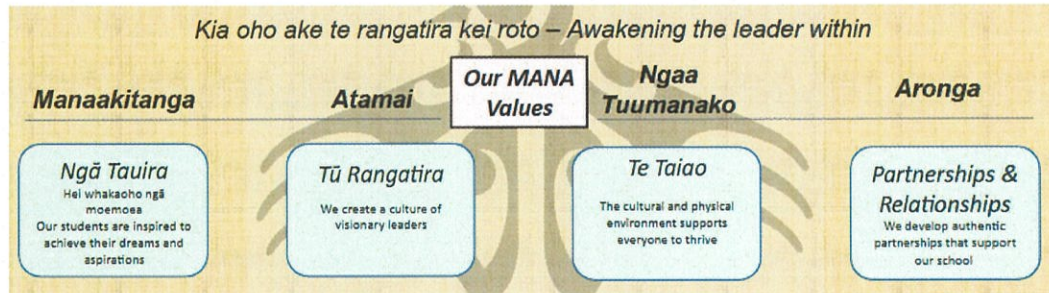




Papakura High School  
Allen Kukutai Meeting Room  
BOT Meeting  
20/09/2023  
Minutes



### 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 to new BOT student representative, Maria Taufu, and whanaungatanga

### 1. Administration

5:00pm

- 1.1 Present Michelle Proctor, Tony Kake, Marama Mae, Maria Taufu, Beverley Matamua, Melanie Etana, Lisa Mortimer
- 1.2 Apologies: Jacqui Beazley,
- 1.3 Prior Leave: Simon has an approved rugby trip. Lisa Mortimer, as Acting Principal, represented him at the meeting.
- 1.4 Speaking rights to guests
- 1.5 Declarations of Interest
- 1.6 Confirmation of Minutes of the previous meeting
- ☰ Draft Minutes 23 Aug 2023

Motion to approve the minutes

Moved: Michelle Proctor      Seconded: Tony Kake

- 1.7 Matters Arising
- 1.8 Correspondence
- 1.8.1 [MOE Resourcing Audit and Review of Attendance Management - Sept 2023](#)

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

There was discussion around attendance and the feedback that the Attendance Officer is receiving from whanau when students are at school, but whanau are contacted telling them that their child is absent from school.

Chris Matthews, one of our other DPs, is looking into this to ensure that we are not missing out on funding by students not being counted.

#### 1.9 Trips for approval

##### [EOTC Trip for approval - The Rising Foundation](#)

TRF to clarify the ratio of staff to students around the high risk water activities.

TRF to provide a list of student year levels and ages.

Clarification to be sought that the ratio of student to staff is adequate for the high risk activities, water activities and archery.

Authority of Chair and Deputy Chair delegated to Lisa Mortimer to be able to sign off the Trip once clarification has been given by Eddie Lepou from TRF.

Moved: Tony Kake    Seconded: Marama Mae

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

6:00pm

### 2.1 [Principal's report to the board](#)

#### 2.2 Comments and questions

Lisa explained that the Senior students will remain at school for 6 weeks next term in order to complete work and ensure that assessments are completed etc.

Students must be signed out by Lisa Mortimer before they are able to go on study leave.

Resource Teachers for Learning and Behaviour (RTLBs) have been in school this week, observing classes and talking to staff to see how they can support the school with Resource Teaching for Learning and Behaviour. RTLBs will work with the Learning Centre.

Whaea Tihi and Rachel Tuwhangai are working with Te Oranga Reo to support staff with their programmes.

Staff Wellbeing - Jungle Friday last week for staff.

Spring Buddy this week. Giving each other treats.

Two Kainga Ora houses will be shifted onsite for Whaia te Amorangi classes. These will be placed behind the covered turf.

This should happen within the next fortnight or so.

There have been some hold-ups with the values.

The values are not widely known in the school community.

There needs to be a hui with all parties to move forward with this. This has been discussed for Term 4.

The Pasifika Engagement Mentor will be 'shared' with Papakura Intermediate. This position will be filled to start next year.

Maori language week is wrapping up at the end of the week. The cultural weeks or in the case of the Filipino Cultural Group, day, have been hugely successful.

It is good to hear the school waiata, Hutia, being sung again. It would be good to have waiata at school assemblies. Waiata bring people together.

Makerspace - The Ministry of Education has backed off from funding this, so Kootuitui has stepped in.

2.3 [Template](#) for departmental reporting to the Principal/BOT

Are board members happy with the HODs using this template for their reports to the board?

This template has been adapted to take into account the fact that the school now works with semesters instead of full year courses. Course endorsements can only be achieved for full year courses so this part of the report has been altered.

This report is only to report on achievement. Attendance is captured and measured elsewhere.

The way Professional Learning Development is funded has been changed. Instead of providers coming into school, staff (teachers) are sent on courses and then feed back to the rest of the department. PLD Funding has to be applied for and is for a limited time frame.

The question was asked as to whether the question should be asked as to what HODs feel they need (resources etc) in order to be able to raise achievement in their department.

The classroom environment is important and there are discrepancies in the variations in the standard of learning spaces. It would be good to see a whole school refurbishment instead of piecemeal upgrades. However, this is at least partly dependent on the outcome of the upcoming General Election as Judith Collins, National, has promised that she will campaign for a new school for us.

The template will be altered to reflect this.

2.4 Meet the HODs - date to be confirmed when board members are available.

There was discussion about when this should happen. As there will be a number of new HODs, the suggestion was made that this occur next year. Once the report has been presented to the Principal and discussed, the board would like to meet the HODs in March.

2.5 [Foundational Literacy and Numeracy classes report to the board](#)

2.6 Motion to approve board funding for the Lit/Num teacher for 2024/2025

The concern was raised that the teacher does not have all the resources necessary to do her work. It is also not ideal that cooperation among some staff is not always forthcoming. However, it is hoped that this will improve.

The board asked the question as to the difference between RTLB and the Lit/Num coordinator.

The question was asked as to how much funding is required to ensure the continuation of the position for next year, and to whether funding for resources is required as well as a salary.

The board would like to hear how much funding for resources is considered necessary.

The point was raised that there has been discussion around having a Literacy Coordinator as well as a Numeracy Coordinator.

The board would like clarification as to what the budget for this will be, whether for one position or two and how much would be necessary for resourcing.

The question was asked if the position is valuable and effective for improving students' achievement. Students are happy to go to classes run by Melissa Farrell, she has taken away the stigma of the additional help being given.


Motion to approve funding for the position for two years and further information to be requested re funding for resourcing. This should include a plan for two years to tie in with the strategic plan.

Moved: Michelle Proctor

Seconded: Marama Mae

### **3. Policy Review (from GP5.1)**

6:50pm

3.1 Curriculum Policy  N1.1 Curriculum Delivery Policy

3.2  N4.1 Financial Planning and Condition Policy

### **4. Board Process (from GP5.1)**

7pm

4.1 Provisional staffing entitlement & funding

Carried over to the next board meeting

### **Break**

7:15pm

Lisa Mortimer left the meeting at 7:30pm

### **5. Compliance Reporting**

7:40pm

5.1 Property Report

 Property report September 2023.xlsx

5.2 Comments and questions

The new bells and alarm system installation is well underway.

Health and safety issues that could impact the school, such as painting projects, will be carried out during school holidays.

One of the large oak trees in the drive has been diagnosed as needing remedial work. The board is happy for the tree to be removed and replaced with a native tree. A budget for this will have to be discussed.

Kainga Ora has offered the school a second house for relocation that will be visited tomorrow to ensure its suitability for use as a classroom space.

These will be moved on site on 25th September and put on piles while the geo tech surveying is completed.

Solar power should be part of the future planning for the school. Solar power can be installed for free in schools. Will need to be considered along with a potential rebuild for the school.

The suggestion was made that the barn area be brightened up, cleaned well and the poles repainted. A competition to redesign these to be opened to students.

Beverley to be invited to the property meetings and if necessary, relief to be given.

Moved: Michelle Proctor                      Seconded: Tony Kake

#### 6.3 Motion to approve the Property report

Moved: Michelle Proctor                      Seconded: Marama Mae

Moved:

5.4 Health & Safety Report

5.5 Comments and questions

5.6 Finance

■ Papakura High School Summary Report August 2023 .pdf

Although the board had budgeted for a deficit budget, in fact we are tracking for a surplus budget.

Leticia has been looking at the banked staff and this is looking very positive. However, some vacancies are still to be filled.

The Activity Centre budget was inaccurate as it seemed to indicate that their budget was almost spent from this year. However, some spending has been incorrectly coded and the AC does in fact have sufficient money in their budget.

5.6.1 Finance Committee Meeting Minutes

5.6.1 KPI

5.7 from GP5.1 - Triennial review

Curriculum compliance

Attendance process

The question was asked as to whether the two points above are being met

## **6. 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: Tony Kake

Moved out of committee

Moved: Michelle Proctor

Seconded: Maria Taufa

## **7. Meeting Closure**

8:15pm

7.1 Comments on meeting procedures and outcomes

7.2 Preparation for next meeting

### **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: 8:30pm**

**Next Meeting: 25 October 2023**

**Meeting actions:**

Agenda item	Action	Who	By when	Completed
1.8.1 MOE Attendance audit	Chris Matthews to be asked to check the data	MTW	05/10/2023	
1.9 Trip for approval	TRF to be asked to clarify which students are on the trip, year level and ages	KSR	21/09/2023	
1.9	TRF to be asked the staff/student ratio for high risk activities on their trip ie water activities and archery	KSR	21/09/2023	
2.6	Lit/num teacher to be asked for a budget for 2024/2025 for resources etc	KSR	25/10/2023	
2.6	Business Manager to be asked for a budget for Lit/Num for 2024/2025 to include salary, resources etc	KSR	25/10/2023	
4.1 Provisional staffing entitlement and funding	Carried over to next meeting		25/10/2023	

### Meeting Schedule 2023

22 February 2023

29 March 2023

24 May 2023

28 June 2023

26 July 2023


23 August 2023

20 September 2023

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

25 October 2023

22 November 2023

Signature: .....  ..... Date: ..... 31/10/23 .....