



Papakura High School  
Allen Kukutai Meeting Room  
BOT Meeting  
24/05/2023  
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
- 1.2 Apologies: Ivy Lydon-Hancy
- 1.3 Prior Leave
- 1.4 Speaking rights to guests
- 1.5 Declarations of Interest - Nil
- 1.6 Confirmation of [Minutes](#) of the previous meeting

Motion to approve the minutes

Moved: Michelle Proctor

Seconded: Simon Craggs

- 1.7 Matters Arising
- 1.8 Correspondence
  - 1.8.1 [PPTA Strike Action notice](#)
  - 1.8.2 [MOE Confirmation of funding](#)
  - 1.8.3 [PPTA Suspension of Strike Action](#)
- 1.9 Trips for approval
  - 1.9.1 [Level 3/4 History Trip to Rotorua 6 - 9 June 2023](#)

Motion to approve the trip

Moved: Simon Craggs

Seconded: Beverley Matamua

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

5:40pm

#### 2.1 [PHS Annual Plan](#)

Comments and questions

The board needs to confirm that it is happy with the high level targets. As the levels were not achieved last year, the same targets have been set for this year for senior students.

The Year 9 and 10 targets are not Literacy/Numeracy academic targets but are set around our Kia Puawai and Te Tohu Rangatira programmes at school, which have academic elements, but also a broader measure of engagement and achievement.

The question was raised as to how student attendance is measured and affects achievement. For junior students, attendance is part of the criteria for gaining Gold, Silver and Bronze awards or Proficient or Expert Levels. For Senior students, attendance is measured, and good attendance does impact on academic achievement, but is not a measure of achievement.

Junior students who are not achieving at any level will be mentored.

For teachers, the programmes have led to conversations around what they can do to gain points to achieve, and this leads to improved engagement

Motion to approve the Kia Puawai and the Te Tohu Rangatira statistics.

Moved: Tony Kake

Seconded: Michelle Proctor

## 2.2 [Principal's report](#)

### Comments and questions

The Principal's report is in the same format as last year.

Both staff and students have expressed their appreciation of the Cellphone Policy and the comment was made that teachers calling home to talk to parents is a positive aspect of the Policy. There has been little pushback from students and none from whānau, that we are aware of. One attempt from a parent to create negative publicity around this on social media was shut down very firmly and quickly by other social media users.

We are in the process of setting up a "Make a Space". This is a space where students can use 3D printers and laser cutters to "make" things - create products.

Hard materials technology is also a part of this so students can make items out of wood as well as 3D print them.

This equipment can be used in a creative way, as well as for Science or Art classes.

An application for funding for this space has been made, and includes funding for a technician to oversee the space.

A joint application for funding for a Pacifica Programme has been made together with Papakura Intermediate.

### **3. Raising Student Achievement (from GP5.1)**

6:00pm

#### **3.1 [Te Tohu Rangatira Term 1 statistics](#)**

#### **3.2 [Kia Puawai Term 1 statistics](#)**

Comments and questions

Target is 35% silver and 20% for Gold. Still a little below the target, but an improvement on last year.

As the results were available for the subject conferences, it was possible to have conversations with whānau.

Expert level for Kia Puawai is still low at 11% but this is partly because it is new for the students and is dependent on the Kaitohutohu having good and regular conversations with the students.

### **3. School review (from GP5.1)**

#### **3.1 Staff appointment process**

Simon assured the board that the process of staff appointment is followed. All staff are interviewed, staff are ID'ed, references are collected etc.

#### **3.2 PRT programme**

We have a robust programme for our new and beginning and some overseas trained teachers. There is support in place for our Provisionally Certified Teachers. This included newly registered teachers as well as those trained overseas

#### **3.3 [Days open for attendance](#)**

We are on track to be open for more than the required number of half days, so the school may finish a day or so early, depending on if any other additional Teacher Only days are scheduled.

#### **3.4 Nurses reports**

##### **3.4.1 [Allison Freemantle](#) - activity report**

##### **3.4.2 [School nurses Term 1 report](#)**

Comments and questions

Last year's smoking and vaping survey showed that we have far fewer vapers in school than the nationwide averages. Students as young as Intermediate School age are vaping as they leave school at the end of the day.

As there are no long term studies of the health effects of vaping, this is potentially of huge concern. There was discussion around the workload of the school nurses. At the start of the year when new students are being assessed the workload is higher but this tends to ease off.

The board wish to pass on their thanks for the comprehensive and clear reports. It is clear that they are working hard for the benefit of our students.

The question was raised as to the follow up for students who are identified as being o\*--+bese and a request was made to include this information in the next report.

#### 4. Policy Review (from GP5.1)

6:20pm

##### 4.1 [G.3 Trustee Remuneration Policy](#)

The board remuneration is above the tax free limit so board members should be declaring the income for tax purposes.

There was discussion around whether the remuneration for the board chair reflects the workload. Remuneration is currently \$120 per meeting for the chair and \$100 for the remaining board members.

\$75 for the board chair is for reimbursement of costs.

\$55 for board members is for reimbursement of costs.

The board chair left the room due to a conflict of interest for the duration of the discussion about remuneration.

It was proposed that the chair receive \$200 per meeting and remaining members receive \$120 per meeting, if they so desire.

Moved: Simon Craggs

Seconded: Tony Kake

The board chair rejoined the meeting.

6:40pm

##### 4.2 [GP2 Committee principles](#)

There was discussion around the wording of this document.

Motion to accept the Committee principles Policy

Moved: Simon Craggs Seconded: Beverley Matamua

##### 4.3 [Physical Restraint Policy](#)

Requirements for Physical Restraint have changed.

All teachers are authorised to use physical restraint in case of danger of harm or injury to the person themselves or others. Damage to property is not a reason for restraint.

All teachers must undergo training in order to carry out physical restraint. A large number of teachers have already done the training.

Support staff need training to be able to physically restrain students, including how to restrain and de-escalation training.

Teacher Aides may well need training as they are likely to be involved with students who may have more behavioural needs.

After training, support staff then need to be given authorisation to physically restrain students.

#### 4.4 [Reducing student stress and use of physical restraint policy](#)

Comments and questions

The suggestion is that the NZSTA wording be adopted, to include the words to keep Papakura High School a safe environment for staff and students.

### 5. Board Process (from GP5.1)

6:40pm

#### 5.1 [NZSTA Conference 2023](#)

There was discussion around board members attending the conference. There is a budget for board members to attend.

The costs covered will include travel costs, conference fees, accommodation and meals (excl. alcohol).

Melanie and Jacqui are both interested in attending the conference.

Board members to let the board secretary know in time to book at the early bird rate (before 15th June).

#### 5.2 Co-option of new board members

7.00pm

Simon has spoken to our Pacifica liaison teacher, Lesili Samiu, re co-opting a board member. She is the mother of a year 12 student; Sela Kaloni.

Motion to co-opt Sela Kaloni on to the board of trustees of Papakura High School

Moved: Simon Craggs

Seconded: Beverley Matamua

### Break

7:00pm

### 6. New Initiatives (from GP5.1)

7:20pm

#### 6.1 [Landscaping project](#)

Comments and questions

Ardmore Nurseries have agreed to donate all the plants for the project.

The Ministry has been asked for their approval for the project.

### 6.3 [Proposal for a new school vehicle](#)

Currently, the school spends over \$46k on taxis taking students to courses.

Our school Business Manager has been approached by someone volunteering to drive our students.

The board is being asked to approve funding of up to \$30k for the school to purchase a people mover to transport students.

The driver would be Police Vetted and have the appropriate P endorsement.

There was discussion around the benefits of buying a better, newer, more expensive vehicle. There are benefits to getting a brand new vehicle, depreciation, as well as consideration for the safety of our students.

The board approves the purchase of a vehicle for the school as requested. The board approves the higher amount of up to \$70,000 if a better, newer vehicle is better suited, with the option to request more funding from the board if necessary.

Moved: Michelle Proctor      Seconded: Melanie Etana

## 7. Compliance Reporting

7:40pm

### 7.1 Finance and property

#### [Finance Committee Meeting Minutes](#)

Motion to accept the minutes of the Finance Committee Meeting.

Leticia, the Business Manager, has requested that she have a school credit card. The board confirmed their approval of this.

The school is once again tracking for a surplus budget.

This partly due to the fact that the school has received funding for items that were in the budget.

Motion to approve the minutes of the Finance Committee Meeting

Moved: Michelle Proctor      Seconded: Simon Craggs

#### [Finance Report Summary](#)

### 7.2 [2022 Final Accounts](#)

Motion to approve the 2022 Final Accounts

Moved: Michelle Proctor      Seconded: Simon Craggs

### 7.3 [Health Community Consultation](#)

## 7.4 [Health Curriculum Statement](#)

Motion to approve the Health Curriculum Statement

Moved: Michelle Proctor

Seconded: Tony Kake

## 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: Beverley Matamua

Motion to move out of committee

Moved: Michelle Proctor

Seconded: Jacqui Beqazley

## 9. Meeting Closure

8:15pm

10.1 Comments on meeting procedures and outcomes

10.2 Preparation for next meeting

There was a discussion about changing the date for the next meeting, but it was decided that the meeting will be held via google meet for those unable to attend in person and the meeting will remain on the scheduled date.

## 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

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

Meeting Closed:

Next Meeting:

Meeting actions:

Agenda item	Action	Who	By when	Completed
4.4	To adopt the NZSTA wording for the restraint policy with slight variations to the wording	CRG	By the next board meeting	
5.1	Email all board members re attending NZSTA conference	KSR	ASAP	24/5/2023
5.2	Simon to phone Sela	CRG	ASAP	

**Meeting Schedule 2023**

22 February 2023

29 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: 29/6/23 .....

BOT Chair