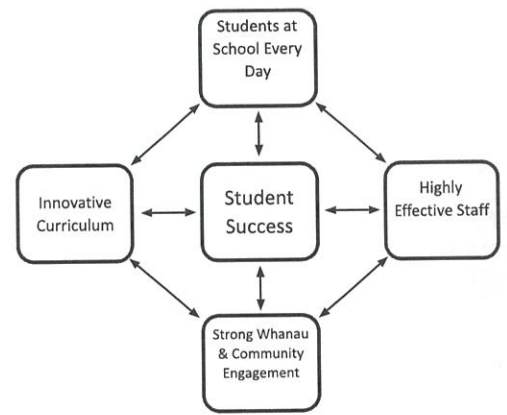




**Papakura High School
Allen Kukutai Meeting Room
BOT Meeting
29/03/2023
Minutes**



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

1. Administration

5:35pm

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

Motion to confirm the minutes are a true and accurate record of the meeting.

Moved: Michelle Proctor Seconded: Tony Kake

- 1.7 Matters Arising
- 1.8 Correspondence
- 1.9 Overnight trips for approval
- 1.9.1 [Sport Council Noho \(Planet Youth\)](#)

There was a discussion around the efficiency of the process for approving EOTC overnight trips.
Is it necessary that six people sign off trip forms?
Finance officer for budget - is this necessary for all trips?
HOD and DP for relief, only when necessary.
Noho (overnight stays on site at school) are considered low risk. These could be delegated to the Principal to sign off.

Kia oho ake te rangatira kei roto - Awakening the leader within

Other overnight trips involving off-site camps etc that are considered high risk should still be signed off by the board.

The current trips for approval will be handled as to date with BOT sign off.

Motion that for future low risk overnight trips for approval, the Principal can use their discretion based on the level of risk associated with the trip. Trips that the board would be interested in having oversight of include those involving external providers and higher risk overnight trips.

Moved: Tony Kake

Seconded: Michelle Proctor

1.9.2 [2PESL/3PESL Hillary Outdoors Tongariro](#)

1.9.3 [Girls Rugby Camp](#)

1.9.4 [Project K Wilderness Adventure](#)

1.9.5 [Whaia Te Amorangi camp May 2023](#)

1.9.6 [The Rising Foundation camp](#)

There was discussion around behaviour management plans for students on trips.

Motion to approve the above trips

Moved: Michelle Proctor

Seconded: Tony Kake

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

2.1 [Draft Strategic Plan](#)

2.2 Comments and questions

At the student led conferences, Ivy had a good conversation with a parent who approved of the plan.

Other feedback gathered at student-led conferences was also positive.

There was discussion as to whether it is necessary to get approval from mana whenua. It is not necessary but it would be good to do so.

Motion to approve the strategic plan.

Moved: Michelle Proctor

Seconded: Jacqui Beazley

3. Raising Student Achievement (from GP5.1) 6:30pm

3.1 [Analysis of variance](#)

3.2 Comments and questions

Achievement is below targets set, but 2022 was again a very disrupted year and targets were set based on the premise that the year would be settled.

The measuring on maths, reading and writing levels is not very accurate as it is difficult to measure the same students at the beginning as well as at the end of the year, and the school has been looking for alternative ways to measure achievement.

The question was raised as to how much information the board requires regarding the measurement of junior achievement in reading, writing and maths.

The school gathers good data on Kia Puawai and Te Tohu Rangatira achievement, measuring more than just the basics. This data provides a very good indication of future success at NCEA. However, the data collected re reading, writing and numeracy is not particularly accurate as it is difficult to test students twice a year consistently. Students also recognise and engage in the competition to get more points and the value of improving their scores to get Bronze, Silver and Gold Awards.

The board needs to know what is happening with students who are not succeeding and achieving, is this being picked up and are interventions in place?

The question was asked as to whether an external support person could assist with testing students to ensure that students are not overloaded. The school has employed a primary trained literacy/numeracy coordinator to do remedial work to raise junior students' levels and if this proves too much for one person, the role could be split to two roles, one each for literacy and numeracy. Some of the initiatives from last year did not get properly started due to various factors, but other initiatives, such as the restructure of the Services Academy, went really well, as shown by the huge improvement in the NCEA results.

The board is happy to approve the appointment of a further person if this should prove necessary.

The question was asked as to whether students can fall through the cracks as far as testing is concerned. Every effort is made to ensure that all students are tested, but some may avoid it.

The analysis of variance is an annual report, but the PN will provide a student achievement report for the board every term.

Motion to approve the analysis of variance.

Moved: Tony Kake

Seconded: Michelle Proctor

4. School Review (from GP5.1)

4.1 [Proposals for the BOT](#)

4.1.1 [Landscaping](#)

4.1.2 [Whānau Liaison/Student Mentor role](#)

4.2 Comments and questions

The question was raised as to the safety of students at the start and end of the day when entering and leaving the grounds. This has been taken into account in the landscaping plans.

Students will have a much better environment.

The oak trees will be replaced with natives as they come to the end of their natural lives. The new planting plan has included many native varieties. The focus will be on areas one and two at this stage. The ministry has advised not to progress with area four at this time.

Motion to approve a budget of up to \$135,000 for landscaping, including a 10% contingency fund, subject to the school obtaining a second quote for the work.

Moved: Tony Kake Seconded: Michelle Proctor

Application for a Whānau Liaison/Student Mentor staff member funded by the board. The cost to the board will be \$50k.

This will be a fixed term contract.

Motion to approve the funding of a new staff member.

Moved: Jacqui Beazley Seconded: Tony Kake

BREAK

7.00pm

5. Policy Review (from GP5.1)

7:20pm

5.1 [N4.1 Financial Planning and condition policy](#)

5.2 [N4.2 Asset Protection Policy](#)

There appear to be gaps in the Asset Protection Policy under supporting documentation and monitoring.

Procedures and supporting documents - include the budget holders handbook and the asset register.

Minutes of the Finance Committee meetings

There is an asset register for items higher in value than \$500. This will be audited annually through a stocktake.

There was discussion around which items need to be included on the asset register. Consumables are not included.

Current: receive board approval for maintenance contracts over \$5,000 for any one contract

To be changed to: Receive board approval for maintenance contracts that sit outside the Principal's delegated authority.

Under monitoring add Annual Budget.

Add Finance Committee minutes

6. Board Process (from GP5.1)

7:40pm

6.1 Board efficiency and effectiveness

Some funding applications require a minute from a board meeting as part of the application. Can this be made part of the delegations to the Principal?

Motion requesting for board approval of funding applications are signed off by the board chair and/or Principal (as required by the funder) and then taken to the subsequent board meeting for ratification.

The board should be focussing on risk management and not other minor details in the day to day running of the school.

The board would not decline a funding application being made on behalf of the school, so obtaining approval from every member of the board via email is an unnecessary step in the funding process.

Delegation to the Principal to approve funding applications on behalf of the board. All applications will be ratified by the board at the subsequent meeting.

To be included in the Schedule of Delegations.

Moved: Tony Kake

Seconded: Michelle Proctor

There was discussion around the amount that the Principal and Chair can approve without the necessity of being raised at a board meeting.

Chris France will be consulted about how to improve efficiency by raising the spending amount delegated to the Principal and Board Chair.

7. New Initiatives (from GP5.1)

8:00pm

7.1 [Pro-Jects and Electives 1st quarter 2023](#)

Student feedback has shown that over 80% of students expressed their approval of their elective. 60% of the students expressed their enjoyment of the Pro-Jects. This was partly due to the large numbers of students who were placed in their Pro-Jects.

The question was asked as to whether more funding needs to be made available to keep the pro-jects and electives going. However, the budget approved by the board was sufficient and will probably not all be used.

The question was asked as to how the longer periods are going. There have been mixed reactions to this from staff.

A big thanks to Rececca McGrath for her management of the Pro-jects and Electives and for getting them all up and running.

8. Compliance Reporting

8:10pm

8.1 Finance & Property Report

8.2 Comments and questions

8.3 Motion to approve the the Finance and Property report

Moved: Simon Craggs

Seconded: Jacqui Beazley

8.6 Finance

8.6.2 [Draft Annual accounts 2022](#)

Motion to approve the Draft Annual Accounts from 2022

Moved: Jacqui Beazley

Seconded: Tony Kake

Part of the reason the school has a healthy budget is because of the roll growth. This is due to more people living in the area but also because PHS is becoming a school of choice

8.6.1 [Finance Committee Meeting Minutes](#)

8.6.2 [Monthly summary report](#)

Year-to-date 12.3% of the annual has been spent. The school is tracking to have a surplus budget. January is a time of much lower than average spending, and February was also lower than usual due to the late start, although it is traditionally a month where departments are setting up for the year so spending is high.

The annual income for the school has been higher than expected due to additional funding for covid as well as the roll growth. As the roll is growing, Ministry funding is increased over that granted at the start of the year based on the projected roll.

8.7 [Proposal for new printer](#) Note: There is an increase on a monthly basis of \$745.72. This will be a new 60-month contract retaining current photocopy machines with an additional machine for M Block and a full replacement of our production printer (this was retained in our current contract but is at end of life) – There is sufficient budget capacity for this increase in contract so no additional funding required.

Moved: Jacqui Beazley

Seconded: Michelle Proctor

9. 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: Jacqui Beazley

10. Meeting Closure

8:15pm

10.1 Comments on meeting procedures and outcomes

10.2 Preparation for next meeting

BAS - SLT members will contact BOT members re meetings to discuss the BAS and work on it.

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Michelle to arrange for Chris France to come into school to talk to board members about the BAS sometime in April.

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: 8:45pm

Next Meeting: 24 May 2023

Kia oho ake te rangatira kei roto - Awakening the leader within

Meeting actions:

Agenda item	Action	Who	By when	Completed
1.9.1	Ask Michelle Lloyd to create an EOTC overnight trip form for low risk noho etc that does not require BOT sign-off	CRG	ASAP	
5.2	Update N4.2 Asset Protection Policy as discussed	CRG/KSR	ASAP	
6.1	Update the Schedule of Delegations	CRG	Ready for next BOT meeting	
6.1	Chris France to be consulted on the board delegating to the board chair	Michelle Proctor		
7.1	The board's thanks to be communicated to MCG for her work on Pro-Jects and Electives		ASAP	
10.2	Chris France to be asked to come and talk to the board about the BAS	Michelle Proctor	Sometime in April/early May	
10.2	BAS - SLT to contact board members to work on the BAS	SLT	Once Chris has spoken to the board	

Signed: Date: 26/5/23

BOT Chair