



Papakura High School
Allen Kukutai Meeting Room
BOT Meeting
28/06/2023
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

5:05pm

1.1 Present: Michelle Proctor, Jacqui Beazley, Beverley Matamua, Simon Craggs,
Ivy Lyden-Hancy, Melanie Etana (online)

1.2 Apologies: Tony Kake

1.3 Prior Leave

1.4 Speaking rights to guests

1.5 Declarations of Interest

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

Motion to confirm that Minutes are a true and accurate record of the meeting held on 24 May 2023

Moved: Michelle Proctor

Seconded: Simon Craggs

1.7 Matters Arising

1.8 Correspondence

[PPTA Notice that industrial action is to resume](#)

[PPTA Notice of withdrawal of strike action](#)

1.9 Overnight medium to high risk trips for approval

1.9.1 [UNISS Netball Trip](#)

Must ensure that RAMS are updated. Board approval is subject to the RAMS being updated.

1.9.2 EOTC Overnight Trip application - [Tourism Queenstown Resort College](#)

The board queried the lateness of the application. This was due to the fact that the RAMS for the jetboating activity needed to be requested and added.

Students need to be told to look out for each other on the bus journey there as there is no accompanying teacher on that stage of the trip..

Motion to approve the above trips

Moved: Michelle Proctor

Seconded: Ivy Lyden-Hancy

EOTC - Trip forms The Rising Foundation

Eddie brought two EOTC trip forms to the meeting for approval.

(7:25pm)

The board scrutinised the EOTC forms

Motion to approve the Rising Foundation overnight trips

Moved: Michelle Proctor

Seconded: Jacqui Beazley

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

5:15pm

2.1 [Principal's report](#)

2.2 Comments and questions

Some good progress on strategic initiatives, particularly around the Literacy and Numeracy programmes. We have been offered support by Marian Pearce, one of the writers of the Tū Rangatira programme.

There are two upcoming Staff only days, one will be for de-escalation, Tū Rangitira and the other for trauma informed practice.

The comment was made that there are far fewer fights around the school recently. This could be at least partially attributed to the implementation of the Cellphone Policy.

Samoan Language Week was a huge success. The **So'otaga a Aoga o Papakura High e fa'atasi ma** ceremony with James Cook High School and De La Salle has set the bar high for future years.

Pro-Jects and Electives will be timetabled for the whole of next term. In term 4, the seniors will leave for exam study, but the juniors will have the full term of the programmes.

The wellbeing report showed that wellbeing was down a little on last year's results. Staff wellbeing has fallen more than students' wellbeing when compared to last year. However, this is across the board of schools surveyed.

One student reported that they were being bullied and this has been followed up on.

There will be a meeting with the MOE around the new master plan. This has been postponed but should be held at the start of next term.

The board will have an indepth look at the staff wellbeing area to see where support can be offered to staff.

Motion to accept the report as read.

Moved: Michelle Proctor

Seconded: Ivy Lyden-Hancy

3. Raising Student Achievement (from GP5.1)

6:00pm

3.1 [NCEA achievement report](#)

Achievement is higher than expected despite the changes in timetable and the levels of disruption caused by rostering home.

There are students requiring intervention and support to cross the line to achieve NCEA. This can be achieved by timetabling students to attend intensive courses in literacy and/or numeracy in the Learning Support Centre.

Although the Learning Support Centre is under review, the literacy/numeracy programmes are effective. Students will attend programmes there as they know it is a short-term intervention.

3.2 [Student attendance and engagement report](#)

The positive highlight is the reduction in stand downs - a 60% reduction over last term. This is due to the reduction in the number of fights, which in turn may well be due to the implementation of the cellphone policy. There are alternatives to standing students down from school. Students will be removed from classes and work with Whaea Dee in school, who will work to build a relationship with the student. Internal stand downs are treated similarly to stand downs from school, with a letter home to whānau and then a meeting with whānau for reintegration.

Term 1 attendance was up in terms of the 90%+ attendance. Term 2 was slightly down, which is a little disappointing. The tail end of students who have very low attendance has not shifted as much. Chris Matthews, the new DP, has started working on this, following up with Kaitohutohu.

The high rate of Māori chronic absenteeism is of concern, especially for girls. The HOD Māori will be asked for her input to help counteract this.

The suggestion was made that this is followed up on again at the next meeting with suggestions on how to raise attendance and wellbeing.

The question was raised as to what is happening with the rostering home. At the moment this has been cancelled and the settlement negotiations have gone to arbitration.

3.3 [Whaia te Amorangi report](#)

Comments and questions

Many of the Year 12 students have already achieved Level 2.

Good to see that the students are participating in wellbeing activities.

Attendance rates are generally between 80 - 90%, which is much higher than their attendance would have been as juniors.

A few students have left to go to other courses such as People Potential, and some Year 12s have left to go to employment after achieving Level 2.

There are some concerns with the staffing. This is being addressed as it will otherwise have a negative effect on the students.

The board has offered its support should further funding be required in this space.

4. School Review (from GP5.1)

4.1 Donations Scheme

Comments and questions

A donation scheme was introduced some years ago by the government, which the school is a part of. Instead of asking families for donations, the government provides an amount of money for each student on the roll. This means schools have a more regular income.

The board needs to approve the school remaining in this scheme every year in July.

The board wholeheartedly supports that the school remains in the scheme.

All are in favour of this.

5. Policy Review (from GP5.1)

6:10pm

5.1.1 [Board of Trustee Code of Conduct](#) - recent information

Board members have read the NZSTA information.

[Code of conduct for State School Board members](#)

5.1.2 [G.2 Trustee Code of behaviour policy](#)

5.2 [G.4 Conflict of Interest Policy](#)

5.2.1 [Register of interests](#)

5.3 [GP3 Trustee Induction](#)

5.4 [N5.3 Reducing student distress and use of physical restraint](#)

6. Board Process (from GP5.1)

6:15pm

6.1 Staff performance review cycle

Teachers need to be signed off as having met or working towards the required standards for the teaching council in order for teachers to remain certified and for the pay incrementation.

If there is a conflict between a member of staff and the person attesting to the teacher meeting the standards, then another member of staff can be nominated for this process.

Teachers are observed in the classroom and then a meeting is held.

6.2 Teacher Registration

The school has a robust process to ensure that teachers are registered.

6.3 Police Vetting

The board is assured that the school has robust processes in place to ensure the safety of our students.

Break

6:25pm

7. New Initiatives (from GP5.1)

6:50pm

7.1 Junior Whaia te Amorangi initiative

We have been successful in gaining funding for a junior Whaia Te Amorangi programme for approx. 20 students who are struggling with the transition to high school.

Unfortunately, we do not currently have the space for this programme.

However, we are looking for a relocatable house to house this programme, possibly from Kainga Ora. This would be a home base for Year 9s who are not engaging at school.

This programme will also need to be staffed.

We will almost certainly get funding for the programme but the board may be asked to top up any funding necessary.

The board would support this initiative as there is a definite need for this.

In the interim, the dance classroom could be used for this space, but it is just an interim solution as the room is needed for Dance classes.

There is a house relocation company in Drury (Atlas) who will be contacted as a house with different rooms in it could provide an ideal space.

More detail will be provided next time.

8. Compliance Reporting

7:00pm

8.1 [Property Report](#)

8.2 Comments and questions

The raised crossing will be finished quicker than expected as work can carry on without interruption during the day.

The board will need to partially fund a ventilation system in the Hauora Hub. This is a school owned building and the ministry will only partially fund it. This will cost the board approx. \$12,000.

Motion to approve the partial funding of a ventilation system in the Hauora Hub.

Moved: Michelle Proctor Seconded: Jacqui Beazley

8.3 Motion to approve the Property report

Moved: Michelle Proctor Seconded: Beverley Matamua

8.4 [Health & Safety Committee Meeting Report](#)

8.5 Comments and questions

First Aid kits are to be left with the keys to the vans so as to be accessible for trips.

8.6 Finance

8.6.1 [Finance Committee Meeting Minutes](#)

8.6.2 [Finance report May 2023](#)

There is a surplus in the budget.

The school has purchased above it's asset register. Approx. \$30,000 has been spent on mitigating the effects of the Cellphone Policy, ie for purchasing iPads for the Music department etc.

The school has still to purchase a second van.

The assets will have a bit of a blow out but the depreciation will increase at the end of the year.

8.6.3 [Auditors report to the board](#)

There were a couple of minor points in the auditors report but nothing of concern for the board. Everything recommended in the report has been implemented

8.7 [Term dates 2024](#)

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: Beverley Matamua

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

The board would like to receive documentation well before the meeting.

10.2 Preparation for next meeting

Finance committee needs to meet after the school holiday to discuss the budget.

It is proving difficult to co-opt a board member after the two people approached both declined due to lack of time. Simon will continue to follow up leads.

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: 8:20pm

Next Meeting: 26 July 2023

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

Meeting actions:

Agenda item	Action	Who	By when	Completed
3.2	Working group to work with SLT around Māori attendance and wellbeing	BOT/SLT	By next board meeting	
3.2	HOD Māori to be asked for her input on raising Māori attendance levels, especially for girls.	SLT		
5.1.1	Code of conduct to be updated to include NZSTA updates	KSR		✓

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: _____

BOT Chair

Date: 4 Aug 2023