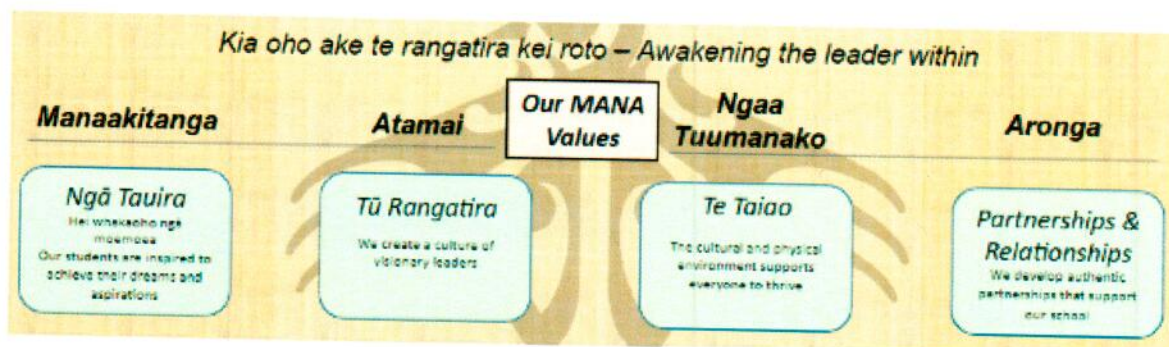




Papakura High School
Allen Kukutai Meeting Room
BOT Meeting
26 July 2023
MINUTES



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

The meeting started at 5pm with a tour of the school

1. Administration

5:35pm

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

Moved; Michelle Proctor

Seconded: Simon Craggs

1.7 Matters Arising

1.8 Correspondence

1.9 Trips for approval

1.9.1 [EOTC Trip application - Sports Council](#)

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

Motion to approve the above overnight trip

Moved: Jacqui Beazley

Seconded: Tony Kake

1.9.2 Blue Light International Trip

Motion to approve the above overnight trip

Moved: Michelle Proctor

Seconded: Jacqui Beazley

There was discussion around the necessity of having a First Aid trained staff member to accompany all overnight trips. This is currently not part of any policy, but would be best practice and can be added in future.

Currently there are 18 members of staff with First Aid certificates.

The school will offer First Aid Training for staff and then make it a condition for approval for trips that one person going on the trip is trained.

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

5:40pm

2.1 [Principals Report](#)

2.2 Comments and questions

As there have been two weeks of school holiday between the last meeting and this, there have not been many new initiatives.

However, a new Kaitohutohu checklist has been distributed to guide Kaitohutohu.

Gold Te Tohu Rangatira and Expert Kia Puawai certificates were given out in assembly. Most recipients were present to receive them.

The board would like to acknowledge the passing of Rangi Maria's husband during the second week of the holidays and pass on their condolences. Simon represented the school at the marae.

Staff wellbeing - SLT were given feedback, but feedback to the general school staff has been very slow.

The landscaping project is progressing well.

The new modular classrooms will be at school by mid November at the latest.

The school has been granted an additional \$940k in funding. This means that in addition to the roof repairs and the renewal of the school alarm system, we will be able to afford the M and H wing upgrades.

In Term 4 the school will hold a mana whenua week with students taking part in various activities. Ngati Tamaoho and Papakura Marae will be asked if they are able to provide resources.

There will be a Pasifika fanau held in the next week or so. We have a strong team of teachers supporting the Pasifika programme.

The Pro-Ject booklet has shown that we are offering a number of creative activities and less in the manufacturing area. The focus will be on getting more Pro-Jects across different areas.

Richie Barnett is coming into the school to talk to students about mental health. A representative from STYMIE will be coming to reintroduce it as use of this app has fallen off.

The Truancy procedure has been introduced this term. This follows the introduction of the Uniform and Cellphone procedures last term, both of which are working well. It gives students as well as staff consistency.

The MOE has offered STAFS support for Te Reo Maori, but currently there is support in place from Whaea Tihi and Rachael Tūwhangai.

Motion to accept the Principals Report as read

Moved: Michelle Proctor Seconded: Jacqui Beazley

3. Raising Student Achievement (from GP5.1)

6:00pm

3.1 [Proposal for Yr 9 programme - Whaia Te Amorangi ki Teina](#)

3.2 Comments and questions

This programme is for Year 9 students who are disengaged and causing damage and tagging around the school.

The cost could currently be absorbed by the teaching funding as we are waiting on staff to arrive. The building will need to be in place, although there is no guarantee that the programme will be a success and continue.

However, the building could be repurposed if necessary due to a discontinuation of the programme.

There was a question as to how the students would be identified, and how the programme is not seen as being a negative thing for students. However, we have a blueprint for the programme and experience of how to manage this from the Services Academy, now Whaia Te Amorangi.

The programme will be based on trauma informed education. All staff will be given PLD on trauma informed education by Kathryn Burkett, strategies to use and how to de-escalate behaviour.

The question was asked as to whether 20 places are sufficient.

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

By removing 20 students who are disengaged and struggling with school from the main student body, the issues should be addressed. Some of the students are disengaged as they are covering for the fact that they are far behind in their schooling and don't understand the work.

The question was asked as to whether this programme will continue for students after Year 9 as trauma won't disappear after a year, it will be ongoing. The idea is that the programme will continue. If necessary, junior students can move into the Whaia Te Amorangi programme after Year 10.

The question was asked as to whether two staff in the space is sufficient, a teacher and a teacher aid. This area will be supported by external providers as well as others.

Motion to approve the creation of a Yr 9 Whaia te Amorangi ki Teina programme

Moved: Michelle Proctor Seconded: Tony Kake

4. Policy Review (from GP5.1)

6:48pm

4.1 Chair Role Description G.5 Chair role description policy

There was discussion around the Policy and some changes were suggested, including updating the title to match the NZSTA role designation

[G.5 Presiding member role description policy](#)

4.2 Concerns and Complaints Process

https://papakurahigh.ibcdn.nz/media/2019_08_09_gp4-complaints-process.pdf

The above process is based on the NZSTA template.

The process is perhaps not particularly easy or fair for people who are not fully literate in English.

The suggestion was made that there is a button on the website for feedback or "Have your say" to try to prevent issues becoming complaints.

The suggestion was made to ask someone who may be able to assist with creating a more user friendly process.

Break

7:15pm

Ivy Lyden-Hancy left the meeting at 7:40pm

7. New Initiatives (from GP5.1)

7:40pm

7.1 New school van

7.1.1 Resolution: To approve an application to the Dragon Community Trust for funding for a school van.

Moved: Tony Kake

Seconded: Michelle Proctor

7.1.2 Motion to approve an application to the Grassroots Trust for funding for a school van

Moved: Tony Kake

Seconded: Michelle Proctor

8. Compliance Reporting

7:40pm

8.1 [Property Report](#)

8.2 Comments and questions

8.3 Motion to approve the Property report

Moved: Michelle Proctor

Seconded: Simon Craggs

8.4 Health & Safety Report

8.5 Comments and questions

8.6 Finance

8.6.1 [Finance Summary Report](#)

There are a number of issues and concerns.

Water - the school and the Activity Centre are almost up to the amount budgeted for the year.

A water meter reading has revealed that there is a considerable leak. This is being investigated.

The ESOL budget has been overspent. This will be adjusted next year.

The budget is currently on track to be a deficit budget. This deficit may increase as there are outstanding purchases such as the school vans. Last year there was a \$700k surplus.

The request was made to create a spreadsheet for board approved spending. This will be shared with Leticia so that she can add a note to the financial reports.

8.7 from GP5.1 - Triennial review

Stand down and suspension process

The school has robust processes in place and ERO reviewed a sample of both when they were in the school.

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: Jacqui Beazley

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

Proposal to start the meeting at 5pm. This was agreed.

Proposal to start the meeting with dinner before proceeding to business.

10.2 Preparation for next meeting

Discussion as to whether the board would like to meet with HODs to discuss their results, and if all at once or spread out over several meetings.

The proposal was made to organise a meeting with Simon and the HODs at a meeting. This will be an informal meeting so that the board can get to know the HODs and to show their appreciation. What is going well, what do you enjoy about working at PHS.

Possibly at an HOD after school meeting. The next one is on 31st August.

Tony Kake has requested prior leave for the meeting to be held in October.

Karakia whakamutunga

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

Kia tau, kia tatou katoa.
Te atawhai o to tatou ariki, a Ihu Karaiti,
Me te aroha o te Atua,
Me te whiwhingatahitanga ki te wairua tapu
Ake, ake, ake,
Amine

Meeting Closed: 8:45pm

Next Meeting: Wednesday 23 August at 5pm

Meeting actions:

Agenda item	Action	Who	By when	Completed

Meeting Schedule 2023

22 February 2023

29 March 2023

24 May 2023

28 June 2023

26 July 2023

23 August 2023

20 September 2023

25 October 2023

22 November 2023

Signed: _____



BOT Chair

Date: _____

1/9/23

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