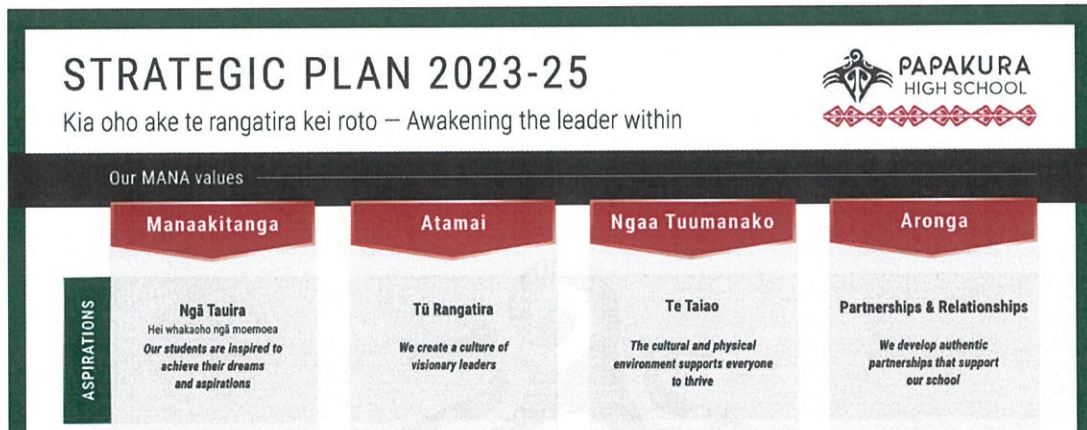




Papakura High School
Allen Kukutai Meeting Room
BOT Meeting
26 Feb 2025
MINUTES



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

Welcome guests

Name: Letticia Jones, Jeremiah Godinet and Leavin Lemalu - update on the Abu Dhabi trip, Rebecca McGrath

Organisation: PHS

1. Administration

5:40pm

1.1 Present: Michelle Proctor, Tony Kake, Jacqui Beazley, Marama Mae, Beverley Matamua, Hola Poteki, Melanie Etana, Angelitsa Nekelo (online)

1.2 Apologies: Ramona Tu'ua

1.3 Prior Leave

1.4 Speaking rights to guests

Speaking rights granted to all guests

1.5 Declarations of Interest - Nil

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

1.6 Report on 1st XV trip to Abu Dhabi.

Letticia spoke about the trip and how the boys enjoyed and benefited from it, and a video was shown.

Jeremiah then spoke about his experience from a students'/players' perspective.

Leavin spoke about his experience.

Both boys mentioned how very grateful they were to have had this opportunity and how much they appreciated it.

1.7. Election of officers

1.7.1 Nominations for Presiding Member

Michelle Proctor - Nominated by Jacqueline Beazley. Nomination seconded by Melanie Etana

All board members in favour

Michelle accepted the position of Presiding Member

Election of Deputy Chair

Tony Kake - nominated by Jacqueline Beazley Seconded by Michelle Proctor

All board members in favour

Tony accepted the position of Deputy Chair.

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: Simon Craggs

Seconded: Michelle Proctor

Motion to move out of committee

Moved: Michelle Proctor

Seconded: Jacqui Beazley

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

Motion to confirm that the minutes are a true and accurate record of the previous meeting

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

Moved: Michelle Proctor

Seconded: Jacqui Beazley

1.8 Matters Arising

Ramona Tu'ua to be reminded of members' obligation to attend board meetings and the consequences of missing three meetings.

1.9 Correspondence

1.9.1 [Letter from Clevedon School re School Zone](#)

There was discussion around the consequences for Papakura High School if this request is approved and for future students and their families.

Very few students attend PHS from Clevedon School.

Michelle will write a response letter to Clevedon School giving the board's agreement to their proposal. The wording is to be that we will not stand in their way.

1.9.2 [Email from Brenda Roberts from the MOE re the expansion of Rosehill School](#)

The satellite class will need considerably more space in the future. This will come under our Master Plan.

Motion to endorse Rosehill School's plan for expansion on the PHS site for up to 6 teaching spaces (4 further classrooms) to proceed to masterplanning.

Moved: Michelle Proctor

Seconded: Jacqui Beazley

1.10 Trips for approval

1.10.1 [EOTC Application Te Taamatatanga o Pukekohekohe](#)

All members present have given their approval electronically.

1.10.2 [EOTC Application - Year 9 camps](#)

A question was raised about the kayaking activity but this will be held in a small, shallow lake this year.

Motion to approve the Year 9 camps

Moved: Michelle Proctor

Seconded: Jacqui Beazley

2. Strategic Goals Focus

2.1 [Annual Plan 2025](#)

This is the final year of the 3 year plan.

Level 1 targets have been removed as we are no longer measuring this.

The question was asked as to why NCEA Level 1 is no longer measured.

Very few (5 in 2023) students leave with just Level 1, they leave with no qualifications or with at least Level 2. The achieving of Level 1 does not help students gain a good job, Level 2 and above is necessary for this.

Attendance targets have been included as this provides valuable data as well as being a demand of the MOE.

Marama Mae left the meeting at 7:35pm

[Posters](#) have been created and posted around the school

Every student deserves an adult champion

Every student has unlimited potential

Every student has the right to be safe, supported and held to high expectations

Writers toolbox is being implemented around the school.

MyMahi is being used which gives more structure to Kaitohutohu time.

Banquer is being used - teaching financial literacy to students.

2.2 [NCEA achievement](#)

Level 1 results were particularly poor in 2024. It is very difficult for students to gain Level 1 in one year with the co-curricular requirements. The focus at Year 11 will be in gaining Literacy and Numeracy and a minimum number of Level 2 credits. This removes much of the pressure for Year 12 students.

A meeting between 20 Principals from High EQI schools was held during which recommendations were made that will be submitted to the MOE. CAAs should be discontinued as they are not equitable.

The recommendations are going to SPANZ (Secondary Principals Association New Zealand) to be assessed before submission to the MOE.

Level 2 students' achievements are slightly down, partly due to the high number of ESOL students coming into the school. These students are not able to gain literacy or the 80 credits needed in one year.

All endorsement levels improved.

STEM achievement has greatly improved. This is a reflection of the significant investment made in this area.

Māori achievement has increased as well as Pasifika. Our Asian students are not doing as well as they are new to the country and are ESOL.

2.3 Strategic planning 2026-29

Comments and questions

Final year of the three year strategic plan. 2026 we need a new strategic plan. Do we need a full review with community consultation or just a review of the strategies needed for achievement. Overall vision could stay as there have been improvements made but there is still room for more improvement.

The community was consulted for the creation of the current plan, but there was not a lot of feedback apart from in the student graduate profile - eg financial literacy was desired.

Board members to review and consider this and it will be further discussed at the next meeting.

3. Raising Student Achievement

5:20pm

3.1 [Attendance and engagement report](#)

3.2 Comments and questions

There was a big positive change in attendance. Possibly partly due to the way that the attendance was recorded by the MOE. There are still too many chronic absences.

It would be useful to know the %age of ethnicities in the school when reading the %age of stand downs etc.

The board likes to see the positives around the school such as the orientation sport at school.

Thank you to Chris Matthews for his detailed report.

3.3 Funding applications

3.3.1 Application to One Foundation for \$26,995.42 for portable staging

Motion to approve for the school to apply to One Foundation for the sum of \$26,995.42 to purchase portable staging.

Moved: Tony Kake

Seconded: Michelle Proctor

3.3.2 Application to the Grassroots Trust for \$70,124.55 for a 12-seater van

Motion to approve for the school to apply to the Grassroots Trust for the sum of \$70,124.55 for the purchase of a 12-seater minivan.

Moved: Tony Kake

Seconded: Michelle Proctor

3.3.3 Application to the Four Winds Foundation for \$70,124.55 for a 12-seater van

Motion to approve for the school to apply to the Four Winds Foundation for the sum of \$70,124.55 for the purchase of a 12-seater minivan.

Moved: Tony Kake

Seconded: Michelle Proctor

4. School Review

4.1 Roll growth & implications - verbal report

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

The four new classrooms have been swallowed by the roll growth and classes are very large and spaces very tight. All classrooms are being shared, sometimes by 3 or 4 teachers.

M block is being upgraded which is causing additional issues with classrooms.

New trainee teacher to be employed. A further teacher will almost certainly be able to be employed once the 1st March roll return confirms numbers of students.

Last year we had 320 Year 9 students and this year we have 364 Year 10s, an increase of over 40 students in just one year level.

The board asked whether support could be given to employ additional teachers before the roll return confirms rapid growth. Simon stated that he is very confident that the roll return will show an increase in the staffing allowance. The board is therefore willing to approve the employment of up to three more teachers before confirmation of the 1st March roll return to speed up the process.

Motion to approve the appointment of three more teachers before confirmation of the 1st March roll return

Moved: Michelle Proctor Seconded: Beverley Matamua

4.2 [PHS masterplan](#)

Comments and questions

Phase 1 (page 27) is due for completion this year. There will be a new block to replace C Block and an additional four roll growth classrooms. The position of these four classrooms will be adjusted as on the map they are shown encroaching on the sports fields.

The board appreciated that the kereru has been used as a motif for the design of the school (see page 22).

Staff consultation will occur at the design stage of the blocks.

Motion to approve the masterplan to proceed

Moved: Michelle Proctor Seconded: Jacqueline Beazley

5. Policy Review

8:15pm

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

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

Policies to review this month:

- Health, Safety, and Welfare Policy (board)
- Safety Management System (board)

Board members were asked to look at the Policies to be reviewed and add comments as necessary

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

6. Board Process (from GP5.1)

6.1 [Board Elections 2025](#)

The date range for the 2025 Triennial Elections has been confirmed to be between 3 and 19 September 2025. The recommended election date from NZSBA is Wednesday 10 September 2025.

There is the option to use a hybrid method for board elections with both electronic and/or paper voting documents being issued.

Returning officer to create lists of those whanau with and without emails and use both options.

Motion to approve the hybrid system for the school board elections 2025

Moved: Michelle Proctor

Seconded: Melanie Etana

7. New Initiatives (from GP5.1)

7.1 Te Taamatatanga o Pukekohekohe - verbal update

A verbal update of the progress being made on getting Te Taamatatanga o Pukekohekohe established as a wharekura was given.

8. Compliance Reporting

8.1 [Property Report](#)

8.2 Comments and questions

There is a lot of work going on around the school at the moment.

The M block upgrade is in its final stages.

The work in the gym is nearing completion.

As soon as the work in M block is completed, work will start on the Library, and then after that, J Block (Ngā Manu Rere).

Brenda, the property advisor from the MOE, is working on reducing the liability for the school for J block (Hauora hub).

An upgrade for H block (Hospitality) is being planned.

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 year ended with a positive working capital. There are sufficient assets to cover all liabilities and outstanding invoices.

The AC ran at a loss, but overall there is a surplus.

We are waiting on funding from the MOE to cover the additional costs incurred for the removal of C block (caused by the presence of asbestos).

The MOE has agreed to cover any deficits in projects completed under the 5YA

We are currently working with a planned \$12k deficit budget.

The question was asked if the report summary meets the reporting needs of the board?

The notes with the narrative help to understand the financial position and anything to look out for. It would be useful if codes/accounts in danger of overspend could be included in the narrative.

The 'Consideration of fraud and error' for the auditors is to be reviewed by the board chair.

10. Meeting Closure

9:00pm

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 ō te Atua,

Me te whiwhingatahitanga ki te wairua tapū

Ake, ake, ake,

Amine

Te Aroha

Te aroha, te whakaponono

Me te rangimārie

Tātou, tātou e

He tangata kē koutou

He tangata ke matou

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I roto i tenei whare
Tatou tatou e

Te hononga
Ki te Atua
Ka puta ka ora e
Tatou tatou e

Meeting Closed: 9:00pm

Next Meeting: 26 March 2025

Meeting actions:

| Agenda item | Action | Who | By when | Completed |
|-------------|--------|-----|---------|-----------|
| | | | | |

Meeting Schedule 2025

26 February 2025

26 March 2025

28 May 2025

25 June 2025


23 July 2025

27 August 2025

17 September 2025

22 October 2025

26 November 2025

Signed:  Date: 27 March 2025
Presiding Member

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