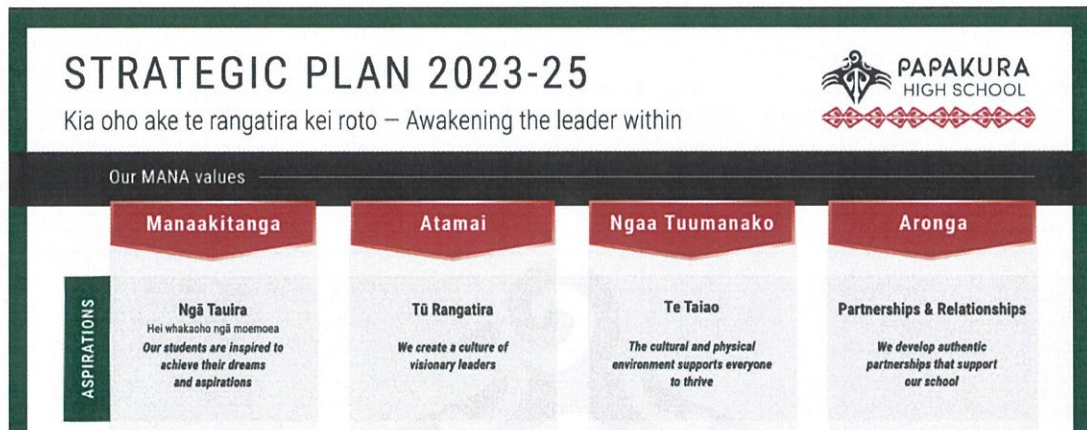




Papakura High School  
Allen Kukutai Meeting Room  
BOT Meeting  
27/11/2024  
Minutes



### 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

### Welcome guest

**Name:** Rebecca McGrath (DP at Papakura High School), Ishmael Tilialo (Sports Coordinator at Papakura High School), Letticia Jones (Business Manager at Papakura High School), Chris Matthews (DP at Papakura High School)

### 1. Administration

5:00pm

- 1.1 Present Simon Craggs, Michelle Proctor, Melanie Etana, Marama Mae, Jacqueline Beazley, Tony Kake, Angel Nekelo, Hola Potaki, Beverley Matamua (online)
- 1.2 Apologies:
- 1.3 Prior Leave
- 1.4 Speaking rights to guests: Motion to grant speaking rights to guest

Moved: Michelle Proctor

Seconded: Simon Craggs

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

### 1.5 [Sports Department proposal](#) - Ishmael

At the beginning of 2021 when I started I was employed for 30 hours per week. However, with the growth in the roll and the exponential increase in the number of students participating in sports at school, my role is now full time and we have an assistant employed in the department as well.

Lance Watene has developed and grown the basketball programme and Lagi Aumua, the Sports Assistant, is involved in girls rugby and other sports.

We have world class facilities with our covered turf and two gyms. It is also a bonus that teams compete at a regional level as well as national level for some codes.

A large proportion of niche sports are run through Pro-Jects, such as weight lifting and skateboarding, and so cater for a more diverse range of students.

We have a large number of teams competing against other schools and this is due to increase again next year.

Badminton in particular has seen a huge increase in popularity at our school. Possibly because it is a “warm, dry, safe” sport.

The board was shown figures and graphs relating to staffing and funding for sports at school in comparison to other local schools.

Community engagement and involvement in sports is low due to our whanau having other commitments, which means that staff at school are relied upon to manage and run all sports at school.

Therefore the board is being asked to fund more support staff in the area to get Papakura High School to the same level of staffing as other local schools. Ideal would be three staff members, a Director of Sport, and two Sports Coordinators who have differing roles in the department.

This would enable us to run more programmes and lunch time activities, which in turn helps keep students ‘busy’ and out of trouble.

The proposal is to increase staffing over the next 5 years to 2023 to eventually be 1 full time sports coordinator and two term time only sports coordinators.

We will also require a TIC for Orienteering. We would also like to start waka ama and rock climbing programmes.

We are looking to work with external providers to upskill staff as well as students in coaching roles.

The question was asked as to why this staffing increase is planned over 5 years and not for next year. It is important to employ the right person in the Sports Director position and then work from there.

The Planet Youth survey revealed that only 47% of students said that adults at our school care for them and only 41% said that they felt they had someone who supported them.

Ishmael Tilialo left the meeting at 6:10pm



## 1.6 [NELP update. New legislation](#) - MCG

Colonisation in New Zealand.

The Ministry of Education was created in 1852, along with other agencies, as an agent of the Crown. Boards of Trustees were created as a result of the Tomorrows School Act.

In 2020 the new Education Act was passed making it compulsory to uphold the principles of Te Tiriti O Waitangi.

The government is currently seeking to repeal this. It is important that progress made in the rights of Māori is not swept under the carpet.

Rebecca was thanked for her presentation to the board and the suggestion was made that this is made a part of staff PLD.

It was pointed out that boards are in a difficult position as an agent of the Crown funded by the government that is working to limit the rights of Māori.

Consultation has now closed and the government is now working on a response.

Any response from the board must be made after consultation with staff and the local community.

Rebecca left the meeting at 6:30pm

## 1.7 [World Schools Festival](#) - [Abu Dhabi trip application](#)

Chris Matthews spoke to this trip application.

When the idea of competing at this tournament was first raised, the aim was for it to be in 2025. However, we are now nearly there a year earlier.

It was fantastic to see the range of people involved in this project. The fundraising dinner was a huge success and it was great to see so many diverse people supporting it.

Year 13s are only able to play on the team and compete if they have a minimum of 80% attendance.

For some of our students, it may be the first time they have travelled.

The final piece of the puzzle has been fitted today with the confirmation of the travel insurance, which has been a bit tricky.

Some of the RAMS have been adapted specifically for this trip, such as managing behaviour on the flight.

There are still two RAMS forms outstanding: for the desert trip and for the water activity.

Either a subcommittee will be formed or authority to sign off will be delegated so that once the RAMS are ready, they can be read and then the trip can be signed off.

It will be a great opportunity for our students.

Deanna Howard-Afeaki and Moana Noa Rountree entered the meeting at 4:40pm

Breakdown of costs

Originally budgeted was \$130k

Over \$133k has been raised so far. There is still \$17k left to raise, but it is hoped that the Konseti on Friday will raise approx. \$5k. With other fundraising, it is expected that a total of approx. \$13K will still be raised.

The original proposal was that the cost per player of \$4k would be split between the player/family themselves and fundraising efforts. A few families have been spoken to re their portion of the contribution but everything is on track.

It is estimated that the final amount to be funded by the board is approx. \$3+k.

The question was asked as to who was going on the trip and why they were having half their costs paid when some students' families are struggling.

The staff are donating their time by going on the trip as well as helping with fund raising as so have worked to raise money for the trip and will be working on the trip as well.

The board is concerned that the students have everything that they need while on the trip.

Sub committee to approve the outstanding RAMS: Beverley Matamua, Marama Mae and Michelle Proctor.

Question was raised around the students who are not New Zealand citizens re visas etc necessary for travel into Abu Dhabi. This has all been clarified.

Speaking rights were granted to Deanna Howard-Afeaki and Moananoa Rountree. 7pm

Deanna thanked the board for all their work this year.

Deanna and Moananoa left the meeting at 7:05pm

#### 1.8 [Draft budget](#)

Indicative funding for 2025 is slightly higher than this year. We are funded on a predicted roll of 1135 students for 2025.

Most areas have a slight increase in funding over this year.

This year property was managed by staff in school and not an external provider and we have recognised that there is work that needs to be caught up on, and so an increase in budget is necessary.

Deficit budget of approx. \$220k predicted again. This includes \$50k for board funded initiatives. Same as this year, and we have in fact ended with a surplus of \$200k.

This is due to an increase in income from the MOE because of our roll growth.

The question was asked as to whether budgets have been increased in areas where there were budget blowouts. The reason for the blowouts has been looked into - either they were small budgets and so actual numbers were low, or one-off purchases were necessary.

A question was raised around the polyfest budget which was answered. We will have more and bigger groups taking part next year. It is important to celebrate the cultural diversity in the school.

This is the first time that a complete draft budget has been presented at a November board meeting and Letticia was thanked for her hard work with this, on top of planning the 1st XV trip to Abu Dhabi.

A review of the budget will be held in April once income is finalised from the MOE

Motion to approve the draft budget.

Moved: Michelle Proctor      Seconded: Melanie Etana

Letticia left the meeting at 7:20pm

1.9      Declarations of Interest

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

Motion to approve the minutes of last month's meeting as a true and accurate record of the meeting.

Moved: Michelle Proctor

Seconded: Simon Craggs

1.11 Matters Arising

1.12 Correspondence

1.13 Trips for approval

1.13.1 [Outward Bound trip application](#)

1.9.3 [Kaitiaki Camp EOTC application](#)

Motion to approve the above EOTC applications

Moved: Tony Kake

Seconded: Marama Mae

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

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

Report taken as read



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

3.1 Resolution to One Foundation to apply for funding for a replacement stage

3.2 Motion to apply for funding as above

Moved: Michelle Proctor      Seconded: Simon Craggs

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

5:20pm

4.1 Board Assurances:

#### **School Donations and Student Activity Payments \* (government scheme only)**

- Principal to assure the board that if the school has opted in to the government donation scheme, this has been decided in consultation with the school community, and the community has been notified of this decision. If the school has opted into the scheme, assure the board that the school has not asked for donations, except for overnight camps.

The board received assurance that students are not asked for donations.

Senior students can be asked to pay for materials used in subjects such as Hard Materials, Food Technology etc but we don't do that.

#### **Gifts**

- Assure the board that all financial gifts can be properly accounted for, and the nature of gifts given is reasonable and proportionate to the reason they are given.

#### **Daily School Bus \***

- See Daily School Bus on your SchoolDocs site for the assurance relevant to your school bus

Currently, there is no Policy around a school bus on the website but this will be addressed.

A question was asked as to how the blocks are named around the school, in particular the new John Rohs block.

It was felt that John Rohs was responsible for the turnaround and so should be recognised for this. He was the person who led the change in the school culture.

It was agreed that there would be more consultation with the naming of new blocks that are built as a result of the new master plan.

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

5:40pm

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

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

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

7:50pm

### **6.1 Reminder re Board attendance**

#### [Help for Boards](#)

If a board member misses three consecutive board meetings they will have to be excluded from the board.

Board members can be given prior leave if they know they will miss a meeting. If members will miss a meeting at short notice, this does not count as prior leave.

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

7.55pm

### **7.1 Timetable changes - Discussion on Level 1 NCEA**

In response to consultation we are changing our timetable to go back to a regular, non-changing weekly timetable.

There was a request to increase the number of times that teachers see students. There will be four period days on Monday and Tuesdays and five period days on Thursdays and Fridays..

Students will not be able to choose as many options (one less).

There has been debate around the relevance of NCEA Level 1. Only 6 students left with only Level 1, and only one student who left education with just this qualification.

There will be more focus on co-requisites next year as without achieving these, students are not able to get any NCEA levels.

Research has shown that three years with assessments is leading to burn out in students.

There has been discussion with HODs, who would generally prefer to drop Level 1 assessments.

Some departments would still like to offer Level 1 assessments and will be able to do so next year. Level 1 standards do not necessarily lead to Level 2 assessments.

Students in Year 11 will be offered a few Level 2 assessments but the focus will be on learning at this level rather than assessments.

Students learn at different rates. Some students will finish Year 13 with Level 2 and that is fine and some Year 11s will be capable of doing Level 2 standards.

There was discussion as to why the days are not all 5, one hour periods. However, the majority of students asked, stated that they preferred fewer, longer periods. Staff preferred five, shorter periods and so a compromise was made.

It is possible that NCEA Level 1 will be abolished and some schools are already doing this.

### **7.2 [Media Room proposal](#)**

Joint space for Music/English/Technology departments. Bookable space for media studies etc.

This area is developing through projects.

Andrea was praised by the board for her presentation and for the fact that this proposal demonstrates how it links into our strategic goals.

This proposal was not included in the budget but there is a good chance that the hardware would be funded by grants. It is unlikely that the space itself would be funded.

The board would like funding to be sought for this initiative but if it is not able to be funded the board is willing to fund this.

The concern was raised that some students do not have access to chromebooks and so this should be a priority. However, there are enough chromebooks available in the school for every student to be able to use one. School devices need to be better managed within the school and students need to be encouraged to purchase their own and bring their own device to school every day.

Motion to approve initiative if funding is sought

Moved: Tony Kake

Seconded: Marama Mae

## **8. Compliance Reporting**

8:20pm

### **8.1 [Property Report](#)**

#### **8.2 Comments and questions**

J-Block renovation is on hold while scope and cost of the project is being worked out.

Still waiting for a quote for the volleyball court.

#### **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](#)**

Tracking well to end the year with a surplus. The Ministry has not yet confirmed in writing that the school will be compensated for the overspend on the gyms for asbestos removal.

## **9. In Committee Meeting**

8:25pm

### **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

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



Moved: Presiding Member

Seconded: Jacqueline Beazley

Motion to move out of committee

Moved: Presiding Member

Seconded: Marama Mae

## **10. Meeting Closure**

9:45789789789pm

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 hōnore

Meeting Closed:

Next Meeting:

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