



"Quality education that develops the personal excellence of every student."

JAMES COOK HIGH SCHOOL: BOARD OF TRUSTEES

MINUTES

TO BE HELD VIRTUALLY ON ZOOM: 30th April 2020

5pm – 7pm

Karakia: Waru Clark

Present: Jaylene Ball, Waru Clark, Kim Denis, Chris Saunders, Denis Murphy, Anne Farmer, Victoria Takawe, Simon Adams, Alvin Chand, Dakoda Iosefa, Maria Coyne

Apologies: Nils

Declarations of Interest:

Nil

Waru Clark confirmed we would use Principals Report as basis of Meeting.

Principals Report:

Strategic Review:

1. Head of Faculty reports: 13 in all tabled for board to read. It was agreed these will be discussed in depth at the May meeting. Maria Coyne advised she will share a summary across the learning areas tomorrow. It was noted that the Tongan language report is not in same format and that TPU has their own style. Maria Coyne requested that she would appreciate five or six questions from the board regarding the reports for SLT to report back on.
2. Suspensions: There were eight suspensions pending on lockdown. These students were lucky lockdown occurred as their suspensions lapsed. All families have been talked to by Head of Deans. A Board hearing at end of Term one for year 11 occurred and the outcome was expulsion. Lockdown has interrupted placement, but Sue Dickens is now working to find the student a new school. The family are interested in the MIT secondary school as this student has now been turned down by three other schools but this means that this student would stay on our roll.
1. Remote Learning in Lockdown: JCHS staff have worked tirelessly to put teaching and learning programs in place. Over 200 devices were signed out to senior students. Hard materials were sent out to junior students in one day. HoF redid a whole new set of lessons for online to meet the desired outcome of the connectivity devices and hard materials promised by MOE. We applied for 826 devices for our entire school. Then MoE advised they are only sending devices for seniors. A mail merge error at MOE mean that issues have arisen with new device delivery from MOT and this needs attention from MOE. There has been significant delay in our students getting their devices despite numerous attempts by staff to gain correct delivery addresses.
Some students have received aimed for other schools or students. We are advising students to keep devices even if they are not delivered in their name. Attempting to track which students has what device. It has also become apparent that there are issues with connectivity in households based on family circumstances. Staff are reporting are high level of anxiety with senior students regarding NCEA. Chris Saunders asked the question – did the MOE do anything that was right? He believes that this whole scenario was a tremendous pressure on our team coming on the back of JCHS being a LSM

school. He is concerned that JCHS will be perceived poorly from this situation amongst the wider community.

Maria Coyne stated that she felt there had been a real lack of communication between national and regional MOE. She believes that the school should request a review from MOE on the processes that created the current situation. Alvin Chand believes that as a board we need to be clear about what our responsibility is in this process vs reality. Jaylene Ball believes we need to send a clear message to whanau about who is responsible for what. On summary Chris Saunders thinks the board should look at three things. 1. Demand a review with the right of JCHS to be represented in review 2. We have a case to go to the Minister, so he is informed with our dissatisfaction of how process has failed 3. Inform our own community of what reality is. Any communication needs to be carefully phrased so relationships are maintained but misinformation is addressed. Chris Saunders – who is going to create these documents? It was agreed that Waru Clark, Chris Saunders and Maria Coyne will organize.

2. Confirmed staffing and budget for 2020: Refer principals report. AED students: There are only ten in AED under JCHS not the number as per roll return as of March. The process needs to be reviewed re AED...
3. HR and Personnel: Two current job vacancies. The favoured drama teacher is not registered – would have to be a LAT. DVC appointment has no takers to date and we might have to modify that course. Alvin Clark asked do we do exit interviews for these positions? Denis Murphy stated he is not aware of any exit interviews being completed. Maria Coyne asked what is the view of current board on exit interviews. Chris Saunders stated he is not a supporter of exit interviews and they haven't been conducted actively. If it is wish of board these interviews are required, he would not obstruct this occurring. *Waru Clark – this issue needs to be discussed at the next meeting.*
4. Property updates: There were no specific property update. It was noted that Health and Safety guidelines under Covid 19 are reviewed daily to ensure that all staff are reassured. Maria Coyne advised she is very pleased with the way the report was co-constructed with staff.
5. Device Insurance.... Devices are the property of school and will be on asset register. There is a lot of work to be done around accounting for these devices. DM has emailed MOE and asked them for the \$\$\$ figures and accounting rule for treatment of these devices. MoE are going to to come back to us.

MC drew attention to appendices as containing information that would be useful for review.

1. Refer to information provided. March YTD actual there is a net profit for March. 112k went out on electronic equipment. There will be 5k each month going out on TELA going forward from this month. Most of our money is still in term deposit but spoken for going forward. It is imperative that we keep to operating budget going forward.
2. Approval of the capital budget has been deferred until SLT review it.
3. Operating budget: budgeted for break even. When we constructed the budget in Nov/Dec we budgeted for 1212 students and that's pretty much where we are at. \$578k total depreciation is significantly higher than last year due to the recent electronic equipment bought and leased from TELA. Denis Murphy advised that he has lifted fundraising to 300k to balance these books. Jaylene Ball stated that she felt this is a concern as this is the type of situation that got us into trouble in previous years. Chris Saunders asked if the school reserves can cover this gap? Denis Murphy advised yes technically.

It was discussed that the current economic climate is not conducive to fundraising going forward. Alvin Chand advised that this is not a budget we haven't approved – what can we perhaps tweak to cover 300K? Denis Murphy advise that this could be achievable by cutting expenditure. Alvin Chand: I suggest is that we need to trim down in capital expenditure what we have budgeted. Waru Clark stated that he believed that charities are in real trouble and we must look after ourselves. We need to adjust budget asap. Chris Saunders stated: Let's move into a review of the budget asap. It was agreed that Denis Murphy, Maria Coyne and Chris Saunders to come up with

plan. Jaylen Ball asked: can we approve in principal the plan that this group come up with for a break-even budget and Chris Saunders agreed. Jaylene Ball Approved on proviso. Kim Denis seconded.

Recommendation:

Moved that the BoT Receives Principal Report: Jaylen Ball Approved & Kim Dennis Seconded

General Business:

1. Conflict of Interest forms: These have been approved and BoT need to complete and send back to Anne Farmer ASAP
2. Annual Plan: Maria Coyne asked where do we stand with our annual plan? Waru Clark stated that we need to pick this back up again. Maria Coyne is wondering where it is at? Chris Saunders to ring Grant Mcmillan for clarification
3. Waru Clark: Dakota – is there anything you want to ask from a student perspective? Dakota Iosefa: No questions to date but he does believe there are real issues for students – they are struggling to handle work. Feeling overwhelmed. Most student are using Instagram. Alvin Chand advised he is using Instagram with Year 13. Anne Farmer advised that JCHS Instagram is set up but Grant Mcmillan is keen on using Instagram. Maria Coyne to discuss further with Dakota.
4. Alvin Chand asked if there is any update on Sally Dalziel? Chris Saunders advised that the process of involvement is yet to get underway because of lockdown. Chris Saunders is in regular contact with her in her role as LSM Papakura. He has advised her that we are handling many challenges and it doesn't make sense for her to come in within current situation. She is fine with this and when the situation is more normal then Waru Clark will contact her and we will start dialogue around what she can do to help improve our curriculum plans.
5. School Docs- Jaylene Bal is provide current policies so we can compare and contrast to school doc site
6. Waru Clark stated that Maria Coyne is doing a great job and he is proud of the staff response to the Covid situation.

Minutes from Last meeting:

Nil

Matters Arising from Last month:

Correspondence:

Nil

Public Excluded Business/In Committee:

Nil

Meeting Closed:

7.10 pm Karakia – Dakota Iosefa

Signed Board of Trustees Chairperson:

Dated:

Actions before next board meeting:

1. Denis, Maria, Waru to create a revised budget asap
2. Conflict of Interest forms to be returned
3. Jaylene to provide policies to date
4. Maria, Waru and Chris to construct letter to MOE, Ministry and community re device distribution
5. Chris to contact Grant re Bot work plan

6. Conflict of Interest forms: Jaylene Ball
7. Waru to sign off February and March Minutes