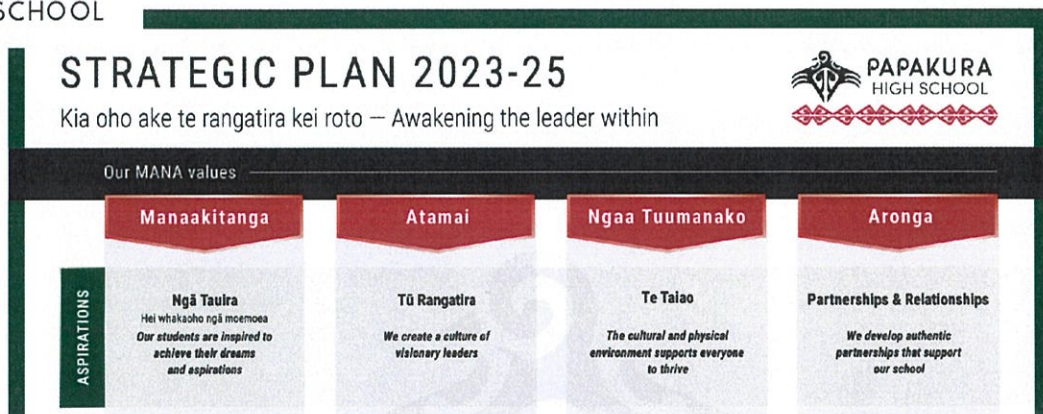




Karakia timatanga

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

1. Administration

5:250pm

1.1 Present: Simon Craggs, Michelle Proctor, Jacqui Beazley, Brooke Te Maari Ah-Sam, Desiree Ngatai, Deborah Aasa, Maki Brown, Beverley Matamua, Chris Matthews

1.2 Apologies: Romeo Majurey Paora, Julia Belford

1.3 Prior Leave

1.4 Speaking rights to guests

Motion to give speaking rights to Chris Matthews

Moved: Michelle Proctor

Seconded: Simon Craggs

1.5 Declarations of Interest

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

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

1.6.1 Motion to approve the minutes of the previous meeting as a true and accurate account of the meeting.

Moved: Michelle Proctor

Seconded: Jacqui Beazley

1.7 Matters Arising - Nil

1.8 Correspondence

1.8.1  OIA request from Regan Cunliffe [Reply to query from Regan Cunliffe](#)

Although we did not have the information requested, this is perhaps a timely reminder to keep all correspondence pertaining to anything to do with the board for future reference.

The points raised have never been flagged as an area for concern so it was not felt that anything needed to change.

1.9 Trips for approval - Nil

2. Strategic Goals Focus

5:30pm

2.1 Annual Plan update and Principal's report

 Board reporting 2026 (1).pdf

Comments and questions

Students have 2 pathways to achieve the corequisites for numeracy, either through sitting and achieving CAAs or through Numeracy credits.. A number of students have already achieved numeracy credits.

The literacy programme has started this week with tutoring for literacy starting this evening. Seniors are being prioritised for these programmes to ensure that they achieve NCEA levels. As well as after school tutoring, course material will be covered in classes and there are online courses available.

The board will be kept updated as to students' progress with this.

There was a question around staff PLD. Due to the number of overseas trained teachers, PLD is being offered on culturally responsive teaching practice. This is measured twice a year through student surveys. Staff are encouraged to become involved in extra-curricular activities to better understand the culture of our students and their whānau.

Staff are able to gain an insight into Filipino or Indian culture through workshops during the cultural weeks. Although this is only a small insight, it helps with understanding.

2.2 [Education changes update](#)

The school has adopted the approach that this is a lot for staff and the school to have to deal with all at once. We will adopt those measures that are practical and implement the other changes as it becomes possible to do so. The Ministry is trying to insist on measures being implemented immediately, but there is no mandate to do so.

A letter is being drafted to the Ministry of Education in response to the changes.

The colour coding is based on achievement and makes no consideration of context.

3. Raising Student Achievement

5:50pm

3.1 [BOT Report Term 1 2026](#)

Comments & questions.

The attendance data seems to be somewhat inaccurate. This could be due to false coding when attendance is being marked and also due to teething problems with the new system (Helix).

Students who are attending around 80 - 85% will be pushed to improve their attendance to meet govt. targets of 90%+.

With the employment of a new truancy officer who goes out to visit whānau, we have another way of engaging with whānau of chronic non-attendees.

Meetings are being held with the MOE and other outside agencies to work together to improve attendance.

When the community around the school is unsettled, this has a knock-on effect on students. This has been noted in general across the community.

Students attending alternative education finish earlier than our students and they tend to gather outside the school gates after school and this can lead to tensions and then problems after school, which in turn can carry over into school.

Attendance on Wednesdays tends to be somewhat lower than over the rest of the week, but probably not as low as is being reported. Students who are less engaged are less likely to select electives or projects and may then be placed in classes that they don't want to be in.

Because of the large numbers of outside providers, attendance marking can be less accurate and also students are more likely to attempt to go to a different class than the one timetabled. Messages across assemblies will be around the importance of attendance etc.

The transition from Year 8 to Year 9 is a struggle for some students who become unsettled. A large number of students settle down in Year 10 and their attendance improves.

There are Electives and Projects suited for all students. There is a huge importance in matching the correct staff to Electives and Projects. Passionate staff lead to engaged students who learn and gain a lot from these classes.

3.2 Department reporting 2025

The reports have been submitted and the DPs have written their summaries. The board was asked how they would like to receive the information so that it doesn't become too much and important detail lost.

The board would like an extra meeting at which SLT present their summaries to the board. This meeting will be held on 14th May at the usual time of 5pm.

Chris Matthews left the meeting at 6:15pm

4. Policy Review

6:15pm

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

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

To Review for Term 2:

- **Education Outside the Classroom (EOTC)**

The question was asked about the inclusion of students who need more support in order to be able to participate in EOTC activities.

There may be a workshop at the conference around EOTC, which may be very useful.

5. Board Process

6:30pm

5.1 Board assurances - where the principal assures the Board on school compliance

- ***Safety Checking and Police Vetting***

The Principal assured the board that there is a robust process and documentation of support staff vetting and others, including sports coaches and anyone else regularly around the students.

- ***Teaching Staff***

Assure the board that all teachers employed at the school are registered with the Teaching Council of Aotearoa New Zealand and hold a current practising certificate or Limited Authority to Teach, and that no person without a practising certificate is permanently appointed to any teaching position.

- ***Performance Management***

Assure the board that the school manages the performance of staff according to employment agreement requirements. Confirm that the board complies with mandatory reporting requirements to the Teaching Council.

All teaching staff do PGCs and Support staff are appraised annually.

There is no requirement for a certain amount of PLD, but there is whole staff PLD on Wednesday mornings as well as at other times. Most staff would participate in some form of external PLD throughout the year, although this is not a requirement and PLD may be covered in school.

5.2 [Letter to Minister](#) - draft for any feedback

Comments around the ERO reporting will be added after reporting about ERO teams visiting other countries to see how schools are assessed. This totally removes any local context to reporting.

Motion to approve the letter

Moved: Simon Craggs

Seconded: Deborah Aasa.

All in favour

5.3 Strategic planning 2027-29

The strategic plan was carried over for a further year but we will need a new one for next year.

The board was asked about how they would like to obtain community feedback.

It is difficult to get community engagement around the strategic plan. Could this be combined with information around student achievement etc?

Flyer around what is the strategic plan and why it is important to gain community voice for it.

Once this has been distributed, a meeting can be organised to get feedback.

The MOE has not yet released guidelines around the next strategic plan so it is too soon to start working on it.

Term 2 - Build a time line around the strategic plan. (Michelle & Brooke)

Term 3 - Decide on how to obtain community feedback and then gain feedback on what is working and what needs to be adjusted/changed.

Term 4 - Finalise new strategic plan

There is a PLC group led by MRI - Community Engagement. This group will be asked as to their thoughts on how to engage the community in the feedback.

6. Compliance Reporting

6:45pm

6.1 [Property Report](#)

6.2 Comments and questions

The question was asked as to the addition of the new blocks to the cyclical maintenance plan (Whaia te Amorangi, K and R blocks).

Yes, these will be added in due course.

There is still work to be done around the new keying/lock system so the decision has been deferred.

6.3 Motion to approve the Property report

Moved: Michelle Proctor

Seconded: Brooke Te Maari Ah-Sam

[Costings for Netball Tournament in Rarotonga](#)

The Netball team was planning on going to Abu Dhabi to participate in the same tournament as the 1st XV did in 2024. However, this will not be going ahead. The team, led by Michelle Lloyd, would like to participate in a tournament in Rarotonga.

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

Questions were raised as to the staff / student ration and the sleeping arrangements.

Motion to approve the trip in principle.

Moved: Deborah Aasa

Seconded: Jacqui Beazley

All in favour.

Sales of the old uniform stock are going well and the cost of the purchase from the previous supplier has nearly been covered by sales through the pop-up shop run by the school and now Lenco.

6.4 Health & Safety Report

6.5 Comments and questions

6.6 Finance

6.6.1 [Finance Monthly Report](#)

6.6.2 [Summary](#)

6.6.3 [Cyclical Maintenance](#)

Motion to approve the Cyclical Maintenance Provision

Moved: Simon Craggs

Seconded: Brooke Te Maari Ah-Sam

Motion to approve the finance report.

Moved: Michelle Proctor

Seconded: Jacqui Beazley

7. 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: Brooke Te Maari Ah-Sam

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

Motion to move out of committee

Moved: Presiding Member

Seconded: Beverley Matamua

10. Meeting Closure

7:45pm

10.1 Comments on meeting procedures and outcomes

10.2 Preparation for next meeting

Michelle and Brooke to meet with Simon to start on the time-line for the strategic plan.

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

Meeting Closed:

Next Meeting:

Meeting actions:

Agenda item	Action	Who	By when	Completed
5.3	Build a timeline around the next strategic plan	Brooke, Michelle and Simon	Next meeting	

Meeting Schedule 2026

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

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: 8/6/26
Presiding Member