



Papakura High School  
Allen Kukutai Meeting Room  
BOT Meeting  
23/07/2025  
Minutes

**STRATEGIC PLAN 2023-25**  
Kia oho ake te rangatira kei roto – Awakening the leader within

Our MANA values

	Manaakitanga	Atamai	Ngaa Tuumanako	Aronga
<b>ASPIRATIONS</b>	<b>Ngā Taurira</b> Hei whakachō ngā moemoea <i>Our students are inspired to achieve their dreams and aspirations</i>	<b>Tū Rangatira</b> <i>We create a culture of visionary leaders</i>	<b>Te Taiao</b> <i>The cultural and physical environment supports everyone to thrive</i>	<b>Partnerships &amp; Relationships</b> <i>We develop authentic partnerships that support our school</i>

### 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?  
Te mea nui o tenei ao?  
Māku e kī atu kia koe  
He tangata! He tangata! He tangata

### Welcome guest

**Name:** Chris Matthews, Krichelle Lord

**Organisation:** Papakura High School, DP, Master of Secondary School leadership student

#### 1. Administration

5:20pm

1.1 Present: Michelle Proctor, Beverley Matamua, Melanie Etana, Hola Poteki, Simon Craggs

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1.2 Apologies: Jacqui Beazley, Tony Kake

1.3 Prior Leave - nil

1.4 Speaking rights to guests

Motion to grant speaking rights to guests

Moved: Michelle Proctor      Seconded: Simon Craggs

1.5 Declarations of Interest - nil

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

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

Moved: Michelle Proctor      Seconded: Simon Craggs

1.7 Matters Arising

1.8 Correspondence

[Letter from Safety Manager - Lee Vaughan](#)

After the incident with the group of students who attended the camp as part of their 13PEO course, and the email that came from the organisation, further clarification was requested. The email above was in response to this.

1.9 Trips for approval

1.9.1 [Decision Reach Out Toromai Trust - September](#)

There was a discussion about this application, as to whether the board can be assured that the same mistakes are not made as on the previous trip to the Hillary Outdoors Centre.

In the response, it is stated that the provider would welcome a member of staff to accompany the students, as long as they are prepared to help look after the students.

As this upcoming trip is during the holidays, there would be no problem releasing a staff member to accompany the trip.

The DP with EOTC responsibility will contact DROT to let them know of the incident and the response from Hillary Outdoors Education Centre.

At the NZSTA Conference, two board members attended a workshop about EOTC. The presenter stated that the board should not be signing off EOTC activities unless for overseas trips. The board should ensure that the school has policies in place for the health & safety of students on EOTC trips. Questions should be asked around the competency of staff on trips and to ensure that staff have the necessary support. The EOTC coordinator and Principal are responsible for signing off the trips.

This would mean that the responsibility is delegated to the Principal, except for overseas trips, as it is a legal requirement that boards sign off overseas trips.

However, it is a valuable part of the process to have extra eyes cast over the forms.

In future, the board will be informed of EOTC trips, but will not be required to sign them off, this will be delegated to the Principal.

Staff are to be reminded to complete the evaluation part of the EOTC application form after the trip has been completed as this provided valuable feedback and learning.

Simon and Michelle will work on the wording of the delegation to the Principal for the next meeting.

Motion to approve the trip (even if no staff member accompanies the trip)

Moved: Michelle Proctor

Seconded: Beverley Matamua

## 2. Strategic Goals Focus

5:30pm

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

2.2 Comments and questions

Only 10% pass rate for the Literacy CAA (8 students). It was felt that students were poorly prepared for this which contributed to their lack of engagement as well as the low success rate. This will be addressed before the next round of testing.

Attendance rates for Term 2 were lower than for Term 1, but still higher than in previous years. Letters will be sent home more regularly, after 10, 15 and 15+ days of absence from school. This is a new Ministry requirement.

Question marks in attendance will be changed to 'Ts', indicating truancy. When letters go home, this should bring a response from parents/caregivers offering an explanation for absences.

There are still some errors being made when teachers are marking attendance, causing parents/caregivers to receive notification of absences when this is not the case.

Students need to ensure that they inform the teacher if they arrive to a class after the roll has been marked.

Information is also to be sent home regarding upcoming assessments and due dates for assignments. This will help caregivers to be more proactive in their children's learning.

The Banquer programme (financial management programme for students) will be pushed so that most students complete it.

The PULSE programme has been rolled out - a small number of students completed it immediately after receiving the link.

The Trauma Informed Practice PLD programme was run over the holidays. There were valuable points raised and staff have already been able to use some of the tips provided.

The Pacific Achievement Awards Night - 3 September 2025

Unfortunately, the presiding member is away on that night but another board member may be asked to be a guest speaker. The event organiser is to be asked if she requires a guest speaker.

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### 2.3 Board Community Consultation

☐ Community consultation ideas from conference some notes from the NZSBA seminar on how to do community consultation

There is a list of questions that could be asked, but it is advisable to pick the two or three that are most relevant.

To get students to engage, a sausage sizzle could be run and students receive a sausage when they hand in their response.

The question was raised as to whether the community consultation event can still be held on 2 August, given that this date is coming up very soon. The suggestion was made that a sub committee be formed to work on this event. The subcommittee will consist of Jacqui, Angel, Michelle and Simon.

Kevin has been asked to MC the event, and has agreed to do so.

Lesieli Samiu is to be consulted around communicating with the Pasifika community.

The community consultation event will be postponed until 23 August to give the subcommittee more time to prepare.

### 3. School Review

3.1 Out of zone enrolments - number of places to be offered for 2026

(For 2025 we enrolled a total of 7 out-of-zone students across all year levels + 30 at Te Taamatatanga o Pukekohekohe).

3.2 Comments and questions

We need to be aware of numbers of out of zone spaces required for siblings of current, out-of-zone students, and applications for Te Oranga Reo.

Te Taamatatanga is in the process of gaining recognition from the MOE as a separate school, but this has not happened yet, so we need to make sure that provision is made for sufficient places for them.

There will be two figures, one for Papakura High School and one for Te Taamatatanga o Pukekohekohe.

For Papakura High School - 15 out of zone places will be offered.

For Te Taamatatanga o Pukekohekohe - 40 out of zone places will be offered.

3.3 Board Assurances from the principal

**Student Attendance** - Assure the board that student absences are correctly recorded, monitored, and followed up.

There are systems in place for recording attendance. Monitoring and follow up are happening for absent students.

**Reporting about Student Progress and Achievement** - Assure the board that teachers have used good quality assessment information or aromatawai information to report to each student and their parents/caregivers at least twice a year on student progress and achievement.

Information around attendance is going home weekly. Board members (as parents) are happy with the reporting around achievement, especially with the reporting of effort.

**Searches, Surrender, and Retention of Property** - Assure the board that all procedures relating to search, surrender, and retention have been followed. Confirm that a written record has been kept of all surrenders and searches, and retention of any property held for more than 2 nights. Assure the board that authorisation of non-teaching staff is specified in writing, and that staff members receive a copy and acknowledge the receipt in writing. Non teaching staff are not authorised to search students belongings.

**Minimising Physical Restraint** - Assure the board that all procedures relating to physical restraint have been followed, and that requirements to notify, monitor, and report have been met. Confirm that any non-teaching staff have been authorised in writing. Assure the board that staff authorised to apply restraint receive appropriate training and support.

Support staff 'on the front line' ie Learning Assistants should be authorised to restrain students after the appropriate training.

Support staff who have undergone appropriate training are approved to carry out physical restraint as per the school policy.

Motion to approve the above.

Moved: Beverley Matamua    Seconded: Melanie Etana

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

6:30pm

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

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

There are 3 policies to be reviewed across Term 3 - these can be reviewed anytime in July/August/Sept

- Child Protection (board)
- Abuse Recognition and Reporting (board)
- Safety Checking (board)

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

6:40pm

5.1 Update from NZSBA conference

Three board members attended the conference in Christchurch.

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The workshops and the keynote speakers provided valuable information. One of the speakers spoke about protecting and supporting neurodiverse students. Other workshops included the induction of new board members, amongst others.

## **5. Compliance Reporting**

6:45pm

### Property & Finance

#### 5.1 Property Report

#### 5.2 Comments and questions

The blow out of the cost for the sewerage leak has been discussed with the MOE and the additional funding may be able to be added to the 5YA.

An accident in the local vicinity involving a power pole on Monday caused power surges, which in turn caused a number of heat pumps in the classrooms to blow out. The Business Manager is trying to get the replacement heat pumps paid for through an insurance claim. In the meantime, heaters have been hired to place in classrooms without heating.

#### 5.3 Motion to approve the Property report

Moved: Michelle Proctor

Seconded: Beverley Matamua

#### 5.4 Health & Safety Report

#### 5.5 Comments and questions

#### 5.6 Finance

##### 5.6.1 Finance Monthly Report

##### 5.6.1 Summary

A concern has been raised about the fact that the school is operating a surplus budget. Is this due to lower spending or higher income?

A report is to be created with more accurate information to ensure that decisions around spending are not made using incorrect data. This information will be available by the next meeting.

The accountant is known to work using conservative figures.

## **6. In Committee Meeting**

6:50pm

### 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: Melanie Etana

Chris Matthews and Kriselle Lord left the meeting at 6:50pm

Motion to move out of committee

Moved: Presiding Member

Seconded: Beverley Matamua

7. Co-option of a board member with finance skills

Motion to co-opt Angelitsa Nekelo onto the Papakura High School board for the next term of office, until the next board of trustees election in September 2028.

Moved: Michelle Proctor

Seconded: Melanie Etana

All in favour

Angelitsa Nekelo accepted the position.

## **10. Meeting Closure**

7:30pm

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

### **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

**Meeting Closed: 7:20pm**

**Next Meeting: 27 August 2025**

**Meeting actions:**

Agenda item	Action	Who	By when	Completed
1.9.1	Michelle and Simon to work on wording for a delegation of the EOTC responsibility to the Principal	Michelle and Simon	Next board meeting 27 August 2025	

**Meeting Schedule 2025**

**26 February 2025**

**26 March 2025**

**28 May 2025**

**25 June 2025**

**23 July 2025**

**27 August 2025**

**29 October 2025**

**26 November 2025**

Signed: .....  ..... Date: *15/9/25* .....

Presiding member

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