



Papakura High School
BOT Meeting
26 Feb 2026
Minutes

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

PAPAKURA HIGH SCHOOL

Our MANA values

	Manaakitanga	Atamai	Ngaa Tuumanako	Aronga
ASPIRATIONS	Ngā Taurā Hei whakaoho 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

Welcome guest

Name: Chris Matthews (DP)

Organisation: Papakura High School

1. Administration

5:30pm

1.1 Election of officers - Simon

Election of the Presiding Member

Michelle Proctor nominated

No further nominations

Michelle Proctor elected unanimously

Deputy Chair

Julia Belford and Brooke Te Maari Ah Sam nominated

Julia declined the nomination

Brooke Te Maari Ah Sam accepted the nomination and was elected unanimously

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1.2 Present: Simon Craggs, Beverley Matamua, Deborah Aasa, Brooke Te Maari Ah Sam,
Maki Brown, Julia Belford, Romeo Majurey Paora, Michelle Proctor

1.3 Apologies: Angelitsa Nekelo, Tavita Iese

1.4 Prior Leave: Nil

1.5 Speaking rights to guests - Chris Matthews

Motion to grant Chris Matthews speaking right

Moved: Michelle Proctor

Seconded: Simon Craggs

1.6 Declarations of Interest - nil

1.7 Confirmation of [Minutes of the previous meeting](#) (26 November 2025)

Moved: Michelle Proctor

Seconded: Simon Craggs

1.8 Matters Arising

Michelle Proctor was to have written a letter to the Ministry after the meeting in November but has not yet been able to do so.

1.9 Correspondence

1.10 Trips for consideration/ratification

[Year 9 camps](#)

The number of students at the first two camps were a little lower than hoped for, but with the positive feedback coming from students, hopefully numbers will be higher for the next two.

2. Strategic Goals Focus

6:00pm

2.1 [NCEA Achievement report](#), [NCEA Endorsement Report](#), [Overall achievement NCEA & UE](#)

2.3 Comments and questions

The effect of the changes to the NCEA processes on our students' results was underestimated and the results from last year were disappointing but changes have been made. Teachers now have to apply to take a senior Kaitohutohu to ensure more support is given to students in this group. Packages of credits not part of regular course work are being offered in Literacy or Numeracy classes to help students get over the line. Students have to attend these classes until they have passed, after which they can go back to their Electives and/or Projects.

Students are able to gain credits in Year 10 which they can carry over, which should assist with achievement. Tracking processes have been improved to pick up students who are not succeeding earlier. Processes that work well with a small number of students do not work with over 300 Year 11 students and so these have been changed. Instead of relying

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on the knowledge of one person, the responsibility has been shared.

There has been criticism of the Wednesday programme and its possible effect on NCEA achievement, but at other schools where similar programmes are in place, this has had no impact on NCEA results.

On a positive note, we are above the level of other schools in the EQ band for UE achievement.

The poor results have been noted by the MOE which has offered more support.

Our students rely on good relationships with their teachers and the PLD at the start of the year focussed on this.

The results from 2025 were worse than they have been for many years. Other schools with comparative %ages of Māori and Pasifika students have achieved better results. We are letting our students down.

The question was raised as to why Year 11 students have to sit Level 2 assessments. This is to give these students a head start when they are in Year 12. By taking 20 credits into Year 12, students only need 40 more to gain Level 2. The Literacy and Numeracy prerequisites changing have put much more pressure on students passing more assessments to gain the levels, as the Literacy and Numeracy Assessments do not count towards overall achievement, but have to be achieved for the students to pass the Level. Some schools keep students at school until they have passed packages of credits to pass the levels at the end of the year.

Some parents have struggled to get information about how to help their children to achieve. Sometimes information sent out is not clear to whānau.

The new DP, Nita Falesiu, is trying to improve engagement among the Pasifika community to ensure the processes are more clearly understood.

Some students missed out on credits and didn't pass levels even though assurances had been made that they would. Some credits are still to be loaded on the system and will assist students pass.

It is difficult to get engagement but the request was made for more publicity around information evenings.

A Year 11 learning diploma, comparable to Te Tohu Rangatira at Year 10, has been Introduced this year. This will assist students to do their own tracking and see how they can raise their achievement.

For students not as engaged in their own learning and achievement, the Kaitohutohu will have to be more proactive. This is one of the reasons that teachers had to apply to be senior Kaitohutohu.

We have more students coming into Year 9 with higher literacy and numeracy levels, thanks to the government initiatives at Primary school levels.

Each DP is now responsible for tracking a particular Year level.

There is now a Project for students who have indicated that they want to go to University to ensure that they are on the right pathway.

There are a number of students who have sufficient credits to pass Level 2 or 3, but do not yet have Literacy and/or Numeracy. There is a Wednesday programme to ensure that these students can pass, but they have to attend on Wednesdays.

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

Attendance - there is a focus on attendance through the MOE. There will be a requirement from the Ministry for attendance targets to be set in the new strategic plan.

We have employed an attendance officer who has started going out and meeting with whānau whose children are not attending or attending regularly. This should have a positive impact on attendance.

The request was made for regular Friday emails to go out with attendance for the week again. This was a valuable tool for parents/caregivers.

Teachers are now able to change attendance if a student arrives at class late.

STEAM has now started. This should help improve student achievement. At first students were not used to cross curricular teaching but they quickly adapted to it and are doing really well. More communication around this class and the learning in it would be greatly appreciated.

The Teaching Council has introduced new standards of teaching practice which teachers are having to adapt to.

Students in Te Reo Oranga can gain literacy credits through Te Reo, but the numeracy credits have to be gained through CAAs or English medium Maths rather than through Pāngarau.

Wellbeing - pulse. The question was asked as to what this is. It enables us to pick up students (and/or staff) who display signs of struggling more quickly. A member of staff is then assigned to go and check in on them. It also enables us to keep a finger on the pulse of the whole school wellbeing. If this shows signs of being low, interventions such as a morning tea for staff can be arranged.

Fono will be arranged - possibly on a termly basis. There will be more communication around these. There was a great turnout for the Polyfest Cultural Group information evening, despite the power outage on that evening. Students have been informed that their attendance and results will be tracked and they will not be permitted to take part in cultural groups if these are not high enough.

Funding has been obtained for two teams to go to the World Games in Abu Dhabi at the end of the year, the 1st XV and top Netball team. If one team should not go, then just the other one will be sent.

3. Raising Student Achievement

6:30pm

3.1 [Attendance Management Plan 2026](#)

3.2 [Student Engagement Data - Term 4, 2025](#)

3.2 Comments and questions

Papakura High School will be closely scrutinised this year in regards to attendance and achievement. However, some of the data was incorrect. Meetings have been and will be

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held with the MOE to discuss these findings and see where errors have been made. There will be discussions around the end of the year processes and what changes need to be made.

The emphasis will be on Kaitohutohu building relationships with the students and tracking them more closely.

Attendance data entries from the end of last year had to be cleaned up as there were too many "?" in attendance.

Communication between whānau and the school is vital so that we know where students are if they are not at school.

Truancy agencies will not intervene unless the school demonstrates that they have done something to address the issue.

At the end of last year we had a blitz on students who were close to the 80% attendance required. This was partially successful.

Stand down and suspension numbers are down despite a higher number of students. The majority of stand downs and suspensions are for physical assault or continual disobedience.

We have had a small number of incidents at the start of the year, but students are settling down well on the whole. There are multiple activities to engage students - camps, Whānau Sports day, Polyfest practices etc.

These help to create and grow a sense of community and belonging.

The Attendance Management Plan has been published as required by the MOE.

The attendance team consists of Robyn Zenovich, the attendance officer, Adrian Clark, the truancy officer, Apete Tasi, the attendance support person, Lance Watene for whānau Engagement and Shauna Thomas, DP, for pastoral care, who can liaise with external supports if necessary. The Māori Wardens can make home visits if necessary.

Students with high attendance need to be rewarded for this.

With the high number of students in each level, we are no longer able to hold junior and senior assemblies but have to hold assemblies for each year level.

Unfortunately, all absences are counted the same, there is no difference between 'justified' absences such as illness and 'unjustified' such as truancy. All count against attendance.

Staff need to build a relationship with whānau and then they are able to make calls home.

These calls can be very beneficial in understanding why a student is not at school.

The board is obliged to provide adequate resources to support attendance, ie an Attendance Officer etc. If there is no improvement shown, the board may be asked for more resourcing e.g. for a further attendance person or similar.

Student teachers are keen to have their practicums at PHS, due to the reputation that is out there.

4. School Review

7:00pm

4.1 Assurances from the Principal (from the 2026 schedule)

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.

Health, Safety, and Welfare Policy

Assure the board that school health, safety, and welfare policies and procedures meet legislative and regulatory requirements. See Health, Safety, and Welfare Policy on your SchoolDocs site for more details.

4.2 Comments and questions

We are on track or ahead of schedule to provide all reports and statements as required.

We have appointed a further specialist teacher so that we will have a Junior and a Senior class, although space is getting very tight in Ngā Manu Rere.

We are in the process of appointing two more Learning Assistants as we still have ministry funded hours available. These will work in various classes as well as with individual students. Senior students can be integrated into mainstream classes or in externally provided courses, if suitable for the student.

We have good systems in place regarding Health & Safety in the school

5. Policy Review

7:20pm

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

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

Term 1 reviews across Feb and March hui:

- Health, Safety, and Welfare Policy (board)

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- Risk Management (board)
- Health Support (board)

The question was raised as to the school policy about the wearing of hats. We will have caps and bucket hats as part of the school uniform. Students should be permitted to wear hats in the school grounds during breaks.

Risk management - this is of vital importance for all trips, especially for overseas trips.

6. Board Process

7:25pm

6.1 Resignation of a board member - Tavita lese

7. Compliance Reporting

7.1 [Property Report](#)

7.2 Comments and questions

An insurance claim will be made for damage caused to the parquet flooring in the new gym caused by the rain getting in at the end of December.

There is a proposal to upgrade the school lock system. Each key can be programmed individually for each area. However, each key costs approx. \$200 and there is a monthly subscription fee.

An alternative is the SALTO system, similar to the tags. These are cheaper to replace and install. The original idea was to do just the gym area, but the suggestion was made to also upgrade the admin area.

Both these areas are hired out by groups so it is important to be able to secure them if a key/fob is not returned.

Julia Belford offered to obtain a further quote as she works in the security area and is able to potentially get a cheaper quote or different option

7.2.1 Motion to approve budget of up to \$120,000 for [SALTO lock system](#) for Gym and Admin areas

Motion to approve funding of up to \$120,00.00 for a new lock system for the admin and gym areas.

Moved: Michelle Proctor

Seconded: Julia Belford

7.3 [Health & Safety Report](#)

7.4 Comments and questions

There was a serious incident involving a member of staff who injured his finger while at work. A report was made to WorkSafe and questions were asked about processes. These were not followed properly resulting in the injury. Processes will be improved.

7.5 Finance

7.5.1 Finance Monthly Report

7.5.2 Summary

Some departments are not spending the money budgeted for. They have been told to be frugal in the past but they are not using the money on resources. These need to be purchased at the beginning of the year to ensure that students get the full benefit of them.

Partly, this is due to the differences in teaching - teachers used to have to purchase large amounts of text books and online resources are much cheaper.

Now that chromebooks are available for students to loan, departments no longer have to buy large numbers of replacement devices.

The uptake of loan devices from the school is lower than expected - perhaps students do not want the responsibility of them.

8. In Committee Meeting

7:30pm

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: Simon Craggs

Motion to move out of committee

Moved: Presiding Member

Seconded: Brooke Te Maari Ah Sam

9. Meeting Closure

8:30pm

9.1 Comments on meeting procedures and outcomes

9.2 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

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Ake, ake, ake,
Amine

Meeting Closed: 8:30pm

Next Meeting: 26 March 2026

Meeting actions:

Agenda item	Action	Who	By when	Completed
8.2	Obtain a quote for a new key system for the gym and admin areas	Julia Belford	ASAP	9/3/2026

Meeting Schedule 2026

26 February 2026

26 March 2026

30 April 2026

28 May 2026

25 June 2026

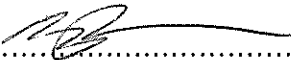
30 July 2026

27 August 2026

24 September 2026

29 October 2026

26 November 2026

Signed:  Date: 2/4/26

Presiding member