



Papakura High School
Allen Kukutai Meeting Room
BOT Meeting
26 June 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 Tauira Hei whakaoho 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

Welcome guests

Name: Rebecca McGrath, Lisa Mortimer

Organisation: Papakura High School - Deputy Principals

1. Administration

5:20pm

1.1 Present: Michelle Proctor, Maria Taufua, Beverley Matamua, Jacqui Beazley, Ramona Tu'ua, Simon Craggs, Marama Mae, Melanie Etana

1.2 Apologies: Angelitsa Nekelo, Tony Kake will be joining the meeting later this evening.

1.3 Prior Leave

1.4 Speaking rights to guests: Rebecca McGrath, Lisa Mortimer

Moved: Michelle Proctor

Seconded: Simon Craggs

1.5 Declarations of Interest Nil

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

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Motion to confirm the minutes of the last months meeting are a true and accurate representation of the meeting.

Moved: Michelle Proctor Seconded: Simon Craggs

1.7 Matters Arising

1.8 Correspondence

[Letter from the MOE re school closure on Friday 14 June](#)

1.9 Trips for approval

1.9.1 [2OED/3OED Trip to Tongariro](#) - previously approved via email

1.9.2 - [EOTC trip application The Rising Foundation \(1\)](#)

We received an email from The Rising Foundation that it has had to cancel its trip to Marsden Point Camp, but has instead organised the same students and staff to attend the Hillary Outdoors Education Centre, Tongariro (see below for trip application form. This is for July, not June as stated on the form).

[EOTC trip application TRF - Hillary Outdoors Education Centre - Tongariro](#)

1.9.3 [EOTC Trip application The Rising Foundation \(2\)](#)

There was a question raised as to whether it was appropriate to send juniors on a trip to Tongariro. Concerns were raised about some students - their pastoral records should be taken into consideration. MRI to liaise with TRF to ensure students selected are able to behave suitably on the trip.

Once this has been done, the board is happy that the trips can go ahead.

Motion to give board approval for the above EOTC trips, once concerns have been addressed.

Moved: Michelle Proctor Seconded: Marama Mae

2. Raising Student Achievement

5:20pm

2.1 [Literacy Coordinator proposal](#)

Rebecca McGrath spoke to her proposal that the school employ a Literacy Coordinator to oversee literacy across the whole school. Literacy is no longer just in the domain of the English department, it is a cross school concern. Therefore the position does not have to be held by an English teacher. The board is being asked to fund this position for two years. One hour of release time per week would be necessary for this position.

There is a need for a school wide literacy and reading programme.

There are online programmes for reading and writing programmes, which we would like to use in the school. The writer's toolbox <https://www.writerstoolbox.com/> is a good online programme to help teach sentence and paragraph writing etc. The basic version would cost \$12,000 - \$15,000 per year. Staff would need PLD to be able to use this. The school has not been able to obtain funding for literacy PLD, so the board would need to fund the PLD. The total cost would be approx. \$45,000 per year.

A school wide programme would benefit the students as at the moment, each department teaches, for example, paragraph building in a different way. This would mean that once staff are trained, everyone in all departments would teach this in the same way across the school.

This position would be held by a current member of staff and would be able to be covered by release time and MMA. The cost for this would be approx. \$17,000 - \$20,000 per year.

Students would greatly benefit from a coordinated approach to an improvement in literacy skills.

Motion to approve board funding of \$25,000 per annum for two years for a Literacy Coordinator. \$12,500 will be funded for the remainder of this year, \$25,000 for 2025 and \$12,500 for the first half of 2026, when a review of the position will be held.

Moved: Michelle Proctor Seconded: Simon Craggs

Rebecca McGrath left the meeting at 5:55pm

3. Strategic Goals Focus

5:55pm

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

3.2 Comments and questions

The learning conferences will be held again next term as the attendance was much higher than previously. The suggested date is 3rd September, after language weeks.

The programme would be expanded to include NCEA workshops, a Careers workshop and other events in the departments to encourage students to attend.

Although the day was still long (finishing at 7pm) staff appeared much happier when they left as they had had plenty of whānau come in to talk about the students.

One thing to consider is that the food ran out too early - brownies and fundraising food sold out and the sausage sizzle also ran out. Need to plan for more next time.

There was a plan to potentially hold the day on a Saturday, but there was pushback from whānau as this is a day that students take part in sports.

Another highlight was the staff Haerenga, held on the staff only day.

In the wellbeing survey for staff and senior students there were a few small areas of concern. The staff wellbeing committee is working to improve staff wellbeing.

The question was raised as to how the school will be celebrating Matariki. The Reo Oranga team does not have the capacity to rollout a whole school programme, there needs to be a schoolwide committee involved. It would be good to have a Matariki Awards night again.

4.2 [Kura Moana presentation](#)

4.3 Comments and questions

The focus of the Kura Moana is the "village approach". Involving not just students but also families and the wider community.

Thanks to those who attended the Pasific fono, there will be another one next term. These are to help the families understand student achievement, NCEA etc. and what they can do to help.

Over 50 students attend the Ola Fou sessions and there is a plan to translate the Kia Puawai and Te Tohu Rangatira literature into Pacific languages to help families understand the programmes in school.

The plan is for the Kura Moana to go out into the community. Currently the programme and the Pacific Engagement Coordinator is funded by a Ministry grant, but this will run out. The board may be asked to fund the position of Pacific Engagement Mentor and the programme if the funding is not forthcoming from the Ministry after this year.

4. School Review

6:15pm

4.1 [Property Master Plan draft](#)

4.2 Comments and questions

This is the initial draft plan and will go for further consultation before final approval is given.

Option 1

Phase 1 of the plan is for two joined two storey buildings where C block used to stand. Four more modular classrooms have been approved for immediate use

Phase 2 is for another block towards the field (p28)

Phase 3 is for the hall to be rebuilt near the front of the school

Option 2

Phase 1 is the same as above.

Phase 2 is replacing M block.

Overall the design is more inward looking around a central area (page 38)

The hall is accessible from Willis Road with parking for community use. The main staff carpark will be off Alpha Street.

There are different variations of plans to be considered, but some of the ideas have been rejected as impractical by some staff (too many hidden spaces that are difficult to monitor), or the learning spaces are very spread out, making movement between classes/subjects lengthy.

The comment was made that if the hall is placed between the road and the fale, it blocks the view of the fale from the road. If the hall was rotated and moved slightly closer to the field, it would not obstruct the view of the fale. The suggestion will be made to the architects.

The board supports Option 2, with the comments above re the hall.

5. Policy Review

6:30pm

5.1 School Docs (Login: PapakuraHigh, Password: kiarangatira)

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

There is a youtube clip available on how to access School Docs

- **Employer Responsibility Policy** (board)

The suggestion was made to alter the wording from Principal's Appraisal to Principal's Professional Growth Cycle in line with other documentation.

The suggestion was made to change the wording around "and will consider applications for flexible working arrangements" as this is difficult to implement in a school setting. This will be changed to "and will consider applications for flexible working arrangements where appropriate".

- **Appointment Procedure** (board)
- **Classroom Release Time / Timetable** (board)

There was discussion around the wording of capping student numbers to manage class sizes.

There was a discussion around the Police Vetting of board candidates. Board members sign that they are eligible to be on the board.

Assurances:

Equal Employment Opportunities

- Designated equal employment officer appointed - Philippa Kaiser
- The school needs to adopt an equal employment opportunities policy - this will be implemented.

Child Protection and Abuse Recognition and Reporting

- Our designated Child Protection Officer is the school Social Worker. We have a secure data base for storing information.

Curriculum and Student Achievement Policy

- As we have a bi-lingual unit, we implement the Māori curriculum documents in some areas of the school.
- We provide home learning (homework) as an extension of the classroom work.

Cellphones and Other Personal Digital Devices

- Change - suggestion - if a student uses a cellphone, they must immediately hand it over to a member of staff. This is to be amended to reflect our three strikes procedure at school.

Tony Kake joined the meeting at 6:50pm

6. Board Process

6:50pm

6.1 Feedback from conference

Board members found it very beneficial to attend the conference. A group of student representatives was present and spoke to delegates.

A useful metaphor was seeing the board as a helicopter - can't land in a classroom.

One student rep. mentioned mentoring his follower so that they were better prepared for the role.

A number of schools have two students as board representatives, one Māori and one non-Māori rep. This could be a consideration to be investigated. One student rep. will be voted onto the board and a second student will be co-opted onto the board.

Erica Stanford (Minister for Education) was present and spoke well and very informatively.

The various workshops were interesting and board members learnt a lot.

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7. New Initiatives

7:05pm

7.1 [Podcasting proposal](#)

Podcasting equipment has been purchased through the Pro-Jects budget and Rebecca McGrath (DP) and Jacqui Swney (HOD English) will collaborate on podcasting. As part of the M block refurbishment, a room/space will be set aside for podcasting, a radio station etc.

7.2 [Recruitment proposal](#)

There are not enough new teachers graduating from New Zealand universities to cover the staffing shortages in New Zealand.

The Principal of another local school has been over to the UK and successfully recruited there directly.

The school roll is growing as it is all over Auckland. We are in direct competition with these schools for teachers and there are not enough New Zealand trained teachers to fill all these positions. Two local primary schools are interested in joining this endeavour as they are also struggling to find staff.

There was a question asked about PLD for overseas trained teachers. There is special PLD available for new teachers, as well as specifically for overseas trained teachers.

Concerns were raised about the suitability of staff coming from the UK to be culturally responsive to the needs of our students. The preference is for New Zealand trained teachers.

Every effort will be made to recruit New Zealand trained teachers for vacancies, and if overseas trained teachers are appointed, they must be a good fit for the school and the culture.

Beverley Matamua would like to be involved in the recruitment process.

Motion to approve the Principal's recruitment trip to the UK.

Moved: Tony Kake

Seconded: Michelle Proctor

7.3 Update on World School's Festival

The deposit has been paid and it has been announced on Social Media. The Charitable Trust has committed approx. \$25k through alumni. Applications will be made for funding to support the trip. Students wanting to be on the trip must have a minimum of 80% attendance and behavioural standards will need to be met ie no stand downs etc.

The board was asked to financially underwrite the trip in case of a shortfall and agreed to do so. This will not be made widely known as the students are expected to continue raising money for the trip.

Moved: Michelle Proctor

Seconded: Jacqui Beazley

8. Compliance Reporting

6:55pm

8.1 [Property Report](#)

8.2 Comments and questions

A range of measures will be implemented to prevent vandalism in the student toilets including rostered monitoring.

The Hauora Hub is board owned and needs weathertightness work done. This would cost the board approx. \$1m. If the board signs it over to the Ministry, the work will be funded.

The board will sign the block over.

Motion to sign the Hauora Hub over to the Ministry.

Moved: Michelle Proctor Seconded: Beverley Matamua

8.3 Motion to approve the Property report

Moved: Tony Kake Seconded: Jacqui Beazley

8.4 [Health & Safety Report](#)

8.5 Comments and questions

8.6 Finance

8.6.1 [Finance Monthly Report](#)

Budget review completed deficit has reduced to \$196,079 - This can be reviewed in the adjusted budget column.

The increase is due to increased student numbers. Extra money has had to be found for property work and maintenance that wasn't carried out under EdPro. However, this is now nearly caught up.

Largest outlay was for property projects that the school has paid for and the Ministry has not yet reimbursed the school.

Spending in some areas of the budget is higher than planned but the Business Manager is looking at ways to reduce spending in these areas.

8.6.2 [Summary](#)

8.6.3 [Annual Financial Statement](#)

Some spending was wrongly coded and term deposits were coded to cash. This has been rectified.

9. In Committee Meeting

7:56pm

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: Tony Kake

Lisa Mortimer is invited to remain in the public excluded part of the board meeting as she has information that is useful to the board in its deliberations.

Motion to move out of committee

Moved: Presiding Member

Seconded: Jacqui Beazley

Michelle Proctor spoke a few words of farewell to Simon to who is going on sabbatical next term and of welcome to Lisa, who will be replacing him for the duration of the term. Simon will be back for the October meeting.

10. Meeting Closure

8:45pm

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

Signed:  Date: ...31/7/24.....
Presiding Member