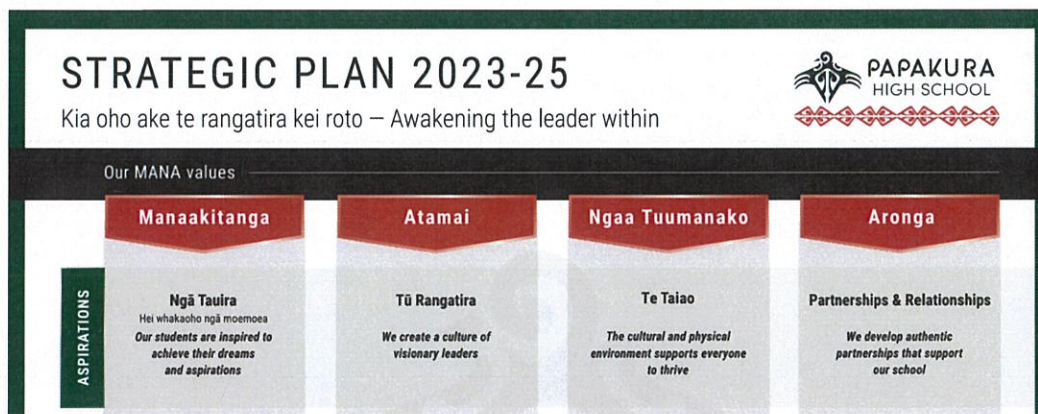




Karakia timatanga

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

Organisation: Papakura High School

1. Administration

5:30pm

1.1 Present: Michelle Proctor, Julia Belford, Brooke Te Maari Ah-Sam, Maki Brown, Simon Craggs, Deborah Aasa, Beverley Matamua and Jacqui Beazley (online).

1.2 Apologies: Desiree Ngatai

1.3 Prior Leave: Romeo Majurey-Paora

1.4 Speaking rights to guests

Motion to approve speaking rights to Chris Matthews

Moved: Michelle Proctor

Seconded: Brooke Te Maari Ah-Sam

1.5 Declarations of Interest - Nil

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

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

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

Moved: Michelle Proctor

Seconded: Maki Brown

1.7 Matters Arising - Nil

1.8 Correspondence

1.8.1 Managing National Assessments - [report](#)

Comments and questions

There are recommendations in the report, but that is to be expected and there was nothing new.

The timeframe for a revisit of 3 - 5 years would indicate that the outcome was satisfactory.

Departments need to ensure that there is consistency for moderation across the whole school. One department was using outdated cover sheets for moderation, but this has been addressed and corrected.

Any department that has a single specialist teacher goes to another school for 'internal' moderation.

PLD is offered for teachers around moderation.

1.8.2 [Letter to the board](#)

1.8.3 [MNA Leaflet](#)

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

As the school holidays have been for two weeks of the last month, and the Principal has been on annual leave until Monday this week, there is no Principal's report for this meeting.

3. Raising Student Achievement

6:00pm

3.1 Anusha Soupen, Director of STEAM

[Report on her PLD trip to ISTE 2026, Orlando, Florida](#)

3.2 Comments and questions

Anusha's passion shows through clearly in her report. She has made a number of suggestions and recommendations in her report. These are mainly things that Anusha will implement but when we get a new makerspace, there may be funding requests for more equipment etc.

The board would like to thank Anusha for her very detailed report and expressed their acknowledgment of her passion.

3.3 Chris Matthews - [BOT Report to the Board](#)

Comments and questions

The attendance results for Term 2 were disappointing as the school has put a lot of time and effort into raising attendance.

There are approx. 170 students with 85 - 89% attendance. With follow up from teacher (errors corrected, contact home etc) these students should be able to increase their attendance to 90%.

In future, staff will be sent year-to-date attendance stats weekly so that the information is current.

Admin errors are occurring and not all classes are being marked all the time which is negatively impacting attendance %ages. Some students are enrolling who have been out of school for a while, so they will struggle to gain 90% attendance.

Students who have been out of school for longer periods of time due to ill health can be enrolled with the Northern Health School.

There are several agencies carrying out visits to the homes of whānau with chronic absenteeism, including the Māori Wardens, as well as school staff.

Class meetings have been introduced this term to share knowledge around what is working to raise attendance and achievement.

The culture around attendance and its importance is slowly changing, even among staff members who have not necessarily understood this up until now.

A large number of students are involved in sports which strongly encourages engagement.

There has been a large increase in the number of stand downs. This is at least partly due to a high number of students starting who have been out of school for a long time and therefore have to learn the social skills required at Secondary School and how to fit in.

SLT is working to ensure that there are more interventions in place for students who have been or are in danger of being stood down.

The grounds team has been working very hard over the last few weeks and the whole school is looking really good.

There are numerous messages, email, social media posts etc going out from the school around attendance and this is all helping to ensure that the message is going home.

Although increases in attendance are small, they are coming and should be getting better.

4. Policy Review

6:15pm

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

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

For Review in Term 3, July, August and September Board Meetings:

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

- School Community Engagement Policy (July)
- Inclusive School Culture (August)
- Student Attendance (August)
- Concerns and Complaints Policy (September)

5. Board Process

6:30pm

5.1 Board Assurances - Principal to reassure Board about the following:

Student Attendance:

Assure the board that the school meets all legislative and regulatory requirements for attendance and is managing attendance effectively.

While there are still errors and glitches occurring, there is lots being done to manage and improve attendance.

Reporting about Student Progress and Achievement

Assure the board that the school meets all legislative and regulatory requirements for reporting on student progress and achievement.

The school has not yet implemented the new reporting requirements, but will do so when obliged to. Currently, the report is where students are at. In future, the four levels will be against where they should be at. This will mean a high number of our students will potentially be reported as failing, and this may never change, which could have a negative impact on students and their whānau.

There will be communication sent out before the new reporting method is introduced to ensure that whānau know what to expect and that students are not feeling that they are failures.

Bullying and Harassment

Assure the board that the school takes reasonable steps to eliminate bullying and harassment within the school and follows procedures and legislation to prevent bullying and harassment and to respond effectively to concerns and complaints and/or incidents of bullying.

(Deferred to the next meeting)

Assessing Student Learning

See School Docs for assurances relevant to our school policy

5.2 Update from NZSBA conference attendees (Brooke, Maki, Romeo) - key learnings

There are no fixed ratios for supervision of EOTC trips. This is assessed on a case-by-case basis.

Workshop around consent around the use of photos. This should be updated annually. Currently it is a part of the enrolment form but in future this will be assessed annually as part of the blanket consent for EOTC forms. There is a danger of being over-cautious and paralysed into doing nothing for fear of what could happen with images posted on social media.

The difference between governance and management of the school was explained.

6. Student Achievement

6.1 A large number of Year 12 students already have Level 2, almost equal to the number who had achieved this at the end of last year.

The student achievement report will be discussed in-depth at next month's meeting.

7. Compliance Reporting

6:30pm

7.1 [Property Report](#)

7.2 Comments and questions

There was frustration expressed at the amount of remedial work needing to be done for work done by Stryde.

We are waiting on tiles from Italy in order for the work to be completed.

The property team is working on a number of projects around the school and have already completed a large number. The school is looking really good.

A request has been made for a room for Muslim staff and students to pray.

7.3 Motion to approve the Property report

Moved: Michelle Proctor

Seconded: Julia Belford

7.6 Finance

7.6.1 [Finance Monthly Report](#)

Due to the reduction in the fuel price, there was discussion around the discontinuation of the fuel subsidy payments.

However, fuel prices are still relatively high so this allowance will be continued.

This will be revisited again next month.

7.6.1 [Summary](#)

7.6.2 [Notes to accounts](#)

Request to approve funding for a DTF (Direct to film) machine for the Arts/Makerspace department
[Aarque Group](#) \$19,995.00

From the information received, the board is not convinced that this is the best option for Papakura High School.

More information will be requested.

Alternatives are to be investigated.

7.7 [Tuckshop/Canteen Business Proposal](#)

The canteen provider, Good Vibes, has gone into liquidation. The staff who were working in the canteen are now without employment.

Letticia Jones (Business Manager) is confident that we can run the canteen ourselves and still make a small profit.

This will mean employing staff and finding suppliers etc.

Di Corban, Head of Food Technology/Hospitality, and Letticia visited Manurewa High School who run their own canteen and think that this is possible.

If it should prove to be not viable, then the canteen contract can be put out to tender.

Motion to approve the investment of \$27,570 to sustain the canteen and purchase the vending machine in the staff room.

Moved: Michelle Proctor

Seconded: Maki Brown

Motion for the board to take on the responsibility of the school canteen including the employment of the current staff.

Moved: Michelle Proctor

Seconded: Beverley Matumua

9. In Committee Meeting

7:00pm

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

Chris Matthews left the meeting at 7:00pm

Motion to move out of committee

Moved: Presiding Member

Seconded: Simon Craggs

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

10. Meeting Closure

7:45pm

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 o te Atua,

Me te whiwhingatahitanga ki te wairua tapū

Ake, ake, ake,

Amine

Meeting Closed: 7:45pm

Next Meeting: 27 August 2026

Meeting actions:

Agenda item	Action	Who	By when	Completed

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

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

Signed:  Date: 24/9/26
Presiding Member