



Papakura High School
Allen Kukutai Meeting Room
BOT Meeting
28/08/2024
Draft 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 Tauria Hei whakao 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 from Te Kura Maaori o Pukekohekohe and Ngāti Tamaoho

Organisation: Te Kura Maaori o Pukekohekohe

1. Administration

5:00pm

- 1.1 Present: Michelle Proctor, Melanie Etana, Marama Mae, Tony Kake, Maria Taufu, Lisa Mortimer, Jacqui Beazley, Simon Craggs, Rereokeroa Shaw
- 1.2 Apologies: Beverley Matamua, Ramona Tu'ua
- 1.3 Prior Leave: Angelitsa Nekelo
- 1.4 Speaking rights to guests

Break

Speaking rights were granted to all guests.

5:40pm

1.5 Declarations of Interest - Nil

1.6 Te Kura Maaori o Pukekohekohe ([MoU](#)) Te Kura Maaori o Pukekohekohe is a wharekura being opened at Paerata under Ngaati Tamaoho. Their Kura Matua was initially Ngā Tapuwae but they

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have pulled out less than two months before they were due to open as their principal resigned. They have requested that PHS might take on this role.

■ For Simon - Kura Tuakana for Te Kura Maaori o Pukekohekohe .pdf

Rereokeroa presented a slide show re the strategic plan for the new wharekura. This was very detailed and showed the planning and progress to date as well as the aims and wishes of the whānau involved.

[Slide show presentation](#)

Although the time frame that the wharekura committee is asking for approval from Papakura High School to go ahead with the agreement is very tight, we understand why it is so. This has been 18 years in the planning and at the last moment the kura Teina has pulled out due to staffing changes.

There will be modifications necessary to the MOU.

Motion to approve the MOU with a few changes to ensure legal compliance.

Moved: Michelle Proctor

Seconded: Tony Kake

All in favour.

Simon Craggs and Lisa Mortimer will amend the MOU/agreement which will then be shared with the board for final approval.

Simon Craggs is to confirm with Te Kura Maaori o Pukekohekohe that the Papakura High School board is in favour of supporting the school.

There was discussion around the changes to the agreement to be made.

These are around delegations, with the possibility that someone from Papakura High School is on the committee and/or that a member of the committee is invited onto the board at Papakura High School to ensure the needs of both schools are met.

The MOE will be asked for assurance that they will approve sufficient funds for the operation, staffing and resourcing of the kura.

Simon Craggs and Jacqui Beazley left the meeting

7:30pm

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

Motion to confirm that the minutes are a true and accurate record of the meeting held on 31 July 2024

Moved: Michelle Proctor

Seconded: Maria Taufua

1.8 Matters Arising - Nil

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1.9 Trips for approval

1.8.1 [EOCT application - Decision Reach Out Toro Mai Trust](#)

There were questions around the contact details in case of emergency.

Contact details have been sent home with further correspondence from the DROT.

There was a question about gear. There is ample gear available at the centre for students who do not have it.

1.8.2 [EOTC application - 1st XI](#)

1.8.3 [EOTC application Project K](#)

Motion to approve the above trips

All trips are approved.

Moved: Michelle Proctor

Seconded: Tony Kake

2. Strategic Goals Focus (from GP5.1 Triennial review Process) 7:40pm

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

2.2 Comments and questions

Report taken as read. This will be discussed in more depth at the next meeting

3. Raising Student Achievement (from GP5.1) 7:50pm

3.1 [NCEA Achievement 15th August](#)

3.2 Comments and questions

Report taken as read.

3.3 [Funding applications](#) - through Grants for Good
One Foundation for Rugby Uniforms and Stage replacement

Motion to apply to One Foundation for funds to cover the cost of stage replacement and rugby uniforms

Moved: Michelle Proctor

Seconded: Marama Mae

4. School Review (from GP5.1)

4.1 [Board Assurances from Principal:](#)

[Searches, Surrender, and Retention of Property](#)

- Assure the board that all procedures relating to search, surrender, and retention have been followed. Confirm that a written record has been kept of all surrenders and searches, and retention of any property held for more than 2 nights.
- Assure the board that authorisation of non-teaching staff is specified in writing, and that staff members receive a copy and acknowledge the receipt in writing.

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Minimising Physical Restraint

- Assure the board that all procedures relating to physical restraint have been followed, and that all requirements to notify, monitor, and report have been met. Confirm that any non-teaching staff have been authorised in writing.
- Assure the board that staff authorised to apply restraint receive appropriate training and support.

4.2 Comments and questions

5. Policy Review (from GP5.1)

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

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

Policy review for August - Performance Management policy

Due to time constraints, agenda items 4 and 5 will be tabled at the next board meeting on 25 September 2024.

6. Board Process (from GP5.1)

8:00pm

6.1 Number of out of zone places at all levels - 65

This is the number of spaces that was offered last year for 2024.

Motion to approve the number of out of zone places available at all levels for 2025 (65)

Moved: Michelle Proctor

Seconded: Lisa Mortimer

The intention is that 30 spaces are for students enrolling at Papakura High School and 35 are for the Te Kura Maaori o Pukekohekohe

7. New Initiatives (from GP5.1)

8:15pm

7.1 Piupiu update <https://sites.google.com/papakurahigh.school.nz/te-oranga-reo/te-whare-pora>

7.2 Waharoa carving - updated [MoU](#). [Progress update](#)

There is an updated MOU from Mana Inc. Students are very enthusiastic about being involved in the carving process and this will provide them with life long memories.

7.4 Attendance emails weekly on a Friday. Good response from whānau whose children are late and/or missing classes.

A number of students have improved their punctuality to school after having been spoken to at the gate and their caregivers receiving emails.

8. Compliance Reporting

8:25pm

8.1 [Property Report](#)

8.2 Comments and questions

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Report is taken as read.

As light bulbs need replacing, they will be replaced by LED bulbs. The initial cost of individual bulbs is higher but LED lights last longer and have cheaper running costs.

There were concerns raised about the amount of money for the weathertightness project for J block (Hauora Hub). Although work is being done to ensure the handover of the building to the MOE and a reduction of the cost of the project, this has not yet happened and the handover can be a lengthy process.

Worst case scenario, the handover process is delayed and the cost remains high and the board is forced to pay for everything.

Motion to approve the payment of the first instalment of the weathertightness project.

Moved: Tony Kake Seconded: Marama Mae

8.3 Motion to approve the Property report

Moved: Michelle Proctor Seconded: Lisa Mortimer

8.4 [Health & Safety Report](#)

8.5 Comments and questions

8.6 Finance

8.6.1 [Finance Monthly Report](#)

8.6.1 [Summary](#)

There has been discussion around using solar power in future and regulators and time switches on heat pumps.

Banked staffing is high but work is being done to lower this.

The question was raised as to whether Kootuitui and TRF pay for the use of the building.

9. In Committee Meeting

8:35pm

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: Marama Mae

Motion to move out of committee

Moved: Presiding Member

Seconded: Marama Mae

10. Meeting Closure

8:55pm

10.1 Comments on meeting procedures and outcomes

10.2 Preparation for next meeting

The suggestion was made that meetings are opened with a waiata.
A guitar will be organised to accompany the waiata.

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: _____



Presiding member

Date: _____

23/10/24

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:

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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