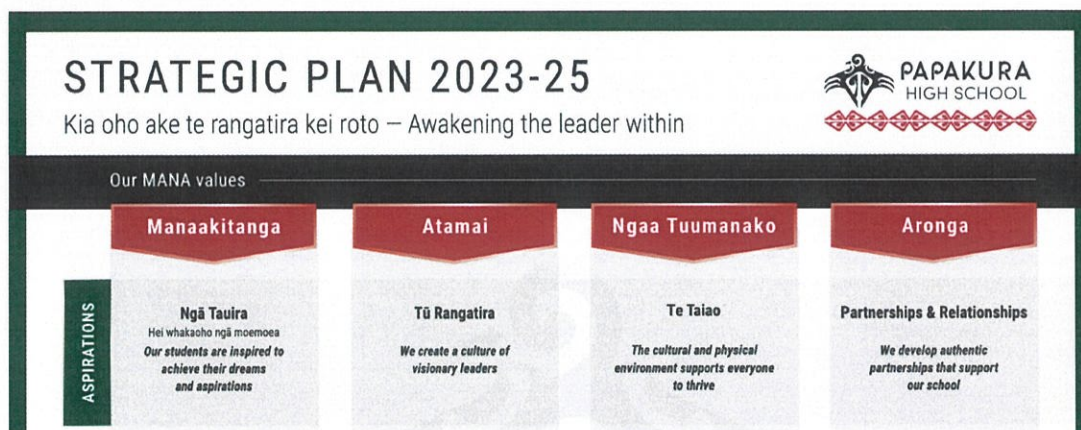




Papakura High School  
Allen Kukutai Meeting Room  
BOT Meeting  
23/10/2024  
Minutes



### 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

### 1. Administration

5:30pm

- 1.1 Present: Michelle Proctor, Marama Mae, Ramona Tu'ua, Jacqui Beazley, Tony Kake, Beverley Matamua, Hola Poteki, Angelitsa Nekelo (online)
- 1.2 Apologies: Melanie Etana
- 1.3 Prior Leave
- 1.4 Speaking rights to guests
- 1.5 Declarations of Interest Nil
- 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 Nil

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

1.8 Correspondence

1.9 Trips for approval

1.9.1 [Whaia te Amorangi EOTC trip application](#) (day trip, high risk)

1.9.2 [EOTC overnight trip application](#) - Duke of Edinburgh bronze

There was a discussion around the processes involved in EOTC applications, approvals and trips in light of the result of the incident that occurred with Whangarei Boys High School, and the feedback after trips.

The board would like to see a process established to get more feedback given after trips.

Motion to approve the above EOTC applications

Moved: Tony Kake

Seconded: Beverley Matamua

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

5:45pm

2.1 [Board reporting](#)

2.2 Comments and questions

Students' feedback was positive after the CAA exams, although this may not necessarily be reflected in the results. There are major concerns around the appropriateness of using CAA exams for the co-requisites for NCEA to measure Reading, Writing and Mathematics. Once results are known in mid-November it will be easier to voice concerns around this. Aim-Hi Principals are of the same opinion. There is a very real danger that a large number of students will leave school without any qualifications due to the current co-requisites.

There is currently discussion going on around school as to how we can best help our students to achieve NCEA. One way would be to remove Level 1 and focus on students achieving the co-requisites in Year 11 and then Level 2 in Yr 12. An alternative way would be to focus on Literacy and Numeracy in Year 10.

The co-requisites have been introduced before the curriculum changes have been implemented to support the learning making it more difficult for students to succeed.

Our students can read, write and do maths, it is a question of how this is assessed.

There are a number of measures in place to assist with or increase staff well-being. Individual reactions to the stress of teaching determine well-being to a large extent. Our staff are very supportive of each other.

A letter is to be written to Lisa Mortimer from the board thanking her for her time as Acting Principal.

## **3. Raising Student Achievement (from GP5.1)**

6.10pm

3.1 [Student Engagement Report - Term 3](#)

3.2 Comments and questions

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

There has been a noticeable increase in attendance. This is due to a range of measures implemented over the last term - including meeting students at the gate, sending regular attendance emails home and following up with absences. Attendance for Term 3 was the highest since many years. Still a way to go to meet Ministry targets, but definitely on an upward trajectory.

There was an increase in stand downs compared to last year. There were 12 stand downs related to drugs (use of marijuana), all individual incidents. Students are referred to StandUp! on their return to school but the programme is of little benefit to students. We are trying to find a new provider for a drug education programme, but this is proving difficult.

The term has started really well, students seem to be very settled and working well.

#### **4. School Review (from GP5.1)**

##### **4.1 Board Assurances from the Principal:**

###### *School Year, Terms, and Holidays*

- Assure the board that the school has been open for the statutory number of half-days and hours per day in the current year. Inform the board of the dates and number of half-days for instruction for the next year.

###### *Managing Income and Expenditure*

- Assure the board that the school has complied with section 155 of the Education and Training Act, and appropriate provisions of the Crown Entities Act 2004 relating to borrowing.
- A nominated board member assures the board that they have completed three randomly timed checks of the processes and authorisations used to make payments to staff members, particularly the payments made to the principal, anyone related to the principal, and others in the school with payroll responsibilities.

##### **4.2 Comments and questions**

4.1 There has been an announcement that there will be no MOE accord teacher only days for 2025. If the school wants to have staff only days they will have to count them as non-teaching days and add them on to the end of the school year to make up the half-days.

There are two call back days before school starts in January, but trying to arrange teacher training days during the school breaks is complicated as staff book breaks a long way in advance and the board is liable to pay child-care costs as well as travel costs for these days. Staff also need these breaks. There has been no official statement from the Ministry but the rules around counting staff only days as non-teaching will be enforced. If it becomes necessary, we will look to hold call-back days in the school holidays.

4.2 There needs to be a change made to the reimbursement process.

Board meetings need to be held on the last Wednesday of the month instead of the 4th Wednesday of the month in order to give the accountant time to prepare financial statements, and that the board has time to read the financial statements.

Michelle will check three random payments to ensure that due process is followed.

Motion to move board meetings from the 4th Wednesday of the month to the last Wednesday of the month.

Moved: Michelle Proctor

Seconded:

## **5. Policy Review (from GP5.1)**

5:40pm

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

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

Policies for review by the Board this term include:

- Managing Income and Expenditure (board)
- Financial Conflicts of Interest (board)

## **6. Board Process (from GP5.1)**

6:00pm

6.1

## **7. New Initiatives (from GP5.1)**

6:35pm

7.1 2nd classroom for Whaia te Amorangi

[Whaia te Amorangi ki Teina proposal](#) (from 26 July 2023 BOT Meeting)

[Design specs](#)

[Quote](#)

7.2 Comments and Questions

The Whaia te Amorangi programme is running well and the RTLB pay the salary for the teacher in the Whaia te Amorangi kura teina class.

The classes have just returned from camp.

The board generously funded the renovation of a kainga ora house to become a dedicated classroom for Whaia te Amorangi. However, there is no second house in sight and the cost of the first renovated house was higher than expected. At the end of the day, even with major renovation, the building is an old house that has been renovated.

The recommendation is that a new classroom would be the better option.

It would be of benefit to the students in the Whaia te Amorangi programme to be all together geographically and they are currently split across the school.



The board has always stated that the students who are low achievers need more support and this would be one very good way of showing that support.

One difference that the programme has made is the massive increase in some students' attendance.

Due to staff changes in the programme, which unsettled the students, it is difficult to measure change in the students accurately. Now those staffing issues have been resolved.

Motion for the board to approve the proposal and fund the new build of a classroom for kura teina class up to the value of \$220,000.00. This is to come from board funding.

Moved: Michelle Proctor

Seconded: Beverley Matamua

Jacqui Beazley left the meeting at 7pm

## **8. Compliance Reporting**

7.00pm

### **8.1 Property Report**

#### [Weathertightness programme update](#)

### **8.2 Comments and questions**

There was a mistake made in the calculation for the weathertightness for J block (the Hauora Hub).

Steve Waters, the building consultant, has received a quote from another supplier that is more than \$100k less than the Ministry was quoted.

The proposal is that the board pay for the full, lower amount of \$261,682 using our own contractor and saving over \$100k then the Ministry take over the building so that there will be no further costs involved. The project would need to go on GETS and then a decision made.

This work would be done in stages and would probably start early next year.

Motion to approve the board contribution to the weather tightness programme for J block of up to \$261,682.00

Moved: Michelle Proctor

Seconded: Tony Kake

Motion to approve further investigation into alternative options to reduce the amount that the project will cost.

Moved: Michelle Proctor

Seconded: Beverley Matamua

- 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

## **9. In Committee Meeting**

7:15pm

### **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

Motion to move out of committee

Moved: Presiding Member

Seconded: Beverley Matamua

## **10. Meeting Closure**

8:05pm

- 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

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

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 hānau

Meeting Closed:

Next Meeting:

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

**Meeting actions:**

Agenda item	Action	Who	By when	Completed
2.2 Board report	A letter to be written to MRI thanking her for her time as Acting Principal	Michelle Proctor	By next meeting	
4.2	Board Policy around meetings to be updated, board meetings will be held on the last Wednesday of the month, not the fourth.			

**Meeting Schedule 2024**

**28 February 2024**

**27 March 2024**

**22 May 2024**

**26 June 2024**

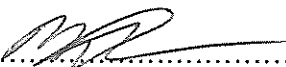
**31 July 2024**

**28 August 2024**

**25 September 2024**

**23 October 2024**

**27 November 2024**

Signed: .....  ..... Date: ..... 7/4/25 .....  
Presiding Member