 Discussion

Work has started on the Hall refurbishment.

The fire alarm technician was on site last week when there was another false alarm, leading to an evacuation drill.

The asbestos assessment team has started assessing C block in preparation for demolition.

There was discussion around the removal of the ginkgo tree and the totara tree at the front of the school that was struck by lightning and their replacement with another native tree.

6.3 Motion to approve the Property report

Moved: Michelle Proctor

Seconded: Tony Kake

6.4 [Health & Safety Report](#)

6.5 Discussion

Fire alarm activation.

No health & safety issues

Moved: Michelle Proctor

Seconded: Jacqui Beazley

6.6 Finance

6.6.1 [Finance Committee Meeting Minutes](#)

The school is on track for a \$300k surplus.

There was discussion around the use of this for a project around the school, such as the landscaping.

The cleaning contract is due for renewal at the end of the year. There is general approval of the standard of cleaning around the school so the recommendation is to renew the contract.

Motion to renew the cleaning contract.

Moved: Nane Lockington

Seconded: Michelle Proctor

6.6.2 [KPI](#)

Motion to accept the Finance Committee minutes and KPI

Moved: Nane Lockington

Seconded: Michelle Proctor

6.6.3 Audit and Assurance statements

Nane and Nick are on the Finance Committee and will look at this together with Simon.

There was a request that credit card statements are presented to the Finance Committee.
They will be scanned through on receipt.

6.7 from GP5.1 - Triennial review

7. In Committee Meeting

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

Moved out of committee:

Moved: Michelle Proctor

Seconded: Jacqui Beazley

9. Meeting Closure

8:15pm

9.1 Comments on meeting procedures and outcomes

9.2 Preparation for next meeting


Karakia whakamutunga

Kia tau, kia tatou kātoa.

Te atawhai o tō tātou ariki, a Ihu Karaiti,

Me te aroha ō te Atua,
Me te whiwhingatahitanga ki te wairua tapū
Ake, ake, ake,
Amine

Meeting Closed: 9:10pm

Signature:  Date: 24/11/22
BOT Chair