



Papakura High School
Allen Kukutai Meeting Room
BOT Meeting
29 October 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
ASPIRATIONS	Ngā Tauria Hei whakao ngā moemoea <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: Peter Gall, Atarangi, Piki, Dereck Paora

Organisation: EDSOL NZ, Pukekohe North School, Te Oranga Reo

1. Administration

5:30pm

1.1 Present: Beverley Matamua (online), Josephine Fuapau, Brooke Te Maari Ah-Sam,

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Deborah Aasa, Maki Brown, Michelle Proctor, Tavita Iese, Julia Belford

1.2 Apologies: Angel Nekelo

1.3 Prior Leave - Nil

1.4 Speaking rights to guests: Peter Gall

Motion to give speaking rights to Peter Gall

Moved: Simon Craggs

Seconded: Michelle Proctor

1.5 Peter Gall - presentation on Board role

5:30pm

[Board Training](#)

Strategic Plan

It is imperative to consult with the community when creating the new strategic plan. Two/three questions:

- 1) What is the school doing well?
- 2) What should the school be doing differently/better?
- 3) Any other suggestions?

AI is a very useful tool to summarise the information gained and then to prioritise the responses.

Annual Plan

The Principal will create the annual plan based on the requirements of the strategic plan.

The board is responsible for the governance of a school and the Principal is the CEO responsible for the day-to-day operation of the school.

Policies are on SchoolDocs and must be reviewed, usually triannually. In order to ensure all Policies are reviewed over the three year time frame, two or more are scheduled for each board meeting. Members should look at these in advance of the meeting.

As a Crown Entity, the board is responsible for public money and is the employer of the school Principal.

The Principal and the Presiding Member have to have a good working relationship to ensure the smooth running of the school.

The Presiding Member ensures that meetings are well run.

Board members are the representatives of every student and the whole community.

Feel free to ask any questions that you may have during meetings.

The board is the employer at a school, although things such as pay, working conditions etc are set by the respective Collective Agreements. However, the board is the employer of the Principal and must be a good employer and supportive to ensure the Principal's wellbeing.

It is important that the board understand the role of the Principal.

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There are four points:

- 1) Culture - the Principal is responsible for setting the tone and culture of the school
- 2) Pedagogy - although Principals do not generally teach a class, they must be thoroughly current with pedagogy, curriculum etc
- 3) Systems - the Principal has to know about and work within many different systems that operate in a school.
- 4) Networking - a Principal is a part of many different networks and therefore has to attend many different meetings.

[Schedule of Delegations](#) - important to understand what the Principal can do and what has to be signed off by the board, e.g. spending limits, employment of new staff etc.

It is important that the board understand the history of the school and see it as a continuum, leaving it in a better position when they finish on the board.

The Principal has the ultimate responsibility for Health & Safety in a school, including for students out on trips.

It is important that the board read all forms carefully before signing them off and ask for clarification if necessary.

1.6 Speaking rights to Atarangi and Piki.

Motion to give speaking rights to Atarangi and Piki from Pukekohe North School.

Moved: Simon Craggs Seconded: Michelle Proctor

Atarangi and Piki are from Pukekohe North School accompanying the group of students from there and from Te Taamataatanga o Pukekohekohe travelling to Fiji. They are at the meeting to answer any questions the board may have.

1.7 Trips for approval

6:30pm

[Te Taamataatanga students travelling to Fiji](#)

The request was made to add RAMS for the high risk activities such as swimming and snorkelling. Also, there needs to be a detailed plan for the down time of approximately 5 hours per day.

The question was asked as to which of the staff going on the trip are able to swim. There are 12 staff accompanying the trip. All have done a First Aid course/refresher recently, and 11 of the 12 adults can swim. There are 6 divers on the trip. The staff took part in a staff lifesaving course at Port Waikato and there are plans in place for less confident swimmers. A shallow area will be roped off for those who are not strong swimmers.

The staff to student ratio is 1:4 for the younger students and 1:6 for the students from Te Taamataatanga o Pukekohekohe.

The comment was made that the EOTC application was very detailed and thorough.

There are plans in place for students, especially those who may need extra support on the trip.

Motion to approve the trip, pending the provision of a snorkelling RAMs and a detailed plan of the down time.

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Moved: Simon Craggs

Seconded: Brooke Te Maari Ah-Sam

Atarangi and Piki left the meeting.

1.8 Motion to give speaking rights to Dereck Paora, Kaiako in Te Oranga Reo (Rumaki) 7:05pm

Moved: Simon Craggs

Seconded: Michelle Proctor

1.9 [Business proposal from Te Oranga Reo](#)

The aim is for students in Te Oranga Reo to gain experience and normalise the language of Financial Literacy. The aim is to reach approx. 25% of students.

A seed fund of \$2,000 - \$3,000 is sought for lockable noticeboards. This works out at approx. \$15/student.

This is experimental learning, which studies have shown to be a better way of learning than traditional methods.

Subjects incorporated in this learning are Economics, Business Studies etc

If board approval is given, this programme will start in Term 1 next year.

The question was asked as to how the idea will be made sustainable.

Initially this will be run on lockable whiteboards, but later on the programme will be run online.

The programme in phase 1 is dependent on staff skill levels, and will not be sustainable if the current TiC were to leave, but it has the potential to become student led once it becomes a digital platform in phase 2.

Only people with students attending school are able to participate to mitigate the dangers of being online. To log on to the online platform, a school email address will be necessary.

This will give students opportunities to gain valuable real-life experiences, buying, selling and trading. There will be protocols in place to ensure that more vulnerable students are not taken advantage of when trading.

Students have been purchasing items through Trade-Me to sell. There is a set cap of \$1 for buy now items and these will be traded.

Two students have set themselves the target of buying a car. They will be gaining their licences through the school and so want to be able to drive themselves around. Through trading they hope to be able to achieve this.

The board would like to hear an update on how the programme is running and also to hear from students about their experience with it.

Dereck has already engaged with a software developer.

Motion to approve phase 1 of the proposal and the seed money of up \$3,000.

Moved: Simon Craggs

Seconded: Beverley Matamua

All in favour.

Dereck Paora left the meeting at 7:15pm

1.10 Declarations of Interest - Nil

1.11 Appointment of officers

1.11.1 Appointment of Presiding Member

Michelle was nominated as Presiding Member until the end of the year. Seconded Beverley Matamua

All in favour

Michelle accepted the appointment.

1.11.2 Appointment of Deputy Presiding Member

Tavita was nominated as Deputy Presiding Member until the end of the year. Seconded: Maki Brown

All in favour.

Tavita accepted the appointment.

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

7:20pm

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

Moved: Michelle Proctor

Seconded: Beverley Matamua

1.13 Matters Arising

Follow up with Liam Bankier re his proposal for school jackets for Te Oranga Reo students.

1.14 Correspondence

1.14.1 [Letter of Support](#) - Mentoring for Aspiring or Beginning Principals

2. Strategic Goals Focus

7:25pm

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

2.2 Comments and questions

This report is updated monthly by the SLT. It is a summary of the actions that have been taken in relation to the annual plan. It informs the board of progress made toward the annual plan.

A comment in red indicates that a point or target has not been met (yet).

Building and property updates will also be included as information to the board.

Important points will be highlighted and spoken to by the Principal. E.g. the rise in achievement of the Literacy and Numeracy CAAs.

We have reached agreement around the school values and these will be shared with staff and then students at the beginning of next year.

The question was asked about celebrating those students with 95%+ attendance.

The ERO report was finalised on 8 October after feedback on the initial report was given by the school.

3. Raising Student Achievement

7:40pm

3.1 [Pasifika action plan](#)

3.2 Comments and questions

SAM is Leslieli Samiu, the current Pacific Liaison, and MAT is Ally Mataia, Pacific Engagement Mentor across PHS and PI.

There were two Pacific Fono last year and this year Pacific Awards were held. The funding for Ola Fou came to an end at the end of Term 2 and so this has been discontinued.

The school has been asked to host the Samoan Stage for Polyfest for the next 2 years. All stage meetings will be held here and the school will provide the venue. There will be school representation at the opening and any other functions.

The school has been celebrating the various Language and Cultural weeks at school.

4. School Review

4.1 [Student engagement report - Term 3 2025](#)

7:50pm

4.2 Comments and questions

The board thanks Chris Matthews for his report.

Term 3 regular attendance was down when compared to Terms 1 and 2 but still significantly above Term 3 from 2024. Both justified and unjustified absences are counted against attendance. Illness rates are higher in the winter months so a drop in attendance is to be expected compared to Terms 1 and 2.

The MOE is providing funding to help improve attendance rates, but not for Hauora.

Stand down rates are higher among juniors than seniors. Students involved in fights etc tend to have missed the beginning of the school year and the two day induction, transition and integration into school programme, which plays an important role in transition and integration into a new school.

The number of students involved in sports has increased hugely over the past few years.

Due to the high equity index, our students are given sponsored opportunities that students at other schools would pay for. E.g. Outward Bound, Spirit of Adventure places, trips to the Edmund Hillary Outdoors Centre etc. The Charitable Trust covers costs for transport to enable students to take up these offers, e.g. flights to Blenheim to the Outward Bound course etc.

5. Policy Review

8.00pm

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

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

[Bullying and Harrassment](#)

[Behaviour Management](#)

Board members are to review the policies as they become due and if there are any concerns etc these can be raised.

6. Board Process

8.10pm

6.1 Co-option of a 2nd student rep onto the board

In the past it has been raised that as part of our commitment to Te Tiriti o Waitangi, the board should consider co-opting a Māori student on to the board, if the elected student is not Māori. It could be of benefit to have a second student voice on the board to help share the responsibility. The board members are supportive of having a second student co-opted onto the board.

Motion to co-opt a second student representative onto the board.

Simon to approach Romeo Majurey-Paora, who campaigned unsuccessfully twice to be the board student rep, to ask him if he would like to be on the board.

Moved: Michelle Proctor Seconded: Beverley Matamua

7. New Initiatives

7.1 [New Specialist School at Drury](#)

There is support for the specialist school at Drury as the MOE will only fund one further specialist school, either in Drury or in Palmerston North.

Rosehill School, who will be most affected by the new school, are in favour of the new school being built at Drury.

It will offer parents of students with additional needs a choice of where they send their child to school.

There is an opportunity for volunteers to be on the Establishment Board.

Michelle to send an email of support.

7.2 [Waharoa update](#)

Progress is being made on the carving of the waharoa but we do not yet have a date for its completion.

8. Compliance Reporting

pm

[Property and Finance](#)

8.1 Property Report

- 8.2 Comments and questions
- 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 green line is the current financial situation and the blue line is the situation last year.

The question was asked as to why the expected surplus was showing as being lower than the actual surplus.

There are various big ticket items still to come, although there will be no big spend-ups in December.

It is important that money is spent to benefit students, or saved when there is a big project being planned.

It is important to remember that funding is based on student numbers in school on 1st March and that as long as the roll is growing, this will be a greater amount than the previous year. However, it should be noted that this cannot be "spent in advance" as there is a danger that funds will be tight if the roll should not grow as predicted, or should shrink.

Motion to approve the following funding resolutions:

Grassroots Foundation: Application for \$70,124.55 to fund a 12-seater school minivan

One Foundation: Application for \$27,222 to fund 10 x desktop computers

Four Winds Foundation: Application for \$14,350 to purchase and install a film-printing machine.

Moved: Michelle Proctor

Seconded: Brooke Te Maari Ah-Sam

There was no Health & Safety Meeting held in the previous month.

9. In Committee Meeting

8:30 pm

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: Julia Belford

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Motion to move out of committee

Moved: Presiding Member

Seconded: Brooke Te Maari Ah-Sam

10. Meeting Closure

8:35pm

10.1 Comments on meeting procedures and outcomes

The request was made that guest speakers are asked to keep to a timeframe.

10.2 Preparation for next meeting

The request was made that board meetings are changed to the last Thursday of each month to better suit board members.

There were no objections made to the change in day.

As the November meeting has been published, this change will be made from next year.

Motion that meetings are held on the last Thursday of the month from the beginning of next year.

Moved: Michelle Proctor

Seconded: Brooke Te Maari Ah-Sam

Me te aroha ō te Atua,

Me te whiwhingatahitanga ki te wairua tapū

Ake, ake, ake,

Amine

Meeting Closed: 8:45pm

Next Meeting: 26 November 2025

Meeting actions:

Agenda item	Action	Who	By when	Completed
6.1 Co-option of a 2nd student onto the board	Romeo Majurey Paora to be approached	Simon	In time for student to attend the next meeting	31 Oct.
7.1 New specialist school proposed for Drury	Email of support to be sent	Michelle		

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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: 27/11/2025
Presiding member