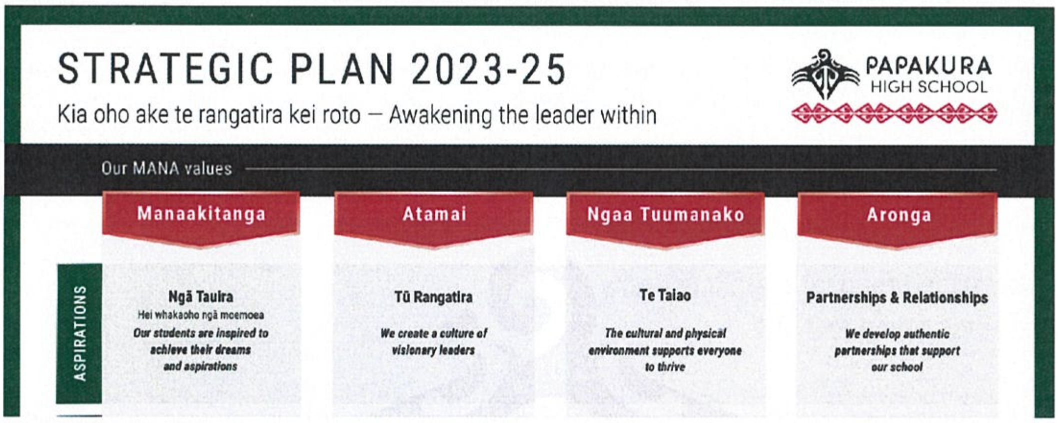
Papakura High School
BOT Meeting
28/05/2026
Minutes



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 guest
Name: Dereck Paora (Kaiako in Te Oranga Reo), Chris Matthews (DP)
Organisation: Papakura High School

1. Administration 5:30pm

1.1 Present: Simon Craggs, Beverley Matamua, Michelle Proctor, Brooke Te Maari Ah-Sam, Maki Brown, Julia Belford, Jacqui Beazley, Romeo Majurey Paora
1.2 Apologies: Deborah Aasa, Desiree Ngatai
1.3 Prior Leave
1.4 Speaking rights to guests Dereck Paora and Chris Matthews
Motion to grant speaking rights to Dereck and Chris

Moved: Michelle Proctor Seconded: Simon Craggs

1.5 Declarations of Interest

1.6 Confirmation of Minutes of the previous meeting
Motion to approve that the minutes are a true and accurate record of the previous meeting.

Moved: Simon Craggs Seconded: Jacqui Beazley

1.7 Matters Arising - Nil
1.8 Correspondence
1.8.1 Letter from the MOE: School enrolment scheme consultation

There are a few students from Clevedon School who attend Papakura High School, none from Brookby School.
We will not oppose this scheme.

2. New Initiatives
2.1 Marketplace proposal and Slide Show
2.2 Comments and questions

The idea is that students get to experience business in a 'real' way instead of just as a theoretical exercise.
There are four parts to the request presented to the board:

1) Capital investment of $13,475 - $3,000 in seed money has already been approved
2) Dedicated bank account for the Marketplace
3) Two staff members to function as student mentors
4) Establish Romeo Marketplace as a business and disruptor

Q. Who owns the IP?
A. Dereck owns the company that built it and requested a price that is sustainable for the school. The company is Mana Global Holdings.
Q. Is there an itemised list of the expenditure of the $3,000 seed money already spent?
A. Not yet. The money was spent on boards and screens, which are already at school.
The request was made to provide an itemised list.
The cost ($13,375) is for six years of IT support for the school for the use of its platform.
The intent is to be the first school in New Zealand to provide students with real life experience in trading.
Q. What is the biggest risk and how will it be managed?
A. The biggest risk to the school is the harm caused by a lack of financial literacy. The aim is to raise achievement.
Q. How will you ensure that students remain safe while using the marketplace?
A. By remaining in-school, the risk of scamming etc from 'outsiders' is removed as we would control access etc.
Q. Students may be clever enough to set up or use other email addresses. They may also coerce other students. How will you prevent this?

A. By using 'Stripe' as a payment system. In addition, all transactions will be made on-site, pick-ups and deliveries.
Q. How much extra work do you think this will cause?
A. Stripe is automated and so will reduce the workload. Stripe lines up and works within Xero.
Q. How about the additional work involved in the actual transactions?
A. Students will hold the key positions and any staff involved to be replaced (if necessary) will be inducted into the company well in advance so any transitions are smooth.
Q. How will the workload of those involved, in particular Romeo as CEO and Dereck as the leader, be affected by this?
A. This will be easily manageable - can be compared to being the coach of the 1st XV. The idea is to perfect this and then take it into other schools.
Q. Is there a cap on the number of transactions, as the more transactions, the more work? Are there any indications of the time etc involved?
A. There will be a three week "beta test" to see how great the demand is. Access is only possible through the use of a school email address.
Q. What is to stop the email address being shared with other whānau etc?
A. Dojo is used to prevent this.
Q. How are the items/transactions going to be checked and monitored? Just because there are rules in place, how are they to be enforced? There are strangers coming on site - what are the safety measures and how will they be enforced without causing a lot more work for security guards, staff and students etc?
A. These will be in compliance with policies set up by the board.
Q. How will this impact on students' learning?
A. Learning will be done through using the marketplace, Maths, English etc.

There was concern raised about the potential for scamming/fraud as this happens in real life on Facebook Marketplace etc with all its rules etc.

The board asked for more time and the space to discuss this before giving a response.

Dereck Paora left the meeting at 6.05pm

Romeo left the meeting temporarily as he declared a conflict of interest.

The board would like more clarification around the use of the $13,375.00 being requested.
Concern was expressed around the ownership of the IP.

The board would like the following:

1) A phased approach starting with students and staff, and then when proven, possibly whānau.
2) An itemised breakdown of the expenditure of the $13,375 requested.
3) Clarity around the profit structure - who keeps transaction fees etc?
4) What is the school's return on investment?

5) Who are the staff appointed advisors and how will they be appointed?
6) The provision of a draft contract between Papakura High School and Mana Global Holdings.

The board really likes the idea but would like a response to their queries before giving an answer.

Romeo returned to the meeting 6:35pm

3. Strategic Goals Focus

3.1 Annual Plan update and [Principal's report]

3.2 Comments and questions

There has been a massive effort from the team, in particular Lisa Mortimer and Rebecca Bills, to get the CAAs done over the past two weeks. In total well over 1,000 assessments.
Whānau do not understand the necessity of sitting these exams and some students also don't understand the importance of them.
For those students who have not passed CAAs as a Year 12 or 13, the alternative Wednesday pathway to Literacy or Numeracy is a better option.
Students were well prepared for the Literacy exams by the English dept. but not so much for the Numeracy exam.
Congratulations to Anusha Soupen - the attendance rate in the STEAM classes is really high and students are very engaged in the classroom.
A second meeting has been held with the MOE re the placement and design of the new classrooms. The new budget will come into effect on 1 July and we are hoping that the new classrooms will be started over the summer holiday break.

4. School Review

4.1 Education Review Office

4.2 Comments and questions

In the last review it was stated that ERO would be visiting in three years time. However, we are now on a list and will have a meeting next term and a visit in Term 4. Reports are colour coded and traffic light coded. High equity index schools find it almost impossible to be positively assessed as far as attendance and achievement goes.

5. Policy Review 6:50pm

5.1 School Docs (Login: PapakuraHigh, Password: kiarangatira)
https://www.schooldocs.co.nz/

To Review for Term 2:

- Education Outside the Classroom (EOTC)

Board members will continue with their review of the EOTC Policies and associated documents.

6. Board Process 6:55pm

6.1 Board approval of 'Q' attendance code - Board to consider delegations to principal

Students competing overseas for sports etc are currently marked with a justified absence. However, this can be marked with a Q instead, which does not count as an absence.

Motion to approve delegation to the Principal of board approved offsite learning codes.

Moved: Michelle Proctor Seconded: Julia Belford

6.2 Board Assurances

Staff Conduct

Assure the board that the school complies with mandatory reporting requirements relating to staff conduct.

The Principal assured the board that he is aware of the mandatory reporting requirements.

Appointment Policy

Assure the board that procedures for staff selection and appointment are being implemented correctly, including identity and registration checks, and any board delegation of appointment responsibilities.

Appointment Processes are robust.

Employment Policy and Equal Employment Opportunities

Assure the board that the school operates an employment policy that complies with the principle of being a good employer, that the policy (including our equal employment opportunities programme) is available to staff, and that a report on compliance is included in the annual report.

The staff are a mix of various ethnicities, all ages and male and females, so equal opportunity is clearly practiced

6.3 Community consultation

There are various ideas around community consultation for the new strategic plan: opportunities at Moana Pasifika, Cafe Nights etc.

Whānau will be attending the above events anyway so a good way to capture them.

Students need to be engaged to spread the need for consultation home to whānau.

QR codes for consultation questionnaire - one for students and one for whānau.

Prezzy cards as awards for those who out the forms.

Two cafe nights - 4x Prezzy cards @$50.

Email responses - 4x Prezzy cards @$50
There is a workshop for this that SLT and Brooke are attending. A draft plan to be ready for the workshop.

7. New Initiatives 6:45pm
7.1 Putting money aside for Admin Block remodelling

It is not possible to get Ministry funding for an upgrade of the admin block, also, money cannot be set aside for future use. The suggestion is that an upgrade is board funded.

If the money is not spent on an Admin upgrade, it could be spent on a new creative space for makerspace etc with a container village/classrooms and a shaded decking area etc. If the community could also use this space, funding may be applied for.

The board would like to see proposals for use of the working capital including approximate prices. (A wish-list with costs). The board would not like to spend more than $1M of the working capital.

8. Compliance Reporting 7:00pm
8.1 Property Report
8.2 Comments and questions

Approval needs to be granted for a locking system.

Two quotes are very similar with Manukau Lock and Alarm the preferred supplier as we have a good working history with them. Manukau Lock & Alarm to be asked to match the lower quote ($600 price difference).

Motion to approve that the contract be given to Manukau Lock & Alarm

Moved: Simon Craggs Seconded: Michelle Proctor

The suggestion was made that student voice be gathered for the spaces between S Block and the Library and between S and L block.

8.3 Motion to approve the Property report

Moved: Seconded:

8.4 Health & Safety Report
8.5 Comments and questions

8.6 Finance
8.6.1 Finance Monthly Report
8.6.1 Summary

Grant applications.

1. Manukau Counties Community Facilities Charitable Trust
    - Chairs for hall x100
    - $10,192.00
2. Rano Community Trust
    - Chairs for hall x100
    - $10,192.00
1. One Foundation
    - Van (50%)
    - $35,428.30
2. Grassroots Trust
    - Van (50%)
    - $35,428.30

The board approved all grant applications.

Moved: Simon Craggs   Seconded: Michelle Proctor.

Te Taamatatanga o Pukekohekohe has exceeded their operational grant funding through the appointment of staff, which Papakura High School will have to cover. Most of the additional staff are on fixed term contracts. In future, they will need to check their budget more carefully.

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 7:50pm

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

Meeting Closed:

Next Meeting:

Meeting actions:

Agenda item	Action	Who	By when	Completed
6.1	Addition to the Schedule of Delegations to the Principal to include approval of offsite learning codes		Next board meeting - for approval by the board	
6.3	Sort questions/google form for community consultation re strategic plan	Michelle & Brooke	Cafe Nights (Week 8)	
6.3	Purchase Prezzy cards	Philippa Kaisser	Cafe Nights (Week 8)	30/05/2026

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: 25/6/26

Presiding member