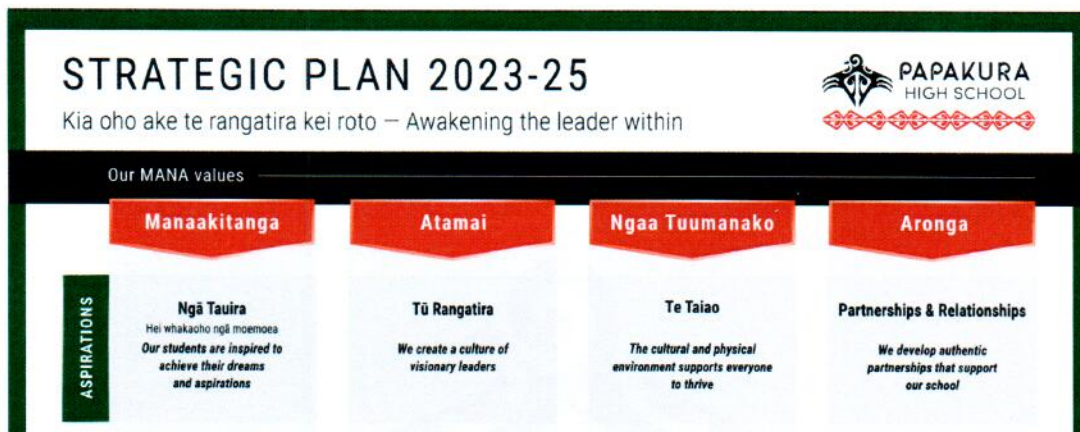




Papakura High School
Allen Kukutai Meeting Room
BOT Meeting
25/09/2024
Minutes



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

Waiata: Hutia te rito [video](#) and [words](#)

Welcome to new student representative: **Hola Poteki** (elected 19th Sept)

1. Administration

5:30pm

- 1.1 Present: Michelle Proctor, Tony Kake, Marama Mae, Jacqui Beazley, Melanie Etana, Beverley Matamua, Lisa Mortimer, Hola Poteki, Angelitsa Nekelo (online), Maria Taufa
- 1.2 Apologies: Ramona Tu'ua
- 1.3 Prior Leave Nil
- 1.4 Speaking rights to guests: Maria Taufa
Motion to give speaking rights to Maria Taufa

Moved: Michelle Proctor

Seconded: Lisa Mortimer

- 1.5 Declarations of Interest Nil

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

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

Motion to approve the minutes as a true and accurate record of the meeting.

Moved: Michelle proctor

Seconded: Tony Kake

1.7 Matters Arising

1.8 Correspondence

1.9 Trips for approval

1.9.1 [EOTC Trip application. TRF camp 1 - 11 Oct](#)

1.9.2 [EOTC Trip Application - Duke of Edinburgh trip](#)

■ Bluelight Promotion D of E Volunteer hours RAMS

1.9.3 [EOTC Trip Application - Whaia te Amorangi camp](#)

The question was raised as to how the weight limits mentioned in the Duke of Edinburgh are 'judged' and whether this is done in a way that is not offensive to the students concerned. There was a question asked as to the wisdom of taking students across all year levels on the TRF camp.

Concerns were raised about the potential for bullying among students from different year levels.

How will staff on the camp ensure that students on the camp are kept safe from bullying etc?

Lisa to meet with Sela Pohive to discuss this and receive reassurance before the end of the Term.

There is no feedback after camps to ensure that anything that goes well or not so well is discussed and possibly avoided on future trips.

There is work in progress to ensure that in future, feedback is supplied after camps etc.

Motion to approve the above trips

Moved: Michelle Proctor

Seconded: Tony Kake

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

6:05pm

2.1 Indicative Operational Funding for 2025

Roll of 1135 (637 juniors and 498 seniors). Increase from this time last year.

This will mean that there are more classes (two more Year 9 classes) and more teachers.

3. Raising Student Achievement (from GP5.1)

6:10pm

3.1 [NCEA Achievement 25 September](#)

3.2 Comments and questions

Senior students will be remaining at school for five weeks next term, NCEA exams start in week 4.

Staff are feeling the stress of the changes being made to Level 1 assessments.

60 credits are needed to pass Levels, and Literacy and Numeracy credits are in addition to these.

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

The CAA exams went better than expected. Results should be ready by mid November. Many students from overseas do not have any NCEA credits when they start here and we have a large number of overseas students who have started here this year.

Students who took a course for the second semester will have external assessments next term so may not have many credits yet. Art folioboards and music assessments will add credits for a number of students.

Approx. 80 students gained Technology credits through the workshops held on Fridays.

The board is very happy to support any courses, workshops etc to assist our students to gain their credits.

Ola Fou has worked very well, it is well used by students. The environment is fairly relaxed, which students work well in.

The academic programme was created to assist Kaitohutohu with a mentoring programme for academic achievement. However, there are still students who do not attend Kaitohutohu and so miss out on this mentoring. Some Kaitohutohu are not using the programme to its full advantage. Students are not getting the benefit of this programme.

If there are any programmes or courses that would assist our students to gain their Levels, the board will help out financially if necessary.

Students can gain credits until 28 February that will count towards this year's levels.

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.

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.

Stand-down, Suspension, and Exclusion

- Assure the board that the school complies with the correct procedures and reporting requirements relating to stand-down, suspension, and exclusion/expulsion.

School Records Retention and Disposal

- Assure the board that the school has complied with the Public Records Act 2005 in relation to the retention and disposal of school records.

4.2 Comments and questions

Check or create a system to ensure documents and records are destroyed in a timely manner and not kept too long.

5. Policy Review (from GP5.1) 6:35pm

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

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

Policy review moved from August meeting - Performance Management policy

Policy review for September - Protected Disclosure

6. Board Process (from GP5.1) 6:35pm

6.1 Farewell to Maria, previous student Board representative

Maria requested that the BOT rep receive a school badge. This will happen.

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

7.1 Te Taamatatanga o Pukekohekohe update

The MOE has questioned the quality of the water at the site. If the class wants to go elsewhere, the ministry wants to visit this to confirm its suitability.

The MOU was signed by PHS and Te Taamatatanga o Pukekohekohe but the Ministry has not yet approved it.

The curriculum is not yet confirmed.

We need to find a representative to be on the interviewing panel as Tony Kake has declared a conflict of interest.

If the students are to attend here at Papakura High School due to the other options not being available or approved by the MOE, they will need to be transported here. Funding should be available to help with this.

Mardi as HOD Maori is to be asked if she will join the interview panel as the school needs to be represented on the panel. As interviews will be held online, she should be able to attend even though she is overseas..

Lisa to ask Mardi if she is willing to be part of the interviewing panel.

8. Compliance Reporting 6:55pm

8.1 [Property Report](#)

8.2 Comments and questions

8.3 Motion to approve the Property report

- 8.4 Health & Safety Report
- 8.5 Comments and questions
- 8.6 Finance
- 8.6.1 [Finance Monthly Report](#)
- 8.6.1 [Summary](#)

The school continues to be in a really good financial position. Some departments are being encouraged to spend some of their budget, but on necessary items.

There are still a number of fundraising activities for the Rugby Trip coming up.

The Ministry has paid some of the money owed for property projects - there is still \$500K outstanding but this was \$1.3m not long ago so money has been forthcoming.

The question was asked as to whether the MOE will fund the additional cost for C Block. \$460k was budgeted and over \$500k was spent. If this was due to asbestos there is a good chance that this will be funded.

Leticia to be asked about this.

The question was asked as to where the funding for the Rugby trip to Abu Dhabi is at. There is no clarity about this.

Leticia is to be asked for statements clarifying the financial situation for the next board meeting.

Maria Taufa left the meeting.

9. In Committee Meeting

7:28pm

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

Motion to move out of committee

Moved: Presiding Member

Seconded: Jacqui Beazley

Maria came back into the meeting to farewell Lisa.

Lisa was acknowledged by the board for the awesome job she has done as Acting Principal this term.

10. Meeting Closure

7:30pm

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: 8:05pm

Next Meeting: 23 Oct 2024

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: _____

1/11/24

Presiding member