



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

**Minutes of a Board of Trustees Meeting,
held on Thursday 27th August 2020
via Zoom video-conference
5pm – 7:25pm**

1. Opening

1.1 *Karakia:* Simon Adams

1.2 *In attendance:*

Trustees: Waru Clark, Simon Adams, Victoria Takawe, Kim Denis, Jaylene Ball, Dakota Iosefa, Alvin Chand. Grant McMillan,

Also: Philip Doyle, Business Manager; Anne Farmer, Board Secretary;
Sai'd Milton, DP (agenda Item 2.1); Maria Coyne, DP (agenda item 2.2)

1.3 *Apologies:* Nil

1.4 *Declarations of Interest:* Nil

1.5 *Confirm General Items of Business:* There were no additional items of general business.

1.6 *Welcome:* The Board Chairperson welcomed Philip Doyle, Business Manager to his first Board meeting.

2. Board of Trustees Work Plan

2.1 Junior Diploma:

Sai'd Milton presented his report (Annex B of the Tumuaki•Principal's Report) to the Board.

In his summary and discussion with the Board key points and answers included:

- To date the Junior Diploma has had a mainly positive impact on students' achievement.
- Due to Covid-19, it has been an interesting year to implement the JCHS diploma.
- On the whole Sai'd is happy with the buy-in from the students and staff.
- Junior students have shown enthusiasm for the Diploma and embraced vocabulary of the Junior Diploma.
- Many students are on course to gain their diplomas at this stage of the year. Sai'd ran the board through the notes and statistics provided.
- A scholars club has started with the Year 10's, being held on Tuesday and Friday after school in the library. Students who need to catch up are invited to attend. Prefects have volunteered their personal time and are running tutorials.
- The Diploma has a focus on shifting work habits and culture.
- Targets have been adjusted for Years 9 and 10. 100 credits is now down to an 85 credits target for year 10. Some students are working on some NCEA credits that count towards Diploma credits.
- In a first assembly celebrating Diploma efforts, all Excellence students were provided with chocolate. Interestingly in the second assembly there was a large increase in the amount of chocolate handed out.
- JIP students are engaged and doing very well.

- During the latest lockdown Year 9 and 10 students had a workbook that contained work from 7 different faculty areas. There are JCHS diploma credits attached to each piece of work depending on the work the students complete.
- In Puutake there is a focus on Maoritanga rather than NZ Curriculum which is specific to their learning areas and very cross curricular. These students are also embracing JCHS diploma credits.
- Questions from Board – Regarding the credits adopted by the diploma – are these ‘carried over’ for NCEA purposes. No – but it works towards preparing students.

Sai’d will report on JCHS Diploma (Year 9 and 10) with supporting statistics at the end of the year - most likely to the December Board meeting.

2.2 NCEA Update:

The recent Level 4 Lockdown and its effects led to the specific report being presented to the Board. (Annex C to the Tumuaki•Principal’s Report)

Maria Coyne presented this report. In addition to the report the following was advised:

- A former staff member, Tom Leonard, is back at the school working with students to gain Level 1 literacy and/or numeracy
- Shaquelle Maybury, current staff member, is also working with specifically targeted students to gain Level 1 literacy.
- The lockdown has had a hugely negative impact on Year 11 student’s progress and results to date.
- Moving forward there will be a real focus on the students who will return for Year 12 and 13.
- We need to ensure completion of Level 1 literacy and numeracy for all students. They are a large group to manage and how we best achieve this will require deep consideration going forward.

2.3 2021 Charter and Annual Plan

This was to be an agenda item for this Board meeting, however due to the constraints of time it was agreed that this could be a separate meeting to be held soon.

Action: *That a separate meeting be organised (zoom or in-person) for the Board to develop Draft Goals and Actions for the 2021 Charter and Annual Plan. This to be organised by the Board Secretary in consultation with the Board Chairperson.*

2.4 Budget Mid-point Review:

Philip Doyle, Business Manager, advised the following:

- Because of the unusual nature of the year that he and the Tumuaki•Principal have directed that all non-essential expenditure cease.
- There is now an approval process in place for all expenditure despite budgets looking as expected for this time of the year.
- Refer to financial reports in the Tumuaki•Principal’s Report for more in-depth information on budget.

Given the nature of the discussion, the Board Chairperson opened discussion up on the Financial parts of the Tumuaki•Principal’s Report, including Annex D.

Philip also advised:

- That this month he worked with Denis Murphy to create the July financial report. Going forward these reports will come directly from him.

- The school finances are in good stead but we have to be prudent this year because of Covid-19, and he will be keeping a close eye on the financials to minimise any deficits that may arise.

Questions and discussion included:

- Staffing based on the banked staffing information provided, specifically asking if the school had a banked staffing issue? Philip Doyle stated that he feels it is under control currently. How this manages out over the year depends on staff changes during the balance of the year.
- What is happening around Maria Coyne's DP/Associate Principal role? Grant McMillan advised that, in accordance with the LSM and Board's decisions, Maria Coyne does not have a new role or job description, but does have additional Associate Principal responsibilities added to her current DP role. The role is fixed term until 26th January.

Action: *A copy of the Associate Principal additional responsibilities be sent to Trustees after the meeting.*

3. Statutory Support

3.1 Curriculum Output Template:

Waru Clark, Board Chairperson, reported back on progress to date, including:

- He had met with Sally Dalziel, and from that meeting Sally Dalziel has presented a template to Board in the format of a Curriculum Output Template which was then shared with the Board by email.
- From the Board Chairperson's perspective, he has no concerns around our curriculum implementation but we do need to be aware of the specific issues mentioned above regarding our year 11s.
- The Curriculum Output Template is a draft document between Sally Dalziel and the Board and is intended to be presented to Ministry of Education this year.

Discussion and questions followed, including:

- Uncertainty as to what the Board are supposed to do with this document.
- Some discussion about why and how the Ministry of Education had determined that Sally Dalziel was needed and/or imposed on the Board.
- Where the objectives have come from, as they don't appear to reflect the Board's needs? The Board Chairperson advised that the objectives in the document were created by Sally Dalziel, and that the Board can alter these objectives to suit our requirements.
- The Tumuaki•Principal advised that he believed the objectives in the document are achievable through some simple work tasks that will enable the Board to complete the document and sign off for the Ministry of Education, giving some examples.
- That the template document looked or felt disconnected from the school or Board.
- Jaylene Ball requested that the Board should meet with Sally Dalziel. This was generally supported by the Board.
- The Board Chairperson advised that he will be happy to organise a Board meeting with Sally Dalziel so that everyone is on same page.

Action: *The Board Chairperson advised that he will be happy to organise a Board meeting with Sally Dalziel, the purpose of which is to ensure all Trustees are comfortable with the proposed directions.*

4. Tumuaki•Principals Report

Grant McMillan, Tumuaki•Principal, presented his report including the following:

4.1 ERO:

- The ERO visit was cancelled due to the current Covid-19 Level 3 Lockdown.
- Instead, there have been zoom (video-conferencing) meetings held between ERO and various key staff members and the Board Chairperson.
- Through these meetings ERO have updated on actions taken to date.

4.2 Student Numbers 2021:

- These are still being analysed, and will be refined over the next few weeks.
- The initial planning figure is in the region of 1400 students, as set out in the report.
- One of the intentions is to avoid the re-shuffle of Year 9 classes that has had to occur during term 1 in each of the last 2 years, due to increased enrolments at Year 9

4.3 Te Korowai Kahu o Manurewa:

- The Board Chairperson, Tumuaki•Principal, and Andr’e Whaanga, DP, attended a recent meeting of representatives of other schools, the MOE and NZSTA
- The vacancies for the two across school roles will be advertised soon. Andr’e Whaanga involved on the appointment panel.

4.4 2021 School Donations Scheme Opt-In or Opt-out:

Refer Principals report for details.

Recommendation: *“That the Board of Trustees confirms its intent and approves the actions of the Tumuaki/Principal in formally opting both the school and TPU into the School Donations Scheme for 2021”*

Moved Jaylene Ball and **Seconded** Victoria Takawe
Carried Unanimously

4.5 Property:

Also refer to Annex E of the Tumuaki •Principal’s Report.

Recommendations: C Block Development (Detailed in Annex E)

“That the Board of Trustees approves the conceptual plans for C Block.”

“That the Board of Trustees authorises the Tumuaki/Principal, or their delegate, to act on behalf of the Board to achieve the outcomes for this project as described in this report.”

Moved Kim Denis and **Seconded** Simon Adams
Carried Unanimously

4.6 Sunshades in Puutake:

Kim Denis asked for an update.

Grant McMillan advised that:

- The scale and nature of the job required a building consent, and likely an engineer’s report.
- That there is no building consent completed as yet.
- Earlier in the year, this issue was given to the Business Manager to resolve, and is now with Philip Doyle to resolve.

The Board Chairperson, Waru Clark, stated that we need a master plan for school property improvement. Grant McMillan is working on this with the MOE who agree a plan is required and this plan is now a work in progress as discussions continue.

Through discussion it was agreed that Tumuaki•Principal identify options and costs for a shade sail or similar structure for Puutake and to report back to the Board, including options and costings, at the November Board meeting

Decision: *That the Tumuaki•Principal prepare a report for the Board setting out options for the covering of the Puutake area, including costings and budget lines this report to be received at the November Board meeting.*

4.8 School Investment Package Funds:

Refer to report Annex E.

- The previous Business Manager, Denis Murphy, had prepared a list which was presented to the Board during Grant's sabbatical. The Board were fundamentally happy with the list but do not appear to have formally approved or minuted this.
- In a meeting with the MOE earlier this month, feedback had been received that some of the items in the list were not eligible for SIP, as they were covered within 5YA and other policies.

The Tumuaki•Principal is recommending that the funds be used to upgrade/refurbish the school's staff amenities including ablutions.

Jaylene Ball questioned information received from MoE Property personnel (non-approval of certain items, the list sent not being sanctioned by the Board, relocating a structure) because it is not so at other schools. The concern is that the list was approved and the sun shade which was a long-held goal for Puutake area, is being replaced by a staffroom refurbishment. A discussion followed regarding this including:

- That \$60,000 had been identified for this in the earlier list, but this was not based on any quotes or prices.
- The merits of the projects were discussed.
- Several Trustees were concerned that an 'either/or' could exist between the two projects.
- The Tumuaki•Principal advised that both could happen using different funding sources open to the board, especially if the cost of a suitable cover was known.
- The Board Chair requests further documentation be provided regarding SIPS funding criteria.

The Board Chairperson asked that the recommendation be put and that Trustees each record their vote.

Recommendation: School Investment Package Funds (Detailed in Annex E)

"That the Board of Trustees determine that in the first instance the SIP funds should be used to refurbish the existing staffroom and staff ablutions."

Vote:

YES: Waru Clark, Alvin Chand, Simon Adams, Victoria Takawe, Dakota Iosefa and Grant McMillan all voted Yes to the recommendation.

ABSTENTIONS: Jaylene Ball and Kim Denis abstained from voting on this recommendation, although they agreed the staffroom needed upgrading.

The resolution was Carried.

4.9 EOTC:

Due to the Lockdown restrictions, the A3 summary report had not been able to be provided to Trustees.

Action: *That the EOTC Summary Report (A3 summary) be provided to Trustees as soon as practicable.*

13. Education and Training Act 2020:

Due to the Lockdown restrictions, the prepared handout had not been able to be provided to Trustees.

Action: *That the Education and Training Act 2020 handout be provided to Trustees as soon as is practicable.*

Recommendation: *“That the Board of Trustees receives the Principals Report.”*

Moved: Grant McMillan **Seconded:** Alvin Chand
Carried Unanimously

5. General Business

5.1 School Policies:

Jaylene Ball, Trustee with this portfolio, advised the Board of the following:

- That significant work over a long period had occurred in this area.
- That prior to this meeting a group of Trustees and the Tumuaki Principal had met to formally review the current Board Policy set.
- This had led to a number of Policies being identified as still current and appropriate for the Board, and a small number of Policies being identified as requiring amendment.
- Jaylene was now working on these remaining policies.

Recommendation: *“That the following Policies as revised be adopted by the Board of Trustees: Personnel, Legislation, Annual Charter, Analysis of variance, Trustee Code of Conduct, and Conflict of Interest”*

Moved: Jaylene Ball **Seconded:** Grant McMillan
Carried Unanimously

Action: Jaylene Ball to provide to the Board Secretary with electronic copies of these Policies.

5.2 Student Election:

Anne Farmer was appointed as Returning Officer (by email) and is currently working on election process and key dates. Noting that the current Level 3 Lockdown will require new dates to be sought for the Student Trustee election.

Actions:

1. In collaboration with Tumuaki•Principal, (and in her role as Returning Officer) Anne Farmer to confirm the revised dates for the Student Trustee election.
2. Following this, the Tumuaki•Principal to apply for formal acceptance by the Ministry of Education, of the revised dates.

5.3 NZSTA Training:

Alvin Chand recently attended NZSTA training and had also shared his PowerPoint of learnings with the remainder of the Board.

Kim Denis recommended the NZSTRA Knowledge Hub website to other Trustees. Kim and Jaylene have completed most of the training available through the Knowledge Hub and also recommended it to other Trustees.

Action: Board Secretary to send the link to Knowledge Hub to Simon Adams.

5.4 Update on Returning to School:

The Tumuaki•Principal updated the following, especially in relation to students currently learning towards NCEA:

- There are now 9 weeks of learning left for NCEA students.
- A zoom (video-conferencing) meeting was held with SLT and HOFGs earlier in the day
- Most Year 11 students will not/cannot complete a Level One NCEA qualification this year.
 - Looking towards Level 2, these students really only need to have their Level One prerequisite for Level 2 before end of Term One next year. (e.g. Level 1 Literacy and Numeracy, plus any other credits)
 - There may well be additional work in term one of 2021 for completion of these requirements
 - The goal for these students will be completing their NCEA Level 2 by the end of 2021
- The priority for teaching staff will be on:
 - Year 12 and 13 students who are completing NCEA Levels 2 and 3
 - and some Year 11 students who will complete Level 1 (e.g. Health Academy students).
- It is likely that, on return to school, we will review every Year 12 and 13 student's progress and plan for completion of their NCEA. This may include re-shaping some students plans, and tailoring courses or additional support to help students.
- Next week a core priority is for all staff to contact student's caregivers' home and getting students back to school as soon as is possible.

6. Administration

6.1 Confirmation of June and July Minutes:

Moved: "That the amended June 2020 Board of Trustee meeting minutes be approved as presented to this meeting."

Moved: Jaylene Ball **Seconded:** Kim Denis
Carried Unanimously

Moved: "That the amended July 2020 Board of Trustee meeting minutes be approved as presented to this meeting."

Moved: Jaylene Ball **Seconded:** Alvin Chand
Carried Unanimously

6.1 Matters Arising from last Month's Minutes:

Alvin Chand requested that Board minutes be available for staff on the website once confirmed and signed by the Board Chairperson.

This was supported and agreed by the Board.

Action: The Board Secretary to place the confirmed minutes of the board onto the school website.

6.3 Correspondence:

The Correspondence Record for August is:

James Cook High School Board of Trustees Correspondence Record

Date	Type	From	Presented
Jul-20	Letter	NZSTA 2020 AGM (Inwards)	23 July
Jul-20	Email	Prosperity Foundation (Inwards) (Outwards)	23 July
Aug-20	Email	NZSTA Teacher Pay Equity (Inwards)	27 Aug
Aug-20	Email	NZSTA Workshop (Inwards)	27-Aug
Aug-20	Email	Emma Diack (Outwards)	27-Aug
Aug-20	Email	Luella Linaker (Inwards)	27-Aug
Aug-20	Email	Luella Linaker (Outwards)	27-Aug
Aug-20	Email	Sarah Hikuroa (Inwards) (Outwards)	27-Aug

7. Public Excluded Business/In committee

None for this meeting.

8. Meeting Closure

8.1 *Closing Remarks:* The Board Chairperson thanked all for their attendance and contributions, noting that Zoom meetings have their challenges.

8.2 *Karakia:* Dakota Iosefa.

Meeting Closed at 7:25pm.