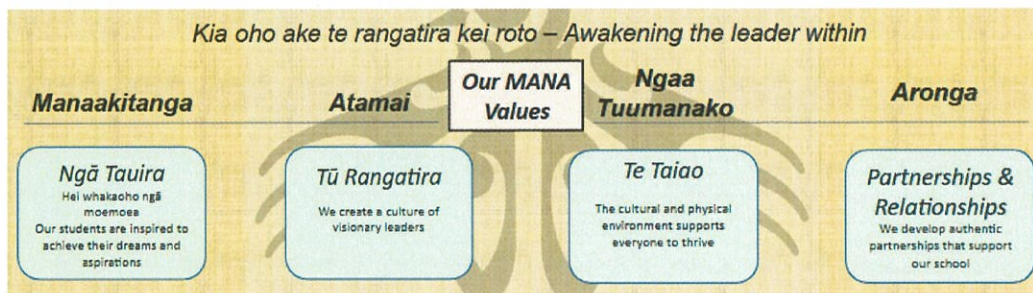




Papakura High School
Allen Kukatui Meeting Room
BOT Meeting
25/10/2023
MINUTES



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 guests

Name: Chris Matthews (DP), Raniera Lee (Mana Inc)

1. Administration

5:15pm

1.1 Present: Michelle Proctor, Marama Mae, Beverley Matamua, Maria Taufu, Simon Craggs, Chris Matthews, Raniera Lee, Melanie Etana (online), Jacqui Beazley (online)

1.2 Apologies: Tony Kake

1.3 Prior Leave: Nil

1.4 Speaking rights to guests

- Raniera Lee
- Chris Matthews

Speaking rights were granted.

1.5 Raniera explained his proposal for Te Waharoa Te Kura o Papakura

Various ideas were discussed with Matua Allan before his passing. Raniera managed to gain his approval of the designs.

Te Waharoa ki ngā Mātauranga - The gateway to knowledge

Some of the inspiration for the figures has come from one of the figures at Papakura Marae.

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

Students and kaiako (teachers) will be able to be involved in some of the process of the carving of the figures.

The each side of the top of the gateway will be approx 3.5 wide and the upright pieces will be approx. 2m in height and Tane Nui o Rangi will be at least 2.5m high. The overall width will be approx 5m.

Cost will be approx. \$80k broken in to 4 milestones

- 1) Left Amo
- 2) Right Amo
- 3) Left Maihi
- 4) Right Maihi

Plus \$10k to cover admin, resources & Tekoteko/Koruru

Total cost \$90k + GST

Each of the milestones will take up to 3 months, approx. 200 - 300 hours of work.

Total time will be approx. 1 year + erection of the gateway.

Raniera is available to start after the beginning of February next year.

The korero is important so that students (and others) understand how this is linked to their mahi and education in the kura.

1.6 Chris Matthews spoke to his Student Engagement report

[Student engagement report: attendance, stand downs & suspensions](#)

Term 3 was the first term in a long time with no interruptions.

There was a lot of celebration in the school last term, language weeks, students competing in various competitions and the Café Nights.

There has been discussion with Kaiārahi and Kaitohutohu as to how to increase attendance rates. 48% of our students are attending less than 70% of the time. With targeted intervention this can be improved.

Attendance has been affected by students not being in the routine of attending school, firstly caused by Covid and then more recently by school closures due to weather events and strikes leading to either complete closure or rostering home.

Stand down rates are disproportionately high for māori students. This needs to be addressed.

Meetings are being held with many who are able to support our students, including the MOE, MSD, etc.

The transition programme (from Primary/Intermediate School - High School) is lacking and needs to be strengthened.

Rapid Relief Funding has been applied for to pay for Year 9 camps to assist with the transition into Papakura High School. These will take place in Term 1 next year.

More staff to be included in the Kaitohutohu programme, not just teachers, so that a minimum of two significant adults are involved in students' lives at school.

To encourage the feeling of unity within the whānau, more inter whānau competitions should be scheduled. With the creation of a fourth whānau, this should be easier to organise.

Funding has also been applied for to pay for Māori wardens to drive around and collect students from home where transport and even just waking up is a barrier to attendance.

Attendance leads to engagement which leads to achievement.

Attendance issues are very widespread with all schools affected.

Chris Matthews left the meeting

6.00pm

1.7 Declarations of Interest: Nil

1.8 Confirmation of Minutes of the previous meeting

Motion to approve the minutes

Moved: Michelle Proctor

Seconded: Beverley Matamua

1.9 Matters Arising: Nil

1.10 Correspondence: Nil

1.11 Trips for approval

[Senior Touch Team ETC application](#)

Motion to approve the trip

BLD to sign the RAMS form. In future, he is to highlight relevant sections of the RAMS

Moved: Melanie Etana

Seconded:

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

6:10pm

2.1 [Principal's Report](#) - progress on strategic plan

2.2 Comments and questions

More certificates have been handed out for NCEA achievement than in previous years.

The kapa haka performed very well at the Ahurea, helping to dispel the issues faced last year.

Staff completed the wellbeing survey this morning.

The property plan has been shared with us. In the future there will be a campus with 3,000 students attending Papakura High and 1,000 at Papakura Intermediate. Having a campus approach will mean that facilities can be shared, such as administration, gyms etc Kauri block (K block) has been opened and is in use.

Pro-Jects for Term 4 with Junior students are going well. A number of external providers are running courses.

Students are choosing to learn about each other's cultures.

Sports Awards Night was held in conjunction with NZMA at their site. There were four international competitors, two of whom had attended Papakura High School, were there as guest speakers. Maria Taufa attended as sole board member.

Kō Māui Hangarau will be held next Wednesday with Tec representatives to speak to our students.

3. Raising Student Achievement (from GP5.1)

6.30pm

3.1 [NCEA Student achievement report](#)

3.2 Comments and questions

We are a little behind where we were last year. There was a certain amount of disruption at the beginning of the year and with the introduction of semesters, students are sitting less internals this semester with the focus being on externals.

Students will gain credits from their portfolios in the Arts.

Juniors are taking part in Pro-Jects and Electives on Wednesdays this term but seniors are being targeted with study periods, courses and programmes to help them achieve NCEA levels.

Senior students will remain at school longer than in other schools to ensure that they achieve.

Instead of leaving in week four, students will be able to sign out once they have achieved NCEA.

Next year Pro-Jects will offer credits to ensure that there is an academic value to them, encouraging senior students to attend.

3.3 [2024 Literacy budget](#)

At the last meeting, the board approved the Literacy position but requested a full budget for the position.

The board would like this budget to be prioritised over other, less important spending.

Lance Watene and Deeana Howard-Afeaki both run mentoring sessions with students, Lance mainly with boys and Dee with girls supporting them to change their behaviour when they are given internal stand downs as a consequence of poor behaviour.

Lance works mainly with students who have attendance issues, engaging with their whanau to try to find out what the barriers to attendance are and to help overcome them.

Lance's position is partially funded by RTLB and partly by the board.

The board will need to fund both positions fully next year.

These positions will be budgeted for and the board fully supports the continuation of these positions.

4. School Review (from GP5.1)

7.00pm

4.1 [Whaia te Amorangi kura Tuakana Term 3 & 4 report](#)

4.2 [Whaia te Amorangi kura Teina terms 3 & 4 report](#)

4.3 Comments and Questions

Student achievement is well up on previous years. The students respond really well to a settled environment with a constant member of staff in there.

Next year the current teacher will be supported by a fully qualified teacher.

Students in the Year 9 class, Whaia te Amorangi kura Teina, have made huge improvements in their attendance and therefore engagement in their learning.

5. Policy Review (from GP5.1)

7.10pm

5.1

☰ G.8 Relationship between chair and principal policy

The suggestion was made that notes are taken at the Principal/Board Chair meetings or at least an agenda from each meeting is shared with the rest of the board.

☰ GP5 Internal evaluation process

☰ 2022: GP5.1 Three Year BOT Schedule of Review

☰ G.1 Board roles and responsibilities policy

☰ G.9 Principal performance management policy

The discussion was held around the use of School Docs in the future. The pros are that the policies are easy to find and update automatically, the con is that there are many more policies. A representative from School Docs will be contacted to come and talk to the board about their product.

There was discussion around the necessity of G.9 Principal performance management policy. NZSTA to be consulted.

Break

7:30pm

Jacqui Beazley left the meeting

7. New Initiatives (from GP5.1)

7.40pm

7.1 Mana whenua week (week 9, 2 - 5 Dec).

To honour our commitment to the Ngati Tamaoho education plan.

All Year 9 and 10 students will visit the sites that are important to Ngati Tamaoho in the area.

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

They will be accompanied by a Kaumātua and Kuia who will tell them the stories.
External providers and community members will be invited to take part.

8. Compliance Reporting

7:45pm

8.1 Property Report

8.2 Comments and questions

EdPro has been given notice that their contract will not be renewed next year. A property manager will be reemployed.

8.3 Motion to approve the Property report

8.4 Health & Safety Report

8.5 Comments and questions

An inventory of hazardous materials in the Technology department will be created so that the school is compliant with Health & Safety regulations.

The question was raised as to whether the school has a risk management plan in place.

Safe 365 is used in the school. A report should be created from this to go to the Health & Safety Committee and then if necessary, on to the full board.

8.6 Finance

The school is currently in a financially healthy position. Likely to end the year in credit. Part of the reason is that the board is spending less than budgeted on staffing as funding is being received. The point was raised that the curriculum budget is not being used.

8.6.1 Depreciation

Motion to approve the depreciation document

Moved: Simon Craggs

Seconded: Michelle Proctor

8.6.2 Finance Committee Meeting Minutes

8.6.3 KPI

8.7 from GP5.1 - Triennial review

Official information - the school complies with requests that are compliant with the official information act.

Privacy - the school has robust processes in place to ensure that privacy is ensured.

The question was asked as to how secure the student management systems are from hackers.

Fusion is one of the top internet providers in the country and provide a good service.

Copyright - the school pays a licence fee every year to be able to reproduce music, pages of books etc.

Curriculum compliance - HODs have a curriculum scheme to ensure that the school is compliant.
Attendance process - we are working to improve on our current processes.

9. In Committee Meeting

8.10pm

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: Simon Craggs

Motion to move out of committee

Moved: Michelle Proctor

Seconded: Marama Mae

10. Meeting Closure

8:55pm

10.1 Comments on meeting procedures and outcomes

Discussion about meeting times

The meeting time has been moved to 5pm to accommodate board members, but this does not suit all members.

The meeting will continue to start at 5pm and will begin with kai and then a school walk around so that members arriving late don't miss anything important.

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 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: 9pm

Next Meeting: Wednesday 22 November at 5pm

Meeting actions:

Agenda item	Action	Who	By when	Completed
5.1	A representative from School Docs to come to talk to the board about their product			

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:  Date: 1/12/23

BOT Chair