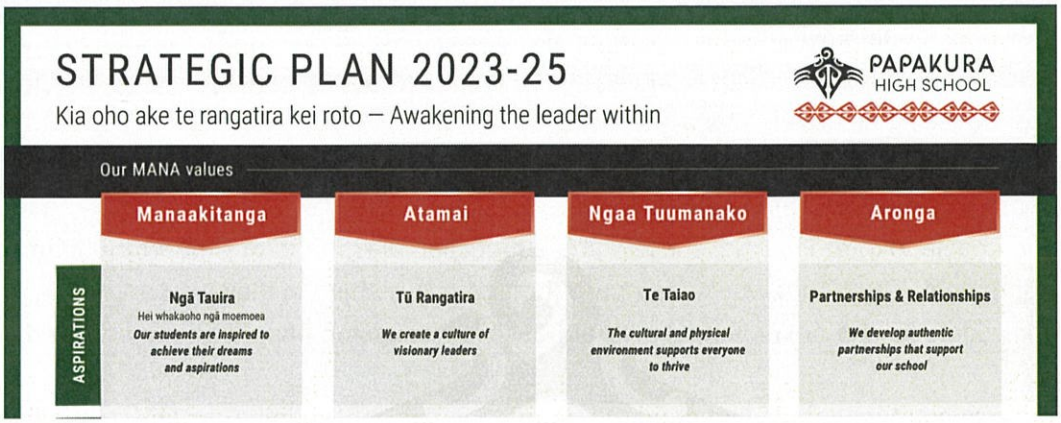
Papakura High School
BOT Meeting
24/09/2026
Minutes



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

1. Administration 5:30pm

1.1 Present: Michelle Proctor, Jacqui Beazley, Maki Brown, Desiree Ngatai, Paea Tuumotooa, Brooke Te Maari Ah-Sam, Deborah Aasa, Beverley Matamua, Simon Craggs, Julia Belford (online)
1.2 Apologies: nil
1.3 Prior Leave: nil
1.4 Speaking rights to guests
1.5 Declarations of Interest
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: Brooke Te Maari Seconded: Simon Craggs

1.7 Matters Arising
1.8 Correspondence
1.9 Trips for review
1.9.1 Netball trip to Rarotonga - December 2026

The point was raised that a number of students have asthma so there needs to be reassurance that they take inhalers with them.
As the team has been to UNISS recently, the staff are aware of any health concerns that may be there and will be well able to manage them.

The board would like to ensure that the team has sufficient funds for the trip to go ahead. As the board is unable to offer financial support, the suggestion was made to support the team with off field equipment. The board wants to ensure that there is nothing in their way and will ask for another update for the next meeting so that possible discussion of support may be held.

There are one or two details that need to be added to the application. E.g. The venue that the team is staying at does not have details. This needs to be amended. I.e will the girls be sharing beds etc.

Motion to approve the trip to Rarotonga for the Girls Netball Team under the above conditions.

Moved: Jacqui Beazley Seconded: Julia Belford

2. Strategic Goals Focus 5:55pm

2.1 Annual Plan update and Principal's report
2.2 Comments and questions

The interventions for Literacy and Numeracy that have been held over the past five weeks have been highly successful. A large number of students have now passed Lit and Num and so will be able to achieve their NCEA levels, or have already achieved them now.
This has been a cross department effort with most departments contributing to this achievement. Students understand why they need to gain these standards and are really excited about their achievement.
Over 1,000 CAA exams have been sat over the two weeks that they have been held. Results will be published next term. Once students have passed them they can forget about them and focus on the remaining standards.
There will be a further intervention in the upcoming break for students who need the support. We have received funding for external providers and so Zach Soakai, and others, will be coming in and running a programme.
Tu Rangatira - draft leadership rubric. This is to help students self assess and guide them as to how to make progress and achieve Te Rangatira.

There is debate about whether to have one rubric across the year levels or one for each year level.

There were over 50 applications for Kaitiaki positions for 2027, the highest number yet.

The PAAN was a success. The comment was made that it was good to see the academic achievement being acknowledged as well as MANA values.

The question was raised as to why Te Wiki o Te Reo Māori is being celebrated this week instead of last. But it was to avoid clashing with the CAAs in order to give the week its full status.

There has been discussion as to the placement of the new Rosehill satellite classrooms as there is not room for them all next to the current classrooms. The MOE will be in school again for another meeting about this.

3. Policy Review 6:15pm

3.1 School Docs (Login: PapakuraHigh, Password: kiarangatira)
Https://www.schooldocs.co.nz/
For Review in Term 3, July, August and September Board Meetings:

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

The complaints flowchart should be clearly visible on the website. To be added here:
https://www.papakurahigh.school.nz/our-community/policies-procedures/
If you have a concern….

4. Board Process 6:20pm

4.1 Board Assurances from the principal
Computer Security and Cybersecurity Assure the board that the school promotes computer security and cybersecurity and implements good practice to manage concerns and incidents.
Fusion is very active in monitoring and controlling cyber threats,
Staff are requested to use Gemini for AI generated work as this is isolated so does not go outside the school domain.
Linewize is used as a tool to monitor students' wellbeing so that interventions can be swift.

School Records Retention and Disposal Assure the board that the school has complied with the Public Records Act 2005 in relation to the retention and disposal of school records.
Locks to be changed to restrict access to the staff archive area to three key holders.

Safety and Welfare for Students on Work Experience * Assure the board that work-based learning and work experience situations for students meet the required welfare and safety conditions.
MOUs are signed between all providers and the school.

Food and Nutrition Assure the board that the school promotes healthy food and nutrition for all students.
The school promotes healthy food but does not restrict food sales from the canteen to healthy food options as the canteen must break even.

4.2 Draft Strategic Plan for 2027-2029

This was created by SLT together with Brooke's input from the consultation.
This must be finalised by next year.
Some of the feedback gained from the survey has been taken into consideration but more feedback was given after, which needs to be taken into consideration.

The question was raised as to whether the closing of the gap for Māori and Pacific achievement will be included and whether specific initiatives will be included.
Different data gives different levels of achievement for Māori and Pacific achievement, with some statistics showing a higher level of achievement for Māori and Pacific students.

A sub-committee will work on including the additional feedback gained as well as any additional information to be included. The sub-committee will consist of Brooke Te Maari Ah-Sam, Michelle Proctor, Beverley Matamua and Julia Belford.

5. Compliance Reporting 7:00pm
5.1 Property Report
5.2 Comments and questions

Beverley, as board rep who was present at the Property & Finance meeting, commented that Kerry and his team are doing a great job. Every 5 years the 10YA is updated. The MOE Rep for the property assessment will be in school on 2nd October along with a number of independent assessors, such as plumbers, electricians etc. A report will then be done listing projects in order of priority, P1 (urgent - health & safety issues eg, water supply, sanitation etc) to P4 (nice to have, eg doing up staff room, admin block etc).
Any project under $8,000 has to be paid for by the school out of its operational grant. It is important that these jobs are carried out promptly so that any P1 projects are financed by the MOE.
The repairs to the new gym floor are disappointing and the product used is not of a high enough quality for the usage. There is already damage to the floor, (dents etc).
The question was asked as to whether we can put a sticker into the vans reminding drivers of the height of the vehicle to prevent damage being caused in the future.

5.3 Motion to approve the Property report

Moved: Jacqui Beazley Seconded: Beverley Matamua

5.4 Health & Safety Report
5.5 Comments and questions
There were some concerns with the cleaning which have been raised with the cleaning company.
A student climbed on top of the roof above the turf and was unable to get down.

Desiree left the meeting at 7pm

5.6 Finance
5.6.1 Finance Monthly Report
5.6.1 Summary
5.6.2 Notes to accounts

Papakura High School will have to cover the wages for Te Taamatatanga o Pukekohekohe staff until the end of the year as they have used up all their budget.

6. Fisher & Pykel Funding

Fisher & Pykel has agreed to fund the school $140,000 for the STEAM project and Kootuitui will contribute $60,000. This will pay for the Director of STEAM (which will be made a permanent position from 2027) and all resources and PLD for the dept.

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: Jacqui Beazley

Motion to move out of committee

Moved: Presiding Member Seconded: Jacqui Beazley

8. Meeting Closure 7:45pm

8.1 Comments on meeting procedures and outcomes

8.2 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: 7:44pm

Next Meeting: October 2026

Meeting actions:

Agenda item	Action	Who	By when	Completed
3.1	Add complaints flowchart to the school website	KSR	ASAP	
	Invite Romeo to next board meeting (30 Oct)	CRG	ASAP	25/09/2026

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:** 2/11/26

Presiding Member