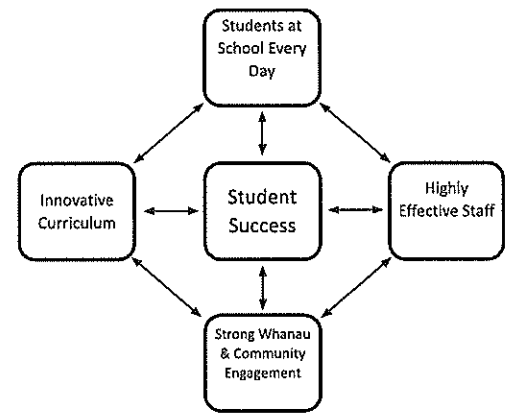




Papakura High School Seminar Room
BOT Meeting
22/02/2023
Minutes



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 guest:

Name: Niko Toluono

Niko was invited to attend the board meeting this evening as there is the potential of him joining the board as a selected member after Nick Grace's resignation left a casual vacancy on the board.

1. Administration

5:35pm

1.1 Present: Michelle Proctor, Tony Kake, Melanie Etana, Beverley Matamua, Simon Craggs,
Niko Toluono

1.2 Apologies: Ivy Lyden-Hancy, Jacqui Beazley

1.3 Prior Leave - nil

1.4 Election of Presiding Member

Nominations : Michelle Proctor

Nominated: Simon Craggs

Seconded: Beverley Matamua

No further nominations were received

All in favour

Michelle was declared Presiding Member and accepted the position.

1.5 Election of Deputy Presiding Member

Nominations: Tony Kake

Nominated: Michelle Proctor

Seconded: Simon Craggs

No further nominations were received.

Continuous transformation for student success

All in favour

Tony Kake was declared Deputy Presiding Member and accepted the position.

1.6 Speaking rights to guests

Niko Toluona was granted speaking rights for the meeting.

1.7 Board members introduced themselves.

Niko introduced himself to the board.

There was an explanation given about the role of the board as governors of the school.

There is a draft strategic plan, and then annual plans will be created to implement the strategic plan.

The Principal is a full board member as well as an employee of the board and CEO of the school. The board determines the goals of the school, then monitors performance as well as ensuring that the school has the resources to implement the initiatives needed to achieve the desired outcomes..

The school's income is from the MOE, which comes in the form of funding for teachers' salaries and bulk funding for everything else - support staff wages, projects etc. etc. Applications can be made for more funding if and when appropriate.

1.8 Declarations of Interest

Beverley declared that she is a PPTA member

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

Moved: Michelle Proctor

Seconded: Tony Kake

1.10 Matters Arising

Draft strategic plan has not yet been moved and accepted by the board and so remains a draft.

1.11 Correspondence

1.11.1 [PPTA Notice of Strike Action](#)

1.11.2 [NZSTA Guidance for Boards for PPTA partial strike](#)

1.11.3 [PPTA Notice of preliminary strike action](#)

The PPTA and MOE have still not reached agreement on the new collective agreement (CA).

Teachers are taking two forms of strike action: 1) a refusal to cover internal relief and 2) strike days

1. This means that no discretionary leave will be granted this term and EOTC trips will not be able to happen as teachers cover for each other when these happen.
2. Strike days have also been indicated, the first one will be on 16 March.

The question was asked as to whether there were other options available instead of no EOTC trips, but realistically this is not the case.

The Issue is between the PPTA and the MOE and there is nothing the school or board can do about it at this point.

In order to show their support for the teachers, the board could write a letter of support for the teachers.

It is not advisable to be disrespectful of the MOE, but a letter of support to the teachers would be appreciated.

The offer made to the PPTA was below the rise in the cost of living and over 94% of the union members rejected the offer.

Motion to write a letter of support to the teachers and inform the community of the board's support.

Moved: Michelle Proctor

Seconded: Melanie Etana

2. Strategic Goals Focus (from GP5.1 Triennial review Process) 6:25pm

2.1 Three year strategic plan

2.2 Discussion and Questions

The draft plan has not yet been sent to staff, apart from SLT, yet, for consultation.

There is an expectation that the community is involved in the creation of the strategic plan.

Board members were asked if they are in favour of the plan.

Simon would like to add a further initiative - the education plan from Ngati Tamaoho - Te Ara Whakamana programme and revised behavioural expectations.

Simon will contact Ngati Tamaoho re a representative on the board after Takahia Ngataki was no longer able to be a member.

2.3 Motion to approve the three year strategic plan

The suggestion was made that the board make amendments to the plan before it is approved.

The question was asked as to whether the school is committed to IT Technology and whether the Treaty of Waitangi is fully incorporated in the school. However, this is a legislative requirement and so perhaps not strictly necessary in a strategic plan.

The suggestion was made that a further meeting is held between the board and Simon as Principal as well as SLT to further develop the plan.

The question was asked as to how Pasifika students are supported as well as Māori students.

A meeting will be arranged to develop the strategic plan further, during school hours if possible. A facilitator will be engaged to lead the meeting.

Break 7:00pm

3. Raising Student Achievement (from GP5.1) 7:15pm

3.1 Draft [Analysis of variance](#) and [\(NCEA results\)](#)

3.2 Comments and questions

The analysis of variance is not yet complete but the NCEA data achievement is available.

Our results are better than average for a decile 1 school. The achievement levels are similar to the previous year despite all the disruption to learning.

The most significant improvements were made by students in the Services Academy, which ran for the third year last year.

Students in that programme were those who failed the Te Tohu Rangatira programme in Year 10 and the NCEA success rate was 100% across all levels.

The UE rate remained the same as the previous year and is just 0.7% below the national average for decile 1 schools.

UE courses are academic achievement standard based courses and not relevant for students who want a more trades based course.

Construction pathways students are nearly all males and this may lead to a reduction in the rate of male students achieving UE compared to female students.

Maori achievement improved at Levels 1 and 2.

Pasika results are above national levels at some levels but not all.

A strategic goal could be that the achievement levels are the same as the national average, and not the national average for decile 1 schools.

The question was asked as to what the board can do to assist with improved achievement levels.

One way would be to assist with attendance as attendance has an effect on achievement, possibly by rewarding 90%+ attendance with gift vouchers etc. It would need to be a considerable sum, such as \$500 per student, per term in order to work.

There are other ways to try to give students the incentive to attend school, such as extra curricular activities to engage them. For the first time we had a Clubs Day today to encourage students to sign up to extra curricular activities.

There was a discussion around recognising teacher achievement when students do well. However, it is difficult to recognise teacher achievement as it is not permissible to offer monetary reward for students' achievement. It would also be very problematic to offer overseas PLD to teachers as an incentive.

Community confidence is growing and has been growing over the past four years, as indicated by the growth in the school roll from 500 students to over 1,000.

3.3 [Funding Application - resolution](#)

3.4 Motion to approve the funding application

Moved: Michelle Proctor

Seconded: Beverley Matamua

The suggestion was made that regardless of whether the application is successful or not, new sports uniforms should be purchased.

4. School Review (from GP5.1)

4.1 [Student engagement Report 2022](#)

4.2 Comments and questions

The event in August last year had a considerable effect on our stand down and suspension stats for the year.

Concerns were raised about the increase in violence in females. This is a world wide occurrence, and adult violence is also on the rise.

There are a number of initiatives and strategies being discussed to assist with this.

The Hauora Team have requested more funding but there needs to be a strategy to ensure that any intervention is effective.

One suggestion would be to employ someone who has specific experience working with girls expressing difficulties with managing anger or exhibiting violent behaviour rather than a general social worker.

A further option would be to organise a role model to come into school to talk to a target audience. The Pro-Jects and Electives are a way of showing and demonstrating to our students that there are opportunities out there for them that they may otherwise not be aware of.

4.3 Education Review Office visit - Self-audit

ERO are visiting from 13 - 15 March. They will want to know what the board is doing to meet the board assurance statement.

ERO are well aware that the board is new but will want to know what the board is doing to educate itself on compliance.

The previous board delegated one member to sit down with the Principal and the DP day-to-day operations and go over each section of the BAS, and then report to the board.

Niko Toluono would be prepared to be a part of the board as the business management expert. There was discussion around the necessity of co-opting an accountant or banker onto the board, someone with monetary experience.

The question was asked as to what authority ERO has over the school. ERO has authority to request any and all information and documents from the school, and will make suggestions to the MOE re statutory intervention etc.

ERO would like to meet with board members on 15th, at a time that suits the board. 15 March is the day of Parent/Teacher conferences. Board members are available from 4:30pm, so this is when the meeting will be scheduled. 16 March is the PPTA strike day.

5. Policy Review (from GP5.1)

8:15pm

5.1 G2 [Trustee Code of Behaviour Policy](#)

There was discussion about the special character of the school.

Other schools have a specific line regarding self-scrutiny of decisions. As a board, should we be reviewing decisions?

To be added “ Be prepared to scrutinise decisions we make as a board and review effectiveness”.

If confidentiality is breached by members, the board chair needs to be advised so that measures can be taken.

The policy will be re-written with the additional sentence and then brought to the next meeting to be signed by all board members.

5.2 [Draft Personal Digital Devices Policy](#)

8:25pm

Staff have been given the opportunity to comment and some senior students have also had the opportunity to comment.

Just under 50% of staff preferred the option which allowed for graduated bans and consequences.

The music department would like to be able to continue to use mobile phones for their lessons. However, this leaves students with inconsistent rules which may make it harder for teachers to enforce rules in different situations.

Students would be permitted to have their phones outside of school time and during intervals only. One of our staff was put in a situation that could have been avoided because of a student contacting a parent, which escalated a situation.

The board does not want to put any staff in a situation that endangers them when trying to confiscate a phone from a student.

It will be a question of training staff in this area.

Motion to approve the policy

Moved: Michelle Proctor

Seconded: Tony Kake

Motion to approve funding of devices requested by teachers so that this ban does not have a negative impact on teaching and learning.

Moved: Michelle Proctor

Seconded: Tony Kake

6. Board Process (from GP5.1)

6:40pm

6.1 Delegations

6.2 BOT Workplan

6.3 Approve Budget see 8.6.2 below

7. Compliance Reporting

7:40pm

7.1 [Property Report](#)

7.2 Comments and questions

Key problem is alarms. The issue seems to have been isolated and is being managed currently until the new alarm system is installed.

The question of the necessity of having a board member/s attending property and /or finance committee meetings was raised.

It was agreed that the meetings are operational rather than governance.

It was decided that the reports will be redesigned and then the information will be shared at board meetings.

Niko Toluono left the meeting at 8:15pm

7.3 Motion to approve the Property report

Moved: Simon Craggs

Seconded: Michelle Proctor

7.4 Finance

7.4.1 [Finance/Property Committee Meeting Minutes](#)

7.4.2 [Budget Summary](#)

There is a \$702,000 surplus from last year.

For this year, there is a slight budgeted deficit of \$59,000.

Extra money can be approved for spending as and when necessary.

There are a number of options that should be considered for a spend of the surplus.

One suggestion is an upgrade of the school grounds. There was discussion as to the effectiveness of upgrading grounds and whether it would be better to invest elsewhere to improve students outcomes.

However, an upgrade in the grounds would greatly assist in the movement of students into and out of school at the start and end of the day and with the general environment in the school.

Another discussion was the provision of devices for all students to assist with learning. Approx 30% of students have their own chromebook so the school would need to supply 70% of the students.

Beverley Matamua left the meeting at 9pm

7.4.3 [Capital Requests](#)

7.4.4 [KPI](#)

There was a recommendation that the board accept the budget and capital requests as they stand.

Move to accept the budget

Moved: Simon Craggs

Seconded: Melanie Etana

Motion to select Niko Toluono as a board member

Moved: Simon Craggs

Seconded: Tony Kake

All in favour

8. 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: Simon Craggs

Motion to move out of committee

Moved: Michelle Proctor

Seconded: Tony Kake

9. Meeting Closure

9.30pm

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 o te Atua,

Me te whiwhingatahitanga ki te wairua tapū

Ake, ake, ake,

Amine

Meeting Closed:

9:40pm

Next Meeting: 22 March 2023

Meeting actions:

Agenda item	Action	Who	By when	Completed
2.2	Simon to contact Ngati Tamaoho re a board rep	CRG		
2.2	Board/SLT meeting re strategic plan with facilitator	KSR	Before 14 Marc (2 March 12:30 - 2:30pm)	
4	Board Assurance Statement to be sent to board members The six areas are Board administration Curriculum Health, Safety and Welfare Personnel Finance Assets	Michelle Proctor	ASAP	
8.4	Inform Leticia that Melanie Etana is keen to be on the H&S committee	KSR		23/2/2023

Meeting Schedule 2023

22 February 2023

22 March 2023

24 May 2023

28 June 2023

26 July 2023

23 August 2023

27 September 2023

25 October 2023

22 November 2023

Signed:  Date: 29/3/23

BOT Chair