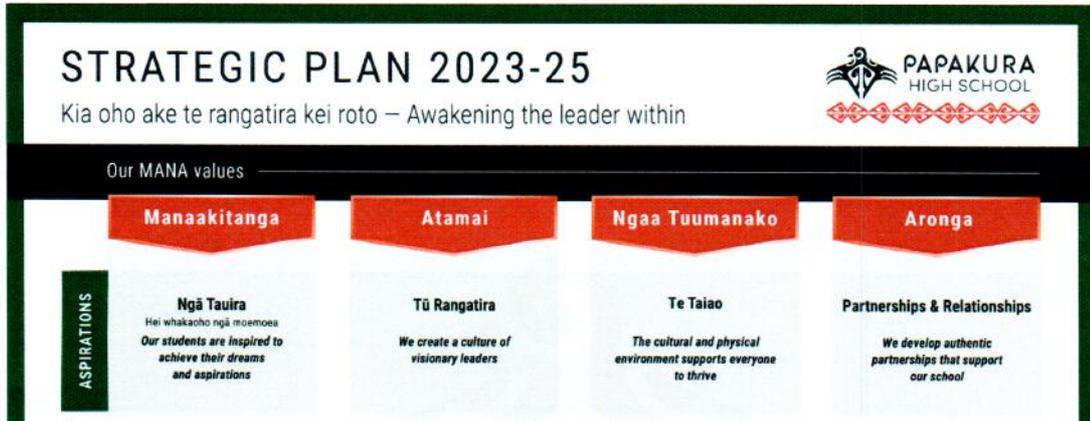




Papakura High School  
Allen Kukutai Meeting Room  
BOT Meeting  
28/05/2025  
Minutes



### 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!

### Welcome guests

**Name:** Mike Fowler, ERO team member and Jason Borland, HOD PE & Health

### 1. Administration

5:00pm

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

1.1 Present: Simon Craggs, Michelle Proctor, Jacqui Beazley, Melanie Etana, Beverley Matamua, Hola Poteki, Angel Nekelo, Tony Kake

1.2 Apologies: Nil

1.2.1 Marama Mae has tendered her resignation from the board as her work commitments are growing and she is unable to give the board sufficient time.

1.3 Prior Leave: Nil

1.4 Speaking rights to guests: Mike Fowler, Jason Borland

Speaking rights were granted to our guests.

1.5 Declarations of Interest: Nil

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

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

Moved: Michelle Proctor

Seconded: Jacqui Beazley

1.7 Matters Arising Nil

1.8 Correspondence

- [Letter of Thanks re Te Taamataatanga](#)
- [Māhau progress report](#)

Progress is behind where it should be according to the contract drawn up between the school and the carver.

1.9 Trips for approval

[3OED - overnight trip application](#)

The question was raised as to whether there are any staff members who are first aid trained attending the camp.

There are pre-hospital trained staff at Tongariro but the question was raised as to who is first aid trained to be accompanying the students on the drive.

It would appear that no PE staff have a current first aid certificate.

Our policy states that at least one first aider must be accessible at all times.

The drive is the most dangerous part of a trip and there should be someone trained for first aid as a driver or with the students on the trip.

The board will approve the trip on the proviso that at least one staff member going on the trip obtains first aid certification.

Moved: Michelle Proctor

Seconded: Melanie Etana

## **2. ERO introductions and discussion**

Mike explained to the board the purpose of the ERO visit and the outline of the report that will be coming to the school. This will outline the current state of the school as well as a “where to from here” to build student achievement further.

The board will work on the governance and stewardship of the school as one part of the Schools Improvement Framework (SIF).

The ERO team has met with a wide range of stakeholders, HODs, teaching staff, Hauora staff, three groups of students as well as whānau to gain a picture of the current state and steps being taken to support student achievement.

The school is undergoing huge growth at the moment which places a huge amount of pressure on the school at all levels.

Members of the ERO team are mainly previous principals of schools so have a very good understanding of how schools function and the pressures on them.

One of the areas looked at is attendance and this has markedly improved in recent years, even from 2024 to 2025.

The team will also look at areas to be improved upon.

Processes within the school ie with staff appointments, EOTC etc are being looked out to ensure they are being followed and thus that the school is compliant with legal requirements.

There was discussion around the value of the ERO team meeting with members of the wider local community to gain a greater understanding of the community in which the school is located.

The board was asked to complete the governance and stewardship section of the SIF to give to ERO to feed into the report. This will be discussed and completed at the next board meeting.

The question was raised as to whether Mike will remain the person at ERO who continues to work with our kura, but unfortunately, this is out of his control. He will ask the question of his manager as to whether he can remain.

### **3. Proposal for the Development of a New Fitness Suite at Papakura High School**

6pm

Jason Borland

As the school continues to grow, the PE & Health area is becoming increasingly too small, both office space and the fitness area. The fitness suite fits approx. 15 students and classes and rugby teams are up to 30 students, so too small.

Many more students are getting into fitness, weights and lifting and the space is becoming increasingly too small.

The building of a new space would enable the office to be a larger space, allowing all staff to be together in one space as currently the Sports Coordinator and the Director of Sport have an office further away.

One quote is for just a basic shed (Totalspan), and a second quote is for a complete build, the building including a complete fit out.

The board is not being asked to fund the whole cost as funding will be sought. However, it is unlikely that the full amount will be funded. The question is whether the board is willing to support the project and therefore a funding application.

It was mentioned that the PE & Health department has a very positive impact on the school and is worthy of being supported in getting a better space to operate out of.

The board will need more information as to cost and the rationale as to why a more expensive option is the preferred one.

Jason will provide this information.

This project will need to go on GETS

Motion to support the project as a concept, as long as more details are provided ie cost breakdown, additional costs such as compliance costs etc

Moved: Tony Kake

Seconded: Michelle Proctor

#### **4. Strategic Goals Focus (from GP5.1 Triennial review Process) 6:30pm**

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

##### 4.2 [2024 Analysis of Variance](#)

Key points - disappointment in the Level 1 achievement levels. This was not a surprise as this was clearly indicated early on. Our students struggled hugely with the CAAs and few achieved them. This has helped justify the reasoning behind the change in the assessment schedule here at Papakura High School.

Level 2 results were Ok.

Level 3 results were particularly pleasing, especially for Māori and Pacific students. Pacific Level 3 achievement increased by 15% over 2024.

The number of students coming from overseas with English as a Second Language has increased considerably which skews the achievement data.

There was discussion on changing/lowering the achievement targets but this was rejected as it is better to have higher aspirations and increased attendance levels should increase achievement.

There are a number of programmes run in school, Pūhoro, Ola Fou etc that are helping our students, particularly Māori and Pacific students.

#### **5. Raising Student Achievement (from GP5.1) 6:50pm**

##### 5.1 [Term 1 Attendance Matters report](#)

The number of students who attend school regularly has increased from 22% to 42% which is a significant amount.

The attendance celebration was very well received and some students were awarded certificates for the first time (any certificate).

There are errors made in attendance marking as it is a very complicated process, which also leads to incorrect attendance results.

The attendance on Wednesdays is low. This can have a number of reasons, some students use the time to study, others to work. However, the majority of students do enjoy the electives and projects and they are now a valuable part of school.

The weekly email home with the attendance for the week has made the most difference to attendance as now parents/caregivers have the opportunity to have a conversation at home if a student is marked absent.

##### 5.2 [Student engagement report](#)

7pm

##### 5.2 Comments and questions

There are a number of positives to be read from the graphs. Higher regular attendance, lower rates of non attendance.

Stand down rates are dropping. There are more female students being stood down than males and a large number of them are for physical altercations.

We no longer have funding for two positions, one mentor position and the Check and Connect funding ceased. These were covid related funded positions.

The school needs to be looking for alternatives to standing students down from school, such as putting them on support programmes immediately or offering them counselling and not waiting until after a stand down to initiate these programmes.

Peer support can be used as a very powerful tool to support students, especially senior students mentoring juniors.

Stand down rates are lower this term but rates of use of marijuana are high and increasing. However, there are better drug programmes available for students, if whānau will engage.

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

**7.15pm**

### **6.1 Board Assurances:**

- Safety Checking and Police Vetting
  - Assure the board that all children's workers employed or engaged by the school have been safety checked before appointment. Confirm that children's workers have been safety checked as required within 3 years of the previous check. Assure that any non-teaching staff (who are not registered teachers or hold a limited authority to teach) are police vetted, and any contractors and their employees have been police vetted if they may have unsupervised access to students during normal school hours. Confirm that police vets have been completed every 3 years.
- Teaching Staff
  - Assure the board that all teachers employed at the school are registered with the Teaching Council and hold a current practising certificate, or have a Limited Authority to Teach.
- Performance Management
  - Assure the board that the school manages the performance of staff according to employment agreement requirements. Confirm that the board complies with mandatory reporting requirements to the Teaching Council.
- Appointment Policy, Staff Conduct, and Professional Development
  - Assure the board that procedures for staff selection and appointment are being implemented correctly, including identity and registration checks, and any board delegation of appointment responsibilities. Confirm that supporting policies for induction, staff conduct, and professional development are being implemented.

### **6.2 Comments and questions**

ERO have confirmed that we are compliant with our Police Vetting processes as well as the teacher registration process.

They are satisfied with the PGC process.

The appointment policy, staff conduct and PLD is also fully compliant.

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

7.20pm

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

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

- Planning and Preparing for Emergencies, Disasters, and Crises (board)
- Communication During an Emergency, Disaster, or Crisis (board)
- Emergency Closure (board)

There was discussion around Papakura High School becoming a hub for Civil Defence in case of an emergency such as a flood etc.

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

7.25pm

8.1 Board engagement with key hui

The importance of communication and commitment to hui outside the regular board meetings was reiterated as there are other people, especially staff members, who put in a lot of effort to prepare for these hui and it is disappointing when board members do not show up.

The request was made that communications indicate whether a hui/date/event is a “nice to attend” or a “must attend”.

A calendar invite is a “nice to attend” and for anything else requiring board presence there are more comms.

## **10. Compliance Reporting**

7.35pm

[Property & Finance folder](#)

10.1 Property Report

10.2 Comments and questions

The library and hauora hub weathertightness project is slightly ahead of schedule but will take until the end of the year for completion due to the complexity of the work to be done.

10.3 Motion to approve the Property report

Moved: Michelle Proctor      Seconded: Jacqui Beazley

10.4 Health & Safety Report

10.5 Comments and questions

A door fell off in the Music Block.

The student rep was asked for her take on how the lockdown went from a student’s perspective. It was a frightening experience. The updates received were really helpful in alleviating anxiety.

A video was circulated explaining the procedures to students and staff to ensure that everyone knows the expectations.

The role of the security guards in this situation has been reviewed and will be discussed with the company for their staff.

10.6 Finance

## 10.6.1 Finance Monthly Report

### 10.6.1 Summary

Although the budget was supposed to be a deficit budget after everything was taken into account it was a surplus budget.

Assets are up from last year.

The accountant has requested that the board consider the budget more closely when making financial decisions in future. While it is recognised that some things will come up, the board should consider the budget when making decisions in advance.

The cleaning contract has been on GETS. Three companies were considered.

The more expensive option, Peak, included carpet cleaning and chem washing as well as buffing.

As half the year has gone already, the cost will only be \$20k more than budgeted.

The cleaners currently employed by the school who are classed as vulnerable workers will be offered employment by the new company.

Motion to approve Peak Clean the cleaning contract for the 6 months

Moved: Simon Craggs                      Seconded: Beverley Matamua

## 11. In Committee Meeting

8pm

### **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:

## 12. Meeting Closure

7:30pm

12.1 Comments on meeting procedures and outcomes

12.2 Preparation for next meeting

## **Karakia whakamutunga**

Kia tau, kia tatou katoa.  
Te atawhai o to tatou ariki, a Ihu Karaiti,  
Me te aroha o te Atua,  
Me te whiwhingatahitanga ki te wairua tapu  
Ake, ake, ake,  
Amine

**Te Aroha**

Te aroha, te whakapono  
Me te rangimarie  
Tatou, tatou e

He tangata ke koutou e  
Engari i tenei wa  
Tatou, tatou e

Love lifted me, love lifted me  
When no-one but Christ could help  
You know love lifted me.....  
Me te rangimarie

**Meeting Closed: 8:45pm**

**Next Meeting: 25 June 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: 18/7/25 .....

Presiding member