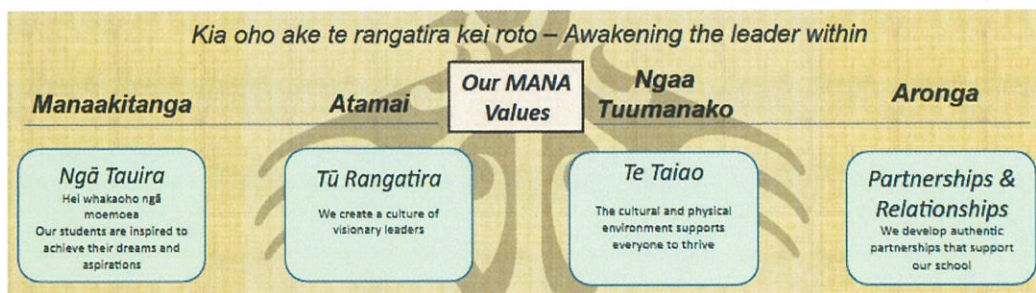




Papakura High School
Allen Kukutai Meeting Room
BOT Meeting
22/11/2023
Minutes



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

5:00pm

- 1.1 Present: Michelle Proctor, Tony Kake, Marama Mae, Melanie Etana, Jacqui Beazley, Beverley Matamua, Maria Taufa, Simon Craggs
- 1.2 Apologies Nil
- 1.3 Prior Leave Nil
- 1.4 Speaking rights to guests
- 1.5 Declarations of Interest Nil
- 1.6 Confirmation of [Minutes of the previous meeting](#)

Confirmation that the minutes are a true and accurate of the meeting.

Moved: Melanie Etana

Seconded: Beverley Matamua

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

5:10pm

- 2.1 Review of Strategic Plan and Annual Plan (from GP5.1)
- 2.2 [Principal's Report](#)
- 2.2 Comments and questions

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

It was very pleasing to see the numbers of senior students continuing to come into school over the past couple of weeks to gain credits. Some students were very committed to gaining UE or the remaining few credits necessary to gain NCEA levels.

Teachers went over and above to support students with this.

A few Year 10 students have sat NZQA externals as they completed Year 10 work in semester 1.

Tracking of endorsements is more complicated than in previous years as due to the introduction of semesters this year there are fewer internal assessments completed and it is more difficult to judge endorsements that might be gained for external assessments.

The question was raised as to whether ChatGPT was an issue for the school and how it is monitored. Teachers can access students working so they can monitor progress as well as see the end result, and they can also assess pieces of completed work against each other to see if there are notable differences.

Students will need to be taught how to use ChatGPT to their benefit. Students are being taught how to access knowledge online and need to be taught to be critical of the knowledge found online. PLD is starting to become available around preparing students for an AI world. However, there are other priorities, such as curriculum developments and new assessments, as it is not yet a major issue in the school.

The PLD on Monday with Kathryn Burkett was very helpful, around trauma informed practice and the teenage brain. Feedback from staff who were there was that it was fantastic and will be of great benefit. There were many gems in the presentation, even though it was a long day.

The question was asked if students who are not going to achieve Te Tohu Rangatira this year are being supported sufficiently. Part of this success or lack thereof depends on the engagement of the Kaitohutohu and/or Kaiārahi. Some whānau are very difficult to get hold of and some students do not engage with the programme until the end of the year when they think they may have to repeat Year 10. Students need to take some ownership of their own learning and achievement, which some students do very well. Others need more support from teachers and whānau in order to achieve.

The wellbeing survey shows that in some areas staff wellbeing has declined and there was a slight decline in physical health.

The question was asked as to whether the school nurses could carry out health checks with staff to alert them to areas of concern.

Raniera will be at school next week to finalise details of the carving.

The EdPro contract will not be renewed for next year.

Yesterday there was a very positive meeting with all the staff in the Learning Support department. Advice has been received as to how to advertise positions for next year, externally or internally.

There was discussion around the staff end of year function.

3. Raising Student Achievement (from GP5.1) 6:00pm

3.1 [Learning Showcase](#) - Wednesday 29 November

3.2 Comments and questions

All are invited to attend.

5. Policy Review (from GP5.1) 6:05pm

5.1 [G.9 Principal Performance](#)

Version Chair has edited in light of new process [G.9 Principal performance management policy](#) NZSTA was consulted around this, and a Management Policy is no longer required.

Principals need to have a well thought out professional growth cycle. Boards need to consider whether the Principal is fulfilling the needs of the school and community.

A professional colleague needs to endorse the Principal's professional growth annually, and then the board is informed.

There was discussion around the use of the independent appraiser, who has been appraising the Principal here for a number of years. He worked at the school some time ago and so understands it. The Principal also works with another leadership coach, who is not an education specialist.

The Principal is also a member of other peer groups who offer support.

There will be further conversations around the possibility of changing appraiser.

The revised Policy will be tidied up and then signed off by the Presiding member.

6. Board Process (from GP5.1) 6:15pm

6.1 [Draft Budget](#)

Thanks to the Business Manager, the draft budget is ready on time. There is a projected deficit of \$412k, which will be reduced once MOE funding is adjusted and there is also the possibility that community funding will be higher than currently projected.

The MOE student roll based funding will be adjusted after the March 1 roll return.

There will be movement and adjustments in the Property areas of the budget as EdPro will no longer have the property contract and so the school will be employing more staff directly.

There is funding available for board professional development.

Motion to approve the draft budget.

All in favour.

The board has given its approval of the draft budget.

6.2 [Audit Assurance Document](#)

The board is happy with the processes around financial management. The board chair will complete and sign the Assurance Document on behalf of the board.

Break 6:20pm

7. New Initiatives (from GP5.1) 6:40pm

7.1 [SchoolDocs](#)

Here is the website if Board members want more information on this company that can provide school policies and processes <https://www.schooldocs.co.nz/>

SchoolDocs will streamline the process of keeping policies updated including GP5.1, the triennial review and will remind board members of upcoming reviews and community consultation. The system for finding information in the policies is much simpler and the company has legal experts who will create personalised policies for the school. They also create policies keeping up with changes in legal requirements.

There was discussion around trialling the system for one year while still keeping our current policies. A number of local schools use SchoolDocs including Rosehill College, Papakura Intermediate along with others.

The cost for one year is \$2,400.00

Motion to trial SchoolDocs for one year.

Moved: Tony Kake

Seconded: Michelle Proctor

8. Compliance Reporting 6:40pm

8.1 [Property Report](#)

8.2 Comments and questions

As the EdPro contract is not being renewed, Craig will hand over to John Rice, who will be taking over the role as Property Manager and other staff will be taken over by the school.

An inventory of power tools will be done before the end of the contract.

Veolia has invoiced the Activity Centre for \$19k for one month of water useage. However, this has been successfully challenged.

EdPro will retain the cleaning contract. It will become slightly more expensive, but is still cheaper than the next best offer.

8.3 Motion to approve the Property report

Moved: Michelle Proctor Seconded: Jacqui Beazley

8.4 [Health & Safety Meeting Report](#)

8.5 Comments and questions

Non-slip mats are now all installed.

Fire drill was a bit slow, but it was the first time it was held under the cover on the new turf and so will get better with practice.

8.6 Finance

8.6.1 [Finance Monthly Report for the Board](#)

8.6.2 [Financial Summary report](#)

Tracking steadily on the finances.

There is more transparency in the accounting for the Activity Centre.

Banked staffing has been reduced from 20 - 10 which means less staff are now board funded.

There was a question raised about funding received for the new vehicles as it appears to be lower than expected. However, sometimes money can be slow in coming from trusts.

Finance Report taken as read.

9. In Committee Meeting

7:00pm

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.

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

Motion to move in committee

Moved: Michelle Proctor

Seconded: Marama Mae

Motion to move out of committee

8:30pm

Moved: Michelle Proctor

Seconded: Jacqui Beazley

10. Meeting Closure

8:35pm

10.1 Comments on meeting procedures and outcomes

Check in with board members

Are the meetings working for board members? Would you like to change anything?

10.2 Preparation for next meeting

There was discussion around the timing of the 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:

8:45pm

Next Meeting: 28 February 2024

Meeting actions:

Agenda item	Action	Who	By when	Completed

Meeting Schedule 2024

28 February 2024

27 March 2024

22 May 2024

26 June 2024

31 July 2024

28 August 2024

25 September 2024

23 October 2024

27 November 2024

Signed:  Date: 5/3/24
 Presiding member