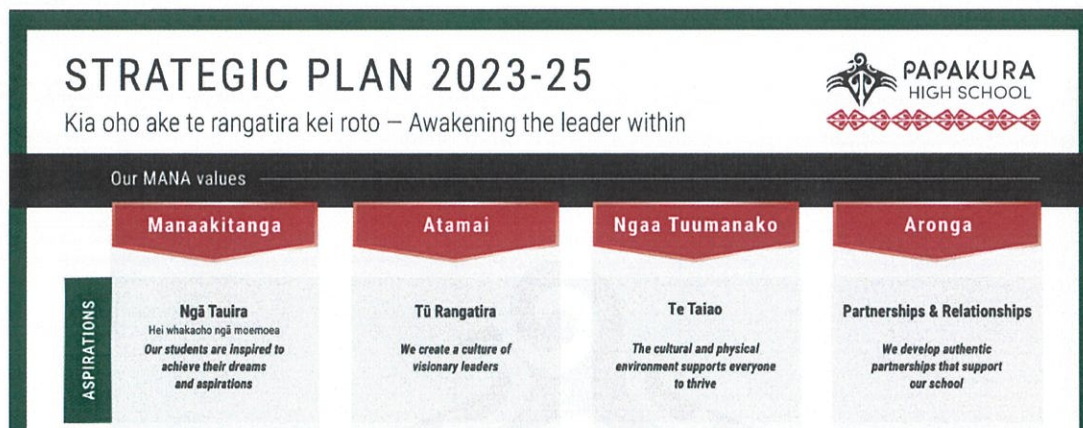




Papakura High School  
Allen Kukutai Meeting Room  
BOT Meeting  
26/03/2025  
Minutes



### 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

### Hutia te rito

Hutia te rito o te harakeke  
Kei hea te kōmako e kō?  
Kī mai ki ahau  
He aha te mea nui?  
He at ate mea nui o te ao?  
Māku e kī atu  
He tangata! He tangata!

### 1. Administration

5:15pm

- 1.1 Present: Michelle Proctor, Tony Kake, Beverley Matamua, Melanie Etana, Marama Mae, Jacqueline Beazley, Hola Poteki, Simon Craggs
- 1.2 Apologies: Ramona Tu'a, Angelitsa Nekelo
- 1.3 Prior Leave

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1.4 Speaking rights to guests n/a

1.5 Declarations of Interest: Tony Kake re the EOTC application for Kahurangi ki Uta

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

Confirmation that the minutes are a true and accurate record of the previous meeting

Moved: Michelle Proctor

Seconded: Marama Mae

1.7 Matters Arising

The question was raised as to consequences for trip applications being delivered too late and approval not being given. A conversation was held with the organisers and the assurance was given that this would not happen again. In future, if applications are received too late for board approval to be given, trips will not go ahead.

1.8 Correspondence

1.9 Trips for approval

[EOTC Application Form - TRF 14-17 April](#)

Motion to approve the Rising Foundation trip

Moved: Michelle Proctor

Seconded: Melanie Etana

Tony Kake left the meeting as he had declared a conflict of interest in the following item, being the CEO of Papakura Marae.

[EOTC Application Form - Kahurangi ki Uta](#)

Motion to approve the above trip

Moved: Simon Craggs

Seconded: Michelle Proctor

Tony Kake returned to the meeting.

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

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

2.2 Comments and questions

Some SLT members did not manage to complete the report in time for this meeting.

Lots of new partnerships have been formed with members of the community.

New staff members employed.

The Hall is now too small to hold Junior assemblies, even if students sit on the floor.

Rooming is an issue with staff having to move around, some staff are teaching in a lot of different spaces.

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

The roll growth is very impressive.

The Tuhimate Road site (where Te Taamatatanga will be housed) will become a part of the Papakura High School property.

Unfortunately, the MOE representative did not attend the meeting held there on Tuesday afternoon. However, the school has confirmed that we will be taking over the site from 11 April 2025.

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

5:45pm

- 3.1 Special meeting for SLT feedback on department reports and Board Assurance Statements
- 3.2 Comments and questions

A meeting has been scheduled on 9th April to prepare for the ERO visit from 27 May. SLT will discuss department achievement and then the Board Assurance Statement (BAS) will be workshopped. The BAS has been reduced from 55 pages to 21. BOT members should see which area they will respond to in the statement.

There appears to have been no record made of the previous ERO visit in 2023, and no report created for or since this visit.

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

- 4.1 Board Assurances from the Principal (as per School Docs yearly schedule for Term 1:
  - *School Planning and Reporting:* Assure the board that the current strategic plan has been submitted to the Ministry of Education and published online; the annual implementation plan has been published online by 31 March each year; financial statements have been submitted to the school auditor by 31 March each year; and the annual report (including audited financial statements) has been submitted to the Ministry of Education by 31 May and published online each year.
  - *Learning Support:* Assure the board that teachers of students with learning support needs have a sound understanding of student needs, and systems are in place to support these students.
  - *Health Education:* Assure the board that at least once every two years, a consultation with the school community has occurred, and a statement on the delivery of the health curriculum has been adopted.
  - *Safety Management System and Worker Engagement, Participation, and Representation:* Assure the board that the safety management system aligns with board duties under the Health and Safety at Work Act 2015, including ensuring the safety of workers, providing a safe environment for workers and other people at the school, and minimising risks to health and safety. Assure the board that workers have had the opportunity to participate in improving workplace health and safety.
  - *Healthcare (also see subtopics):* Assure the board that policies and procedures relating to first aid, recording and notification of accidents, and managing, administering, and recording medication are up to date and implemented correctly.

- *Digital Technology and Online Safety*: Assure the board that Digital Technology and Online Safety policies to promote internet safety and prevent bullying are being implemented correctly. Report on any breaches in digital safety.

#### 4.2 Comments and questions

School Planning and Reporting - this is definitely happening

Learning Support - We are making good progress with supporting the learning of our students, especially those who have been identified as having additional learning needs.

Staff are being informed of students' needs and are learning how to identify and respond to these needs.

The question was raised as to whether parents of students with learning support needs should be contacted when the student starts at PHS. Unfortunately, this is not always the case.

Health Education - Yes, consultation is happening. Overwhelmingly positive feedback with a few exceptions.

Safety Management - the school uses Safe 365 to register and deal with H&S issues.

Regular H&S meetings are held but the notes from these meetings need to go to the board, which is not always happening.

The question was raised about Cultural safety. Some new teachers need some training around this. Some students are racist towards some staff members but acceptance and understanding of the different cultures within our school has been addressed at assemblies.

Healthcare - to be deferred to the next meeting after discussion with the school nurses.

Digital Technology - the school receives weekly reports from LineWize and if students search histories raise flags, then referrals to members of the Hauora Hub are made.

Any major concerns about breaches in digital safety would be reported to the board.

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

6.20pm

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

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

To be completed in Term 1:

- Risk Management policy
- Healthcare policy

The request has been made to SchoolDocs that in the Risk Management Policy it is the Business Manager who monitors the hazard register instead of the Principal.

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

6:25pm

6.1 [Schedule of delegations](#)

Confirmation of the schedule of delegations



Motion to approve the Schedule of Delegations for 2025

Moved: Jacqui Beazley

Seconded: Melanie Etana

6.2 ERO visit - Board Assurance Statements

6.3 Health Curriculum Statement and community feedback

 Draft Health Statement 2025-27.pdf

 PHS Health Statement Community Consultation (Responses) - Form Responses 1 (1).pdf

6.4 Best means of communication

Board communication is via various means, emails, texts, calendar invites. Which method suits members best?

WhatsApp. With 24 hours to respond.

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

6.45pm

7.1 Initial talks have started around setting up a Trades Academy with students being in school for three days and out on placement for two days.

Looking for funding and outside partners. Automotive Engineering, Construction etc

## 8. Compliance Reporting

6:55pm

8.1 Property Report  \_ PHS Property Report March 2025.docx

8.2 Comments and questions

The Security Guards now have a much better Gatehouse.

New keyless electronic system will be introduced, starting with Admin and the Hall. The new system will enable people to be restricted in certain spaces as well as locking people out of spaces. It also allows for tracking of logs for entry and exit.

8.3 Motion to approve the Property report

8.4 [Health & Safety Report](#)

8.5 Comments and questions

The suggestion was made that local pharmacies could be asked if they can dispose of old stores of chemicals.

8.6 Finance

8.6.1 Finance Monthly Report  Papakura High School Summary Report February 2025.pdf

8.6.1 Summary

The year has started with the school in a strong financial position.

It was budgeted for a deficit but we will end up with a surplus.

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

The MOE has confirmed that the remaining funding for the new alarm system will be forthcoming, but it has not yet been deposited in the schools account.

## **9. In Committee Meeting**

7:00pm

### **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: Jacqui Beazley

## **10. Meeting Closure**

7:30pm

### **10.1 Comments on meeting procedures and outcomes**

There is a need for community consultation on strategic planning. It has proven difficult to capture our whānau opinions and comments.

The suggestion was made to pay someone to carry out the community consultation on behalf of the school. The board will set the parameters for consultation.

The current board will start the process for the new strategic plan so that the new board (after the election) is not put under such pressure.

### **10.2 Preparation for next meeting**

Simon to look for a consultant to gather community voice.

## **Karakia whakamutunga**

Kia tau, kia tatou kātoa.

Te atawhai o tō tātou ariki, a Ihu Karaiti,

Me te aroha ō te Atua,

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

Me te whiwhingatahitanga ki te wairua tapū  
Ake, ake, ake,  
Amine

### **Te Aroha**

Te aroha, te whakapono  
Me te rangimārie  
Tātou, tātou e

He tangata kei koutou  
He Tangata kei matou  
I roto i tenei whare  
Tātou, tātou e

Te Hononga  
Ki te Atua  
Ka Puta Ka Ora e  
Tatou tatou e

**Meeting Closed:** 7:40pm

**Next Meeting:** 28 May 2025

### **Meeting actions:**

<b>Agenda item</b>	<b>Action</b>	<b>Who</b>	<b>By when</b>	<b>Completed</b>
10.2	An external provider to be arranged for community consultation	CRG	Early next term	

### **Meeting Schedule 2025**

**26 February 2025**

**26 March 2025**

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

28 May 2025

25 June 2025

23 July 2025

27 August 2025

17 September 2025

22 October 2025

26 November 2025

Signed:  Date: 3/6/25  
Presiding member