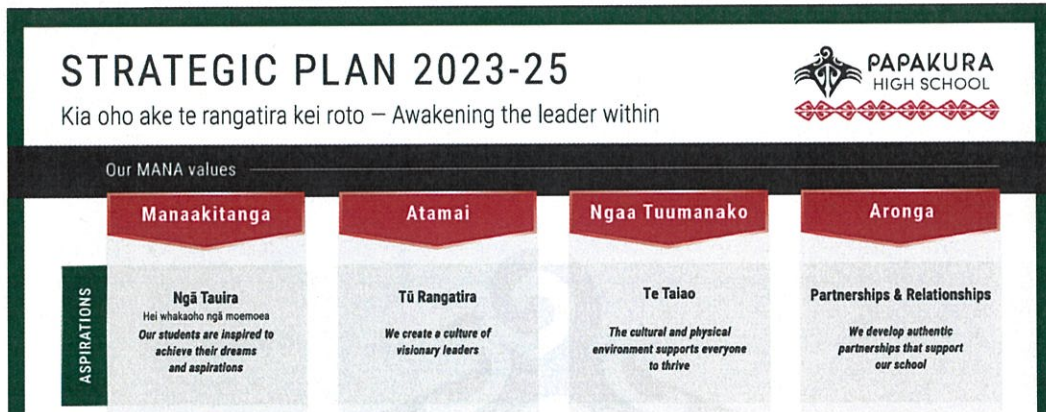




Papakura High School  
BOT Meeting  
26/03/2026  
Minutes



### 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

### Welcome Jacqui Beazely and Desiree Ngatai to the Board

#### 1. Administration

5:30pm

- 1.1 Present: Michelle Proctor, Maki Brown (online), Deborah Aasa, Brooke Te Maari Ah-Sam, Simon Craggs, Julia Belford, Romeo Majurey Paora, Jacqueline Beazley, Beverley Matamua (online), Desiree Ngatai
- 1.2 Apologies: Nil
- 1.3 Prior Leave - Angelitsa Nekelo
- 1.4 Speaking rights to guests: Nil
- 1.5 Declarations of Interest: Nil
- 1.6 Confirmation of [Minutes of the previous meeting](#)
- 1.6.1 Motion to confirm that the minutes are a true and accurate record of the meeting

Moved: Michelle Proctor

Seconded: Julia Belford

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

- 1.7 Matters Arising: Nil
- 1.8 Correspondence: Nil
- 1.9 Trips for approval: Nil

## 2. Strategic Goals Focus

5:45pm

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

#### 2.2 Comments and questions

11 students have gained sufficient credits to achieve Level 2 through the Wednesday Lit/Num programme.

The question was raised as to the accuracy of attendance data being sent home as there are discrepancies around entries. It is not clear how to respond to the emails and there is no narrative around the information presented. More information and contact details would be appreciated. It would appear that some students still have double-ups in their timetables. Tomorrow we will be in discussion with the MOE re the new build. Building will not start until July at the earliest with the start of the new budget year.

The waharoa is nearly completed. The opening is aimed for Matariki.

There was some discussion around the World Games in Abu Dhabi due to the current situation in the Middle East. An alternative venue may be sought to enable them to go ahead.

#### 2.3 Fuel supply and implications for PHS

The school has heard from the first whānau who cannot afford to send their children to school. If this situation continues, it will have a huge negative effect on our attendance. AT Hop cards are available for students who are able to take public transport to school. This needs to be more widely publicised.

Some staff are starting to struggle. Worst case scenarios are predicted to be up to \$8/ltr for fuel.

The Ministry is starting to plan, but only for on-line learning, which is hugely problematic. The cost of fuel will impact on school budgets due to the associated huge rise in costs for everything as a flow-on effect. There was a discussion around providing fuel vouchers to staff who live long distances from school. We will not be able to cover the full cost, but support can be offered.

## 3. Raising Student Achievement

6:15pm

### 3.1 Final NCEA results update

The initial reporting looked as if our students had done badly. However, improvements have been made in Level 3, UE and endorsements achievement compared to last year. Level 2 achievement was lower than last year due to the Lit/Num requirements.

UE achievement was the highest since 2022. Level 3 achievement was the highest since 2021. Māori achievement was well above the National average.

It was mentioned that teachers have done a really good job of ensuring that Senior students are given the tools and information to be able to succeed. Kaitohutohu applying

and then being selected to take senior classes has paid off already.

The question was asked as to whether the achievement data across differing departments can be shared so as to be able to offer support to those departments needing it.

HOD reports are being collated and the final information will be shared with the board.

3.2 Initial results from Lit/Num intervention

3.3 Comments and questions

The question was asked as to what additional support, if any, can be offered to help improve literacy and numeracy achievement.

We have relief staff who run Lit/Num courses on Wednesdays.

There may be the possibility of running lit/num classes offsite to remove distractions from studying. This would incur additional costs but could pay off. Conversations will be held with those students who refuse to attend the courses offered on Wednesdays as they will be unable to achieve NCEA levels. It may be suggested that they attend other courses as they are not able to achieve NCEA without Lit/Num so will not achieve at school.

#### 4. School Review

4.1 Board Assurances - where the principal assures the Board on school compliance.

- **Worker Engagement, Participation, and Representation**

Assure the board that workers have the opportunity to participate in improving workplace health and safety.

- **Health Support**

Assure the board that policies and procedures relating to health support are up to date and implemented correctly.

- **Digital Technology and Online Safety**

Assure the board that Digital Technology and Online Safety policies to promote internet safety and prevent bullying are being implemented correctly. Report on any breaches in digital safety.

4.2 Comments and questions

We have several strategies to help keep staff and students safe and well. Two full time school nurses are employed who are highly trained. The Health & Safety team meet regularly and suggest improvements to Health & Safety around the school.

We employ Linewize to monitor students' use of the internet and what they are looking at. If imminent danger is detected, Simon or Shauna Thomas, one of our DPs, receive a phone call from Linewize warning of this.

#### 5. Policy Review

6:15pm

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

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

For the Board to review in Term 1:

- Alcohol, Drugs, and Other Harmful Substances Policy (board)  
There is reference to an outdated Drug Policy.
- Sun Protection (board)
- Digital Technology and Online Safety (board)

## **6. Board Process**

6:45pm

6.1 NZSBA Conference 17-19 July, Aotea Centre, Auckland

<https://www.tewhakaroputanga.org.nz/2026-conference>

There is a budget for the board members to attend this conference. It is useful for anyone wanting to learn more about their role on the board or on a subcommittee and for networking. The keynote speakers provide useful information.

Anyone interested in attending, please let Philippa know by the end of next week and she will register you to attend.

## **7. New Initiatives**

6:55pm

7.1 [STEAM Class - progress report](#)

7.2 Comments and Questions

The class is up and running and going really well. The students are very articulate about what they are doing and really enjoying the class. Simon was asked to pass on the board's thanks to Anusha for her report and her work in this class.

Deborah Aasa left the meeting

## **8. Compliance Reporting**

7:00pm

[Property & Finance](#)

8.1 [Property Report](#)

8.2 Comments and questions

Disappointment was expressed that the users of the vans are not treating them with respect and the Property Manager has to clean them or fill them up with fuel.

If they are left dirty then the person responsible/driver is asked to clean the van. If it is an ongoing problem the user may be banned from booking the vans.

The keying upgrade has been put on GETS due to the amount involved.

8.3 Motion to approve the Property report

Moved: Michelle Proctor

Seconded: Julia Belford

#### 8.4 [Health & Safety Report](#)

#### 8.5 Comments and questions

The state of the property report is very detailed with lots of minor repairs to be made.

Repairs to windows (broken glass) are usually as a result of kids playing with balls rather than deliberate vandalism.

Damage to toilets is ongoing and can best be managed by having a security guard on duty to control access. However, this is not financially viable so an alternative method of control will be discussed and implemented next term.

#### 8.6 Finance

##### 8.6.1 Finance Monthly Report

##### 8.6.1 Summary

The final report is ready for the auditors next week.

Concern was raised that some departments have not spent their requested budgets. Leticia has been talking to HODs who have not spent the money on resources to encourage useful spending. Concerns were raised that the PLD spending was too low. However, the budget was overspent last year on PLD that was not relevant and the new DP has tightened up on this. There are no barriers to staff attending PLD relevant to their role.

Funding requests for a vehicle for the In-School Attendance Officer for home visits - up to \$20k budget. Currently, the school car is being used which means it can't be used for trips. There was discussion around the best vehicle for this and it was decided a 2nd hand hybrid would be best, especially considering the rise in the price of fuel.

Motion to approve board funding for up to a maximum of \$20,000 for a school car for the use of the attendance officer and others e.g. Lance and the Māori Warden to make home visits around attendance.

Moved: Michelle Proctor

Seconded: Jacqui Beazley

All in favour

Motion to apply to Manukau Counties Community Facilities Charitable Trust for funding of \$10,192.00 for the purchase of new chairs for the school hall.

Moved: Michelle Proctor

Seconded: Jacqui Beazley

All in favour

Motion to apply to Rano Community Trust for funding of \$10,192.00 for the purchase of new chairs for the school hall.

Moved: Michelle Proctor

Seconded: Jacqui Beazley

Motion to apply to One Foundation for funding of \$35k towards the purchase of a school van

Moved: Michelle Proctor                      Seconded: Jacqui Beazley

All in favour

Motion to apply to Grassroots Trust for funding of \$35k towards the cost of a fourth school van

Moved: Michelle Proctor                      Seconded: Jacqui Beazley

All in favour

The suggestion was made that some of the excess school budget is tagged for a future project or projects. E.g. \$1.5m to go towards the upgrade of the school hall.

## **9. 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: Jacqui Beazley

Motion to move out of committee

Moved: Presiding Member                      Seconded: Jacqui Beazley

## **10. Meeting Closure**

7:40pm

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,

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

Me te aroha ō te Atua,  
Me te whiwhingatahitanga ki te wairua tapū  
Ake, ake, ake, Amine

**Meeting Closed: 7:40pm**

**Next Meeting: Wednesday 30 April**

**Meeting actions:**

Agenda item	Action	Who	By when	Completed
5.	Update re old uniform costs/money recovered etc	Leticia	Next meeting (30 April)	See Finance folder
7.1	Simon to pass on the board's thanks to Anusha for her report and to ask her for regular termly reports.	Simon		

**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: 30/4/26...  
Presiding Member