



Papakura High School
Allen Kukutai Meeting Room
BOT Meeting
22/05/2024
MINUTES

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

Our MANA values

	Manaakitanga	Atamai	Ngaa Tuumanako	Aronga
ASPIRATIONS	Ngā Taurira Hei whakacho ngā moemoea <i>Our students are inspired to achieve their dreams and aspirations</i>	Tū Rangatira <i>We create a culture of visionary leaders</i>	Te Taiao <i>The cultural and physical environment supports everyone to thrive</i>	Partnerships & Relationships <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

Waiata tautoko

Welcome guests

Name: Brooke Te Maari (Observing)

1. Administration

5:00pm

1.1 Present: Simon Craggs, Michelle Proctor, Tony Kake, Marama Mae, Ramona, Angel, Brooke, Melanie, Maria Taufa

1.2 Apologies: Phillipa Kaisser, Beverley Matamua, Jacqui Beazley,

1.3 Prior Leave: N/A

1.4 Speaking rights to guests: Motion to give Brooke Te Maari speaking rights

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

Moved: Simon Craggs Seconded: Tony Kake

1.5 Declarations of Interest:

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

Motion to approve that the minutes are a true and accurate record of the meeting held on 27 March 2024.

Moved: Michelle Proctor Second: Tony Kake

1.7 Matters Arising: Nil

1.8 Correspondence

1.9 Trips for approval

2. Strategic Goals Focus 5:42pm

2.1 [Annual Plan update and Principal's report](#)

Highlights: Pasifika Fono. Great turn out of parents

Identified that some of the L3 results weren't too good, we have engaged in a mentor to help current students

Lots of property projects have happened.

Red Flag: Kahui Ako

Funding declined for Literacy - School looking into other avenues ie. RTLB

Te Oranga Reo funding come through - Support through Rachael Tuwhangai

Feedback: Leseili Samui has begun her Masters programme and would like to Thank the board for supporting her

Skylah Turei enjoyed her trip to China, a great opportunity for our Rangatahi

Skylah Turei sat on an indigenous conference panel and received great feedback

2.2 Whaanau Maaori Hui - The school will be holding a whānau hui for all whānau on the 2nd July at 5:30pm-6:30pm in the Hall. There will be presentations on the strategic plan. It would be great to have members of the board to attend.

Follow up will be to create a whānau consultation group.

Question: What is our strategy to engage whānau who are not active within the school - Advertise on social media, a big drive push through the school.

Suggestion to include tracking on where students are at in the hui.

2.3 Pasifika Fono

Really great event, disappointing that not many Samoan parents were there.

Good language used

Village Collective were great, they are offering Ola Fou (mentoring) every Monday & Tuesday 4:30pm-6pm - Launched Monday 20th May 2024.

Feedback received was that whānau want more Fono's, more info re: NCEA, Kia Puawai, Te Tohu Rangatira so that whānau understand what they are about.

Well facilitated.

Fono committee to be formed.

Suggestion to have one of the culture groups perform to attract more families.

Is there an opportunity for past students to give back to the school in the form of mentoring?

Positive Start.

3. Raising Student Achievement

6:10pm

3.1 [Student engagement report](#)

3.2 Comments and questions

Predominant reasons for stand down = Fighting

Attendance is tracking upwards - poor attendance tak marking on Wednesdays is impacting on overall attendance.

Funding received for Truancy, Māori Wardens are helping liaise with whānau who are affected by this.

Acknowledgement of our Y13 students who are having to work to help support whānau.

How can we help? Currently Wednesdays we have allowed students to work if they have followed the process to apply.

Reasons why students aren't attending: A lot recorded as not giving a reason. Kaitohutohu are meant to follow up with absent students.

Strategy? How can we motivate our students? Support system from home?

Speaking at fono/hui re: importance of attendance

We have a much better Learning Support department to help combat reasons why attendance is low.

Can SLT track which initiatives are working? Kaitohutohu engagement.

Acknowledge that the school is heading in a good direction, and the board will support whatever initiatives the school recommends.

Is there support we can give the teachers? Extra support to the department? More initiatives from the school

3.3 [Dragon Trust funding application](#)

Application to apply for \$24,020.00 for Piupiu Wanaanga.

Motion to approve the funding application. Board will fund if funding application is unsuccessful

Moved: Tony Kake

Seconded: Michelle Proctor

4. School Review

- 4.1 Discussion on NCEA Level 1 - Report and HOD Feedback
- 4.2 Letter to Amber King
- 4.3 Update on Waharoa
- 4.4 Discussion on students being turned away at the gate on arriving after 10am with no contact from whānau.
- 4.5 Comments and questions
- 4.1 Feedback on what other schools who will not be offering Level 1 NCEA are doing instead.
- 4.2 Amber King has been appointed new Principal of Papakura Intermediate - Board to send a letter of congratulations.
- 4.3 Raniera has sent through photos, he is still working on the first Pou.
- 4.4 Last term students were arriving late, just walking in. This term we are trialing a policy that if a student arrives after 10 am and has no note, and no message or phone call has been received from parent/caregiver explaining their lateness, they will be turned around. Communication was sent to whānau. A total of 7 students have been turned around to date. If attendance is down, why are we turning students away? The school needs to try something and it seems to have worked.

5. Policy Review

7:10pm

5.1 Intro to School Docs (Login: papakurahigh, Password: kiarangatira)

<https://www.schooldocs.co.nz/>

To be reviewed during Term 2:

- **Employer Responsibility Policy** (board)
- **Appointment Procedure** (board) - suggest we review for June
- **Classroom Release Time / Timetable** (board) - suggest we review for June

Suggest we review May's - Board to look at the policy and make any changes deemed necessary. Also review the remaining two before the next meeting.

.6. Board Assurances

7:14pm

6.1 Safety checking and police vetting

Vetting process very strong within the school

6.2 Teacher registration and certification

Teaching council sends a reminder when registration is up for renewal. Cost is approx.

\$464. Teachers are allowed to teach up to 10 days with a LAT before it expires.

Annual figure of what registration will cost? Also to look into the legality of schools paying registration for teachers.

6.3 Performance management

Non teaching staff have appraisals.

Teachers have a professional growth cycle signed off by HOD & SLT.

Board has input into Principals performance review.

6.4 Appointment procedure, staff conduct and professional development

Varies whether teacher or support staff, school prepares a package, Job advertisement,
Always reference check, always interview. Staff code of conduct, Professional growth cycle.

Brooke Te Maari left meeting @ 7:36pm

7. New Initiatives

7:37pm

7.1 Government policy announcements affecting PHS

Delaying of NCEA roll out

Phone policy

Structured literacy is what we are currently using.

Charter School

Do Principals collectively push back on certain policies?

7.2 Update on HoD/SLT catch-ups

12th June @ 5pm - Tech, Science, SOS, ESOL, Maori

7.3 Academic whānau engagement - Ngā Hononga Ako

New initiative to engage whanau to attend - Report back to the board on outcome

7.4 [World Schools Festival - First XV opportunity](#)

Board approves to proceed with planning

Moved: Melanie Seconded: Marama Mae

8. Compliance Reporting

8:07pm

8.1 Property Report

8.2 Comments and questions

Tracking really well

Update on Master Plan - Possible 22 classroom block

8.3 Motion to approve the Property report

Moved: Simon Craggs Seconded: Tony Kake

8.4 [Minutes of the Health & Safety Meeting](#) held 15 May 2024

8.5 Comments and questions

8.6 Finance

8.6.1 [Finance Monthly Report](#)

8.6.1 [Summary March - April 2024](#)

Red flag on a few budget lines, Leticia to report back on Support Staff, Relief and ICT

Annual Financial Statement

Moved: Simon Craggs Seconded: Ramona

9. In Committee Meeting

9:00pm

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.

Motion to move in committee

Moved: Presiding Member

Seconded: Simon Craggs

Motion to move out of committee

Moved: Presiding Member

Seconded: Tony Kake

10. Meeting Closure

9:30pm

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 o te Atua,

Me te whiwhingatahitanga ki te wairua tapū

Ake, ake, ake,

Amine

Koropiko te tangata
Tā pai atu Ingoa hē
Ko Ihu Karaiti, Te Ariki

Te Aroha

Te Aroha, te whakapono
Me te rangimārie
Tātou, tātou e

He tangata kē koutou e
Engari i tenei wā
Tātou, tātou e

Love lifted me, love lifted me
When no-one but Christ could help
You know love lifted me...
Me te rangimārie....

Te Atua

Te Atua Tapu o ngā Tapu
Ki a Ihu te kōroria te hōnore
Te Atua, te mana hāoro

Meeting Closed:

Next Meeting: 26 June 2024 at 5pm

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

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: 26/7/24

Presiding Member