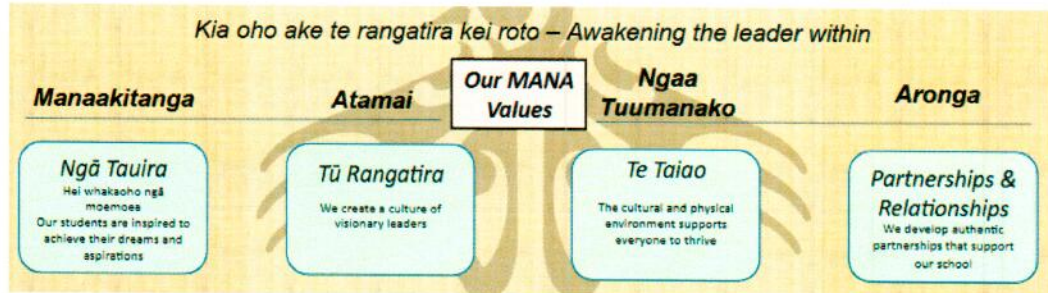




Papakura High School
Allen Kukutai Meeting Room
BOT Meeting
23/08/2023
Minutes



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: Marama Mae

Organisation: School parent interested in role on Board

1. Administration

5:35pm

1.1 Present: Michelle Proctor, Melanie Etana, Jacqui Beazley, Tony Kake, Simon Craggs, Beverley Matamua, Ivy Lyden-Hancy, Jacqui Beazley, Marama Mae

1.2 Apologies Nil

1.3 Prior Leave Nil

1.4 Speaking rights to guests

Motion to give speaking rights to Marama Mae

Moved: Michelle Proctor Seconded: Tony Kake

1.5 Introductions/whakawhanaungatanga

1.6 Discussion and vote on co-option of new Board member

Motion to co-opt Marama Mae onto the board until the next board election in September 2025

Moved: Simon Craggs Seconded: Michelle Proctor

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

All in favour.

Marama was formally welcomed onto the board

1.7 Declarations of Interest Nil

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

Moved: Simon Craggs Seconded: Tony Kake

1.9 Matters Arising The complaints process has been simplified so that there is no longer the requirement for a written complaint to be lodged.

There was discussion around the addition of a "feedback button" to be added to the website to enable feedback to be given. While this could be an accessible way for the Board to obtain feedback it could potentially waste time managing feedback about details of school functioning that can already be obtained and dealt with through existing mechanisms within the school so for the time being, this will not be added.

There needs to be formal consultation processes with the community around the strategic plan for the school at the strategic planning stage
Information for strategic planning was garnered at the parent/teacher conferences last year around what the community wants for its learners and also around the introduction of the cellphone policy and what it should encompass.

The question was raised as to whether there is a policy around community consultation.

The board will continue to engage with the community on matters of strategic importance

1.10 Correspondence

1.11 Trips for approval

■ EOTC Overnight Trip application form - Outward Bound.pdf

■ EOTC Overnight Trip application Form DROT.pdf

[EOTC Overnight Trip application form - 1st XI Girls Soccer Team](#)

Motion to approve the above trips

Moved: Jacqui Beazley Seconded: Beverley Matamua

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

2.1 Progress on Strategic Plan from [Principal's Report](#)

2.2 Comments and questions

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

More students have already achieved NCEA levels or have more credits than the targets than ever before.

Tū Rangatira was introduced at the staff only day.

The comment was made that this staff only day followed two other days when the school was closed due to the Pathway Conferences.

Turnout was generally low at Pathway Conferences and this was discussed at staff PLD this morning. The need to build a relationship with the whānau before Interviews or Conferences are held was emphasised. There are differences in the quality of interviews.

One board member commented on the fact that Kiri Key was really good at the interviews.

Some Kaitohutohu had a good turnout. They were the ones who have built a relationship with whānau.

The new pedestrian entrance was officially opened yesterday. They will be carvings added to the area. The point was raised that the whole school must be looking good, not just the front and the back (with the covered turf).

This is a part of the strategic plan, providing an environment for students success.

The master plan for property has been approved.

The MOE has approved \$100k funding to support Pasifika development across PHS and Papakura Intermediate.

There are three new co-lead Principals for the Kahui Ako.

Lujoe Johnston (Kereru Park Campus), Bec Kaukau (Papakura Intermediate) and Raina Nock (Edmund Hillary School).

Motion to approve the appointments

Moved: Simon Craggs

Seconded: Tony Kake

A question was asked about the wellbeing surveys.

The staff result was slightly lower than the previous survey, and the students' result was slightly better.

The result of the surveyed bullying rate amongst students was surprisingly low.

3. Raising Student Achievement (from GP5.1)

6:00pm

3.1 [NCEA Achievement 17 August 2023](#)

3.2 Comments and questions

The NCEA tracking is showing significant improvement over last year at this time.

There have been comments around the changes in semester and timetable but this tracking shows that the overall results are affected positively by the changes, and not negatively.

One student who has already gained Level 1 NCEA has started Level 2 courses.

A small number of students in Year 10 who achieved Gold Te Tohu Rangatira over the first two terms are now studying at NCEA Level 1.

At the end of the year, students do not leave school until they are over the line to achieving NCEA, if this is possible and students will engage with courses etc offered. Senior students finish school later to go on study leave than at other schools.

The question was raised about the number of students who achieve UE. It is currently around 18 - 20%. The National achievement is declining and our achievement is increasing.

4. School Review (from GP5.1)

4.1 Work experience

An excerpt from the Education and Training Act 2020 was tabled: page 85, clause 53.

The pathways to employment students are remaining at school and being exposed to outside employment. This is strictly monitored so as to avoid any exploitation of our students.

The board is aware of and supports the PTE course as a means of keeping students on the school roll.

4.2 Health and Safety

The procedure needs updating to include the use of Safe365.

4.3 Staff Professional Development

The PLD process has been revised so that it is online. SLT has been working to ensure the PLD is strategic.

A reminder was sent to staff about the importance of attending staff PLD.

The importance of PLD is recognised in that the budget has been increased.

4.4 Stand down and suspension process


4.5 Comments and questions


ERO reviewed the stand down and suspension processes on their visit to the school last term and found the process to be satisfactory.

5. Policy Review (from GP5.1)

6:20pm

5.1  Copy of GP1 BOT Meeting-protocols

5.2 Staff Trustee Role Description  Copy of G.6 Staff trustee role description policy

5.3 Student Trustee Role Description  Copy of G.7 Student trustee role description policy

There was discussion around moving the start time of meetings back to 5pm again.

The wording of the policy is for meetings to be held on the fourth Thursday of every month.

However, this will be changed to "the last Wednesday of each month, unless otherwise agreed".

The aim is currently to get items for the agenda into the board folder one week (seven days) before each meeting. However, this is not necessary. Items are to be in the folder for the meeting by the Friday before the meeting, five days before the meeting. Late items, such as EOTC overnight trip forms will not be accepted after this day.

7. New Initiatives (from GP5.1)

7:20pm

7.1 Whaia te Amorangi kura Tēina

The new Whaia te Amorangi kura Tēina is now up and running and the students' attendance has already shown improvement. Students have been slightly unsettled this week as the Teacher Aide has not been in the class.

The board approved funding will not be used this year as the teacher in the class will be paid for by the RTLB and the Teacher Aide has come from another area in the school.

The two new modular classrooms that have been shipped onsite are to partially replace C block and will be used for Business and Mathematics.

One Board member made the suggestion that the new area could be named Kauri block.

Ivy left the meeting at 7:30pm

8. Compliance Reporting

7:30pm

8.1 [Property Report](#)

8.2 Comments and questions

8.3 Motion to approve the Property report

There was discussion around changing the format of the report to be more user friendly.
There was a request that the 5YA be a spreadsheet and the property report be a narrative.

The main concern at a governance level is whether a project is on track or not.

The same is true of the property maintenance schedule, is it on track or not? Traffic light system, red, orange or green.

Tony to meet with Simon (and Letticia) to redesign the report.

The roofing project has an estimated cost of \$800k. If all the work that needs to be done was carried out, it would cost \$2.2m as this would include asbestos remediation work. The work has been pared down to fit the budget.

Motion to approve the property report.

Moved: Jacqui Beazley

Seconded: Michelle Proctor

The Ministry of Education has approved a new joint campus, PHS/PI including two classrooms for Rosehill School.

22 roll growth classrooms are planned for PHS, and a total roll of 3,000 students. There will still be two separate schools but on one campus.

The old plan from the MoE was for Papakura High School to become a technical school, automotive, technology etc, but this was concerning as a approach from the perspective of the principal and Board as it could be perceived as racist as this suggestion appears to make the assumption that our students will just go into the labour force and not further academic study, so this has been revised.

8.4 Health & Safety Report

8.5 Comments and questions

8.6 Finance

8.6.1 Finance Committee Meeting Minutes

8.6.1 [Financial Summary report](#)

8.6.2. [Finance monthly report](#)

8.7 Increase to credit card limits - 25K over the three cards held by Letticia Jones, the Business Manager, the Principal and Principal's EA.

Motion to approve the increase in credit card limits to overall \$25k, as long as there is thorough accountability for the spending.

Moved: Michelle Proctor

Seconded: Jacqui Beazley

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. Out of zone places for 2024

The Ministry of Education has reminded schools that out of zone students do not qualify for building funding, so will not count towards our roll growth.

The board will approve 30 out of zone places for 2024, over and above those in the Priority classes.

Moved: Simon Craggs Seconded: Marama Mae

11. BOT to meet with the HODs

This will be on 31st August at the HOD meeting at 3:30pm. Michelle and Melanie are unavailable, Marama, Jacqui and Tony will be there.

Afternoon tea to be provided at the meeting.

10. Meeting Closure

8:15pm

10.1 Comments on meeting procedures and outcomes

10.2 Preparation for next meeting

Karakia whakamutunga

Kia tau, kia tatou kātoa.

Te atawhai o tō tātou ariki, a Ihu Karaiti,

Me te aroha ō te Atua,

Me te whiwhingatahitanga ki te wairua tapū

Ake, ake, ake,

Amine

Meeting Closed: 9:00pm

Next Meeting: 20 September 2023

Meeting actions:

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

Agenda item	Action	Who	By when	Completed
8.3	Tony to meet with Simon (and Letticia) to update the Property report	Tony, Simon (Letticia - Business Manager)		

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: 20/9/23