



Papakura High School
Allen Kukutai Meeting Room
BOT Meeting
27/08/2025
Minutes

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

Our MANA values

	Manaakitanga	Atamai	Nga Tuumanako	Aronga
ASPIRATIONS	Ngā Taurira <i>Hei whakaoho ngā moemoea</i> <i>Our students are inspired to achieve their dreams and aspirations</i>	Tū Rangatira <i>We create a culture of visionary leaders</i>	Te Taiao <i>The cultural and physical environment supports everyone to thrive</i>	Partnerships & Relationships <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?
He at ate mea nui o te ao?
Māku e kī atu
He tangata! He tangata!

Welcome guest:

Name: Liam Bankier (student from Te Oranga Reo re 7.1) - deferred until next BOT Meeting

Organisation

1. Administration

5:00pm

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

- 1.1 Present: Michelle Proctor, Tony Kake, Beverley Matamua, Jacqui Beazley, Hola Poteki, Simon Craggs
- 1.2 Apologies: Melanie Etana
- 1.3 Prior Leave Nil
- 1.4 Speaking rights to guests Nil
- 1.5 Declarations of conflicts of Interest Nil
- 1.6 Confirmation of [Minutes of the previous meeting](#)

Motion to approve that the minutes are a true and accurate representation of the previous meeting

Moved: Michelle Proctor Seconded: Simon Craggs

- 1.7 Matters Arising
- Delegations to the Principal

The Board delegates final sign-off of all EOTC trips within NZ to the principal and EOTC coordinator. The Board should be notified of any high-risk overnight trips to ensure school policies have been followed and staff involved have appropriate competencies.

Motion to approve this wording being added to the Delegations to the Principal

Moved: Jacqui Beazley Seconded: Tony Kake

- 1.8 Correspondence
- 1.9 Trips for approval
- 1.9.1 [Spirit of Adventure](#) - EOTC application
- 1.9.2 [TRF - EOTC application](#)

With the new delegation to the Principal, the board no longer signs overnight trips off, but merely discusses these and can raise any concerns with the organiser.

2. Strategic Goals Focus (from GP5.1 Triennial review Process) 5:10pm

- 2.1 [Annual Plan update and Principal's report](#)
- 2.2 [Strategic plan review from Community Consultation](#)
- 2.3 Comments and questions

Noteworthy:

The amount of student-led activities happening in the school. I.e. Mana Week, the Filipino Cultural week.

The Filipino NCEA information was well attended, and a number of parents came to the NCEA information evening organised by Suzanne Amodeo.

There may be a request for more funding for the erection of the Waharoa

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

Judith Collins has a visit planned on Friday 19 September from 10 - 11am. Board members are welcome to attend.

The Community Consultation process was really good, and there was a diverse range of staff in attendance. However, the whānau attendance was very low. The board needs to consider how to attract more whānau into the school.

There are a lot of positives in the school: Staff wellbeing and initiatives to improve this; an improved environment; increased interest in positions, both staffing and Kaitiaki; increasing numbers of outside providers for the Wednesday programmes; low levels of bullying reported within the student body; increased capability among the teaching staff.

While the recap of the current Strategic Plan was valuable, the numbers who showed up at the consultation were so low and mean that it does not accurately reflect the voice of the community.

Next steps: the suggestion was made to develop a matrix of different approaches to target groups. Three people to attend each hui, a board member, an IT person in case of technical difficulties and someone who has a relationship with the target community.

The sub committee (Michelle Proctor, Jacqui Beazley, Angelitsa Nekelo and Simon Craggs) to consider and work out the next steps.

3. Raising Student Achievement (from GP5.1)

6:05pm

3.1 [Student Engagement Report \(Term 2\)](#)

3.2 Comments and questions

Key takeaways: There was a reduction in numbers of students attending regularly (over 90%) from 42% down to 37%, still an increase of 15% over Term 2 last year. The school is working hard to improve attendance and the point was raised that some students achieve really well despite not attending regularly.

Stand down statistics are trending downwards. Suspensions are slightly higher as there were a number of students who were returned to the board for not meeting the conditions of their return from a previous suspension.

An application has been made to the MOE for funding for a full time support staff member to work as an attendance officer out in the community. This person would need a vehicle to be able to make home visits.

Angelitsa Nekelo joined the meeting online at 6:30pm

4. School Review (from GP5.1)

4.1 Board Assurances from the Principal:

Stand-down, Suspension, and Exclusion

Assure the board that the school complies with the correct procedures and reporting requirements relating to stand-down, suspension, and exclusion/expulsion.

School Records Retention and Disposal

Assure the board that the school has complied with the Public Records Act 2005 in relation to the retention and disposal of school records.

Safety and Welfare for Students on Work Experience

Assure the board that work-based learning and work experience situations for students meet the required welfare and safety conditions.

Food and Nutrition

Assure the board that the school promotes healthy food and nutrition for all students.

4.2 Comments and questions

Simon Craggs will check the legal requirements for the retention and destruction of school records. The board has received reassurance from the Principal that other processes are being followed.

There was discussion around the checks and processes done by the Teaching Council after the publicity around the child offender who worked at the school in 2011/2012. However, the Teaching Council registered and re-registered him despite red flags being raised by the Police. It is to be hoped that the Teaching Council has improved processes in more recent years.

5. Policy Review (from GP5.1)

6:50pm

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

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

There are 3 policies to be reviewed across Term 3 - August is our last formal hui of the term to discuss these.

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

6. Board Process

6:00pm

6.1 Appointment of a new Deputy Principal

Interviews will be held on Monday 15 September. Times to be confirmed once the number of shortlisted applicants has been decided.

Motion to approve a subcommittee for the purpose of the appointment of a new Deputy Principal to consist of the following:

Beverley Matamua - staff representative

Angelitsa Nekelo - co-opted member - to check with her employer as to whether she can take the day off

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

Michelle Proctor
Jacqui Beazley if Angel is not available

Moved: Tony Kake

Seconded: Simon Craggs

7. New Initiatives (from GP5.1)

6:55pm

7.1 [Jacket proposal for Te Oranga Reo](#)

Deferred until next meeting

7.2 [Media Suite M10](#)

It will mean one less English classroom, but it would offer a new learning opportunity for our students.

We should be able to get funding for the equipment necessary, but the board would need to fund the construction and renovation work to be done. This would be split over this year and next year. Although we have a good surplus, the board needs to be aware of the timing of spending.

The question was asked as to how this is going to improve Literacy and Numeracy, and whether it will be accessible to all students in the school.

This could be a different approach to teaching that has not yet been tried in this school, and could reach different students in different ways.

The concern was raised that if the NCEA qualifications are scrapped and replaced with the proposed govt. qualifications, then there may be no space for senior students to take Media Studies.

The board appreciates the information provided and would like to see evidence that this asset will be available to all students.

Motion to approve the funding for the construction and renovation of the classroom (M10) of up to \$140k for the purpose of creating a Media Suite.

Moved: Michelle Proctor

Seconded: Beverley Matamua

7.3 NCEA change proposal

Simon expressed his concerns around the proposed removal of NCEA. This would remove the flexibility currently offered for students to achieve.

89 Principals in Auckland have signed a letter asking for the NCEA consultation process to be expanded before the decision is made to revert to a purely academic assessment pathway. This has been sent to the Education spokespersons from all parties in Parliament.

The board could send feedback re the changes directly to MPs.

7.4 Wet lunch proposal

The school does not have particularly good spaces for days when the weather is bad. The PPTA members are happy for break times to be shortened and then the school day finish earlier.

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

Students have been consulted and 60% were in favour of the breaks being shortened. The concern was raised that some students may not be able to go home earlier, but the library will be available next year for students to be after school until the regular end of the school day. The board is happy to support this.

8. Compliance Reporting

7:25pm

Finance and Property

8.1 Property Report

8.2 Comments and questions

Letticia to obtain more information about the lighting proposal.

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

The school accountant was present at the meeting and was asked to slightly change the way reporting to the board is done.

The school is expecting a surplus budget and there is work being done to do a new budget to reflect the current situation.

A breakdown of current investments was requested.

Letticia is obtaining more information about the property projects to be covered by the MOE and when payments will be made.

Some information will be updated.

Health & Safety

A student was hospitalised after a collision between students on the turf. As a result, students playing with oval balls have been moved to the field as the collision was caused by a student running the length of the turf as another student was running across the turf.

The question was asked as to how the surplus of \$1M could be used to assist teachers. This cannot go towards salaries as these are determined by collective agreement.

A proportion of the surplus is allocated to be spent in Term 4, although it might not all be spent. This is the reason that a new forecast is to be done.

The board can fund units, but these have to be linked to a particular purpose.

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: Beverely Matamua

Motion to move out of committee

Moved: Presiding Member

Seconded: Jacqui Beazley

10. Meeting Closure

8:00pm

10.1 Comments on meeting procedures and outcomes

This is the last meeting for a number of our members. Those members not returning were thanked for their work and the board was thanked for their support over the past three years.

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

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

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

Meeting Closed:

Next Meeting: 29 October 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

29 October 2025

26 November 2025

Signed:  Date: 4/11/25.....

Presiding member