



Papakura High School  
Allen Kukutai Meeting Room  
BOT Meeting  
28/02/2024  
Minutes

**STRATEGIC PLAN 2023-25**  
Kia oho ake te rangatira kei roto – Awakening the leader within

Our MANA values

	Manaakitanga	Atamai	Nga Tuumanako	Aronga
<b>ASPIRATIONS</b>	<b>Ngā Taurira</b> Hei whakacho ngā moemoea <i>Our students are inspired to achieve their dreams and aspirations</i>	<b>Tū Rangatira</b> <i>We create a culture of visionary leaders</i>	<b>Te Taiao</b> <i>The cultural and physical environment supports everyone to thrive</i>	<b>Partnerships &amp; Relationships</b> <i>We develop authentic partnerships that support our school</i>

### 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: Ramona Tu'ua

### 1. Administration

1. Present: Michelle Proctor, Tony Kake, Melanie Etana, Marama Mae, Maria Taufu, Beverley Matamua, Simon Craggs, Jacqui Beazley, Ramona Tu'ua
2. Apologies: Nil
3. Prior Leave: Nil

4. Election of Presiding Member  
Call for nominations

Michelle Proctor was nominated and accepted the nomination

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

Moved: Simon Craggs

Seconded: Tony Kake

All in favour

Michelle Proctor was elected Presiding Member  
She accepted the role.

Call for nominations for Deputy Chair

Tony Kake was nominated and accepted the nomination.

Moved: Melanie Etana

Seconded: Michelle Proctor

All in favour

Tony was declared Deputy Chair and accepted the position.

There was discussion around co-opting a further board member, Angel Nekelo, as she is an ex-Papakura High School student as well as an employee of KPMG with Finance Expertise. Angel was part of a team who came to run a PLD session with the SLT team and is keen to give back to the school through becoming a board member. With her financial expertise, she would be able to make a valuable contribution to the board and the school.

Motion to approach Angel Nekelo and ask if she is interested in joining our board.

Moved: Michelle Proctor

Seconded: Jacqui Beazley

Simon will contact Angel.

5. Speaking rights to guests  
Ramona Tu'ua

Motion to give Ramona Tu'ua speaking rights

Moved: Michelle Proctor

Seconded: Jacqui Beazley

6. [Declarations of Interest](#) - update  
The declarations will be shared with board members to update as necessary

7. Confirmation of [Minutes of the previous meeting](#)  
Confirmation that the minutes are a true and accurate reflection of the last meeting.

Moved: Michelle Proctor

Seconded: Simon Craggs

8. Matters Arising - Nil  
9. Correspondence  
10. Trips for approval

10.1 [Whaia te Amorangi - Waitangi Treaty Grounds and other key local areas](#)

There were questions posed as to the schedule and also travel arrangements given that they are staying on the other side of the harbour from Waitangi.

There is a request for clarification of the budget and also RAMS for the sand dune activities.

Motion to approve the trip, if the budget is revisited and confirmed and also on confirmation of RAMS for the sand dune activities.

The board expressed their hope that the trip goes well.

Moved: Tony Kake

Seconded: Michelle Proctor

**2. Strategic Goals Focus (from GP5.1 Triennial review Process)** 6.10pm

2.1 [Annual Plan](#) approval/feedback

The school has benefited from the Ministry of Education change from Decile ratings to Equity Index ratings, receiving more funding from the MOE.

There have been changes made to the annual plan when compared to last year to reflect these changes.

There was a request from the board to use traffic lights to indicate if there are areas of concern or if everything is on track so as to make the reading of this plan easier for board members.

Motion to approve the format of the annual plan

Moved: Michelle Proctor

Seconded: Jacqui Beazley

**3. Raising Student Achievement (from GP5.1)** 6.20pm

3.1 Report on [2023 NCEA results](#)

Overall achievement fell at all levels across the country.

Our decline at most levels was lower than the average.

Highlights are that at NCEA Levels 1 & 2 our results were significantly better/above the results for our equity index band.

The low is the decline in the Level 3 achievement results. This is the first time that our NCEA Level 3 results were lower than the national average for comparable schools.

There were a number of reasons for this, many students were working, a number in full time jobs, as well as attempting to be at school; some students were not attending school and a number were not engaged with their learning.

Since the publishing of these results, a further 15 students have achieved NCEA levels 1 - 3.

Events at the beginning of last year, weather, illness and strike action, also contributed to the lower achievement rates.

The change of timetable to semesters has had an effect on the number of internal assessments being offered. This is particularly noticeable for Art assessments.

Due to the disruptions last year, it was felt that the changes were not fully appreciated last year. Hence the continuation again this year. At the end of this year, the semester timetable will be evaluated and discussed for 2025.

Positives are that students get a wider range of subjects to choose from. Negatives are the reduction in internal assessments able to be assessed.

The Electives and Pro-Jects are used by some students as an excuse to avoid going to classes. Unfortunately, due to restrictions on class sizes and the fact that some students were slow to make the choices, some students were not able to get the option choices that they wanted and so were placed. They do not always want to be in these Electives or Pro-Jects and so go elsewhere. This can have a negative effect on attendance that may in turn affect their ability to take part in other activities such as attending the School Ball. Junior Kia Puawai and Te Tohu Rangatira points will be linked to their attendance this year.

Unfortunately, staffing is really tight as the MOE funded teacher numbers are lower than student numbers demand.

The board will be presented with a report next month which will ask for funding and also ask for an HOD Electives and Pro-Jects as there are approx. 80 courses to arrange.

Literacy results are above equity band averages and the numeracy results are above national levels. However, the change in literacy and numeracy requirements may have a negative impact on our results this year.

We are trialling giving some Year 10s opportunities to pass the co-requisites. However, unless students gain all 10 credits in one year, this result goes back to zero.

There are other ways of testing students' abilities, without having to teach them to pass an exam. However, if this becomes necessary in order for our students to achieve, this is what we will do. It seems a very old-fashioned, out-dated way of measuring students' achievement.

There are three opportunities throughout the year for students to be assessed on the co-requisites. Once the pilot results are known, there can be more discussion on an action plan for the board to help to get changes made.

Endorsement rates are very disappointing. There needs to be more investigation into the reasons for this before a plan of action to improve rates can be discussed and then implemented. One-on-one academic mentoring for students would be one way to support students and their achievement.

The board is very happy to provide support with this.

The school has appointed a new literacy and numeracy teacher, Bronwyn Groombridge, who was appointed to replace the previous teacher, who is now the Focused Learning Co-ordinator (FOLCO).

Class sizes are currently very large, with up to 38 students in Level 3 classes. We will need more teaching staff as well as more teaching spaces if students numbers remain at this level, or grow. The increasing roll also puts other spaces under increased pressure, such as at break times. The board appreciates receiving the information around NCEA results this early in the year.

### 3.2 Department reviews - [See DP summaries](#)

The DPs summaries look at their results.

What information does the board want to see? Does the board want to meet with the DPs or HODs to discuss the results?

The board does not want more information necessarily, but wants to know if assistance is necessary to improve achievement and if so, what assistance.

Comments were made that the content of the summaries was varied depending on the DP responsible. There was a request for more actual data and less comments.

There is a lot of data available, but the question is whether so much data is necessary for the board to receive and read.

It would be good for the board to meet with HODs. Perhaps one per month to meet the board and discuss what is going well and if and where support is required. Or the board could dedicate a meeting/meetings to meet with several HODs and listen to them to see if there are common themes.

There was a request to collate the information into one spreadsheet to make it easier to read and understand.

The suggestion was made to schedule an additional meeting over the next couple of months to meet with HODs and their DP to discuss this. There will be extra meetings scheduled for March, May and June.

## **4. School Review (from GP5.1)**

### 4.1 ERO update

On 25 and 26 March, the Reo Māori experts of ERO will be coming in to school to review Te Reo Rumaki. On Tuesday afternoon, 26 March, ERO will want to meet with SLT and the board to discuss their findings. They usually want to meet at around 3pm

#### 4.2 [Open for instruction days](#)

The board were informed of the days that the school is open for instruction this year.

#### 4.3 Health and Safety

A health and safety meeting happened and there is nothing discussed there that is necessary to escalate to the board.

#### 4.4 Finance and Property.

See below

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

7.20pm

#### 5.1 SchoolDocs update

Simon has read the large number of policies that SchoolDocs has but has not yet personalised them to our school. This will happen as and when the individual policies are due for review.

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

7.30pm

#### 6.1 Budget 2024 approval

The budget needs to be approved by the board.

At the moment we have a projected deficit budget, but this has been the case for the past couple of years and on each occasion the final outcome was a surplus due to additional funding being received.

Last year a deficit budget was projected but we ended the year with a surplus of \$320k.

The school is waiting for the MOE to pay the 5YA funding for the bell and alarm system upgrade.

The school has paid for this upgrade, but it will be repaid.

The school is in a financially sound position.

The budget will be reviewed at a later date (in July) once funding has been received.

After 1 April adjusted funding will be paid based on 1 March roll returns.

The GMF was based on 920, but we currently have 1140 students on the roll.

Motion to approve the full budget.

Moved: Simon Craggs

Seconded: Melanie Etana

#### 6.2 [Schedule of delegations](#)

There was discussion around the necessity for any changes.

Motion to approve the schedule of delegations remaining as is for 2024

## **7. New Initiatives (from GP5.1)**

7:30pm

### 7.1 Property initiatives

Approx. \$170k to complete the Whaia te Amorangi building upgrade. Once the cost for the renovation is finalised the board will be asked to approve more money to finish the building conversion

7.2 Projects and Electives update - more information to follow at the next meeting

### 7.3 [Learning Centre name change](#)

And change of names of the classrooms within the learning centre.

There was discussion around the dialect of the names used - Taranaki/Tainui. In principle the names met with full approval from the board, but Mana Whenua should be consulted.

There was discussion around an official opening/name change of the Learning Centre

Motion to approve the names, after consultation with Mana Whenua

Moved: Michelle Proctor      Seconded: Jacqui Beazley

## **8. Compliance Reporting**

7.45pm

### 8.1 [Property Report](#)

### 8.2 Comments and questions

The EdPro contract was ended at the end of last year.

John Rice now works as Property Manager three days a week. Whānau members are giving us compliments on the improved appearance of the school and grounds.

There are plans to upgrade the volleyball sand area. However, the quote received was too expensive and so plans will be pared back.

The two new school vans are in the country and we are waiting for delivery of them.

There have been three fire alarms recently, each one set off deliberately by students pushing the alarm button. Covers are to be mounted on the exposed alarm buttons. Evacuations are now to the turf instead of to the front of the school which is a much more suitable venue for assembly.

8.3 Motion to approve the Property report

Moved: Michelle Proctor      Seconded: Jacqui Beazley

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](#)

## 9. In Committee Meeting

7:50pm

### **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: Presiding Member      Seconded: Jacqui Beazley

Ramona Tu'ua left the meeting at 7:50pm

Motion to move out of committee

Moved: Presiding Member      Seconded: Jacqui Beazley

## 10. Meeting Closure

8:50pm

10.1 Comments on meeting procedures and outcomes

Please provide feedback about meeting/s.

10.2 Preparation for next meeting

### **Karakia whakamutunga**

Kia tau, kia tatou kātoa.

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



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: 8:50pm**

**Next Meeting: 27 March 2024**

**Meeting actions:**

Agenda item	Action	Who	By when	Completed
3.2	Schedule additional meet the HODs meetings, March, May and June	KSR	ASAP	
1.4	Angel from KPMG to be contacted re becoming a board member	CRG	ASAP	

**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: .....  
Presiding member

Date: 4/4/24.....