



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

JAMES COOK HIGH SCHOOL: BOARD OF TRUSTEES

MINUTES

TO BE HELD AT JAMES COOK HIGH SCHOOL: 27th February 2020

5pm – 7pm

Karakia: Dakoda Iosefa

Present: Jaylene Ball, Waru Clark, Kim Denis, Chris Saunders, Denis Murphy, Grant McMillan, Anne Farmer, Victoria Takawe, Simon Adams, Alvin Chand, Dakoda Iosefa. Guest Sa'id Milton

Apologies: Nils

Declarations of Interest:

Grant McMillan advised he would withdraw from the forthcoming discussion on fees to BoT

Waru Clark asked for Confirmation of the items of general business – all agreed with the items of general business

Presentation:

At the beginning of the meeting Sa'id Milton presented information on the JC 9 & 10 Diploma. The Diploma will promote positive work habits; rewards application and effort; builds jargon and requirements of a qualification in prep for NCEA. Should provide students who struggle at school as well as those who are capable with purpose, focus and motivation. Will provide assessment data and backs up pastoral/behavioural messages of our values.

Students will gain JC credits towards their JC Diploma. Assessments that exist or are currently being created will be used. Each assessment will have similar credit value. Students will be graded on NAME matrix as well as their curriculum level. There will be catch up sessions during the holidays for students struggling to complete/submit work. Need to pass 75% of paper assessment at year 9 and at year 10 need 100 credits. This presentation was well received by BoT members. Sai'd Milton left the meeting at 5.40pm

Principals Report:

- Strategic Goals for 2020: Work has been done on rewriting goals as requested by MOE.
- Rolls: Mainstream Year 9 roll creeping up so we will require another class. O le Tupuaga, JIP and Puutake numbers are currently ok.

- Truancy: refer to the report provided. MOE are going to pilot schools like JCHS employing own staff to deal with truancy.
- Operational Matters: as per Report provided
- Financial: presented by Kim Dennis who talked to the report. There is high expenditure on learning resources at beginning of year. Property expenditure high due to the range of Christmas Holiday jobs completed.
- Our practices for signatory on Accounts Payable sign off needs to be reviewed now that the finance portfolio is back with BoT. Grant McMillan advised that Denis Murphy will continue as one of signatory. Second signatory will be the holder of finance portfolio Kim Dennis. Jaylene Ball requested that the process be reviewed later term 3. Grant McMillan Moved. Jaylene Ball Seconded
- Credit cards are currently allocated to HOF's. Kim Dennis and Denis Murphy are unhappy with this. Grant McMillan proposes a form of debit cards where Denis Murphy transfers money only for specific pre-approved purposes. The cards need to stay within control of the Business Manager. BoT will review end of year re how this new process works. Kim Dennis Moved. Victoria Takawe Seconded
- Banked Staffing: Good balance in banked staffing for first time in two years. School will receive an additional 400k in one off funding. MOE to advise how to access and use
- Property: Refer report for details. Grant McMillan table a Ministry of Education update of property projections for Manurewa. Refer to that report for details.
- Health and Safety: Refer report for details

Recommendation:

Moved that the BoT Receives Principal Report: Grant McMillan Approved & Kim Dennis Seconded

LSM Report:

Acting Principal Appointment: this process gets underway tomorrow. LSM will make the appointment for the fixed term period. It will be an In-house appointment. Advertisement will be posted to staff and they have a week to respond. Waru Clark will represent BoT. Grant McMillan will not have input by his choice.

Revised statutory intervention information: Information was incorrectly published so new information has been prepared by Grant McMillan and presented to MOE. It will be republished in the Gazette.

Sally Dalziel: MOE have put in place a person called Sally Dalziel to work with board around governance responsibility regarding the curriculum.

Board Payments: This was discussed and agreed in 2019 so the question was asked as to why this needs to be revisited. Jaylene Ball stated that she personally has no issues with the fee payment amount but would like to be paid for additional full meetings of the board that have an approved meeting schedule and fall outside the average 10 meetings agreed. It was moved that the agreed fees stay as previously set. There will be no charges claimed for meetings to do with students. However, BoT will be paid for 12 rather than 10 meetings a year. Jaylene Ball Moved and Kim Dennis seconded

Operational

Clarification was required as to what this related to. Grant Mc Millan advised it related to operational functions of the BoT. It was agreed nil to be discussed

General Business:

School Doc Website: Anne Farmer advised that she and Denis Murphy had entered the necessary information and that information is with School Doc for site to go live. Jaylene Ball expressed concern that the content will not reflect the policies. Anne Farmer advised that she may enter the questionnaire to ensure the validity of the content but the site should be available soon for all the group to access, check and advise changes.

Delegated Authority: Grant McMillan is working on this and will present at the next BoT.

NZSTA training: Dates for changing is available online and all BoT members should avail themselves of the generic and portfolio specific training

Conflict of Interest forms: Anne Farmer expressed concern with the content of these forms. Jaylene Ball is to look at these and email Waru Clark any changes that are required.

Head of Faculty report template: presented by Alvin Chand. There was general discussion about what was required. It was agreed that decisions on how to report Head of Faculty information to the BoT should be put on hold until Sally Dalziel comes on board.

Fight in Mountford Park: Fighting incident in the park today. Disappointing but it was well handled by staff and police. Statement has been written by Grant McMillan to go onto FaceBook. There will be likely be three suspensions at least from this.

Minutes from Last meeting:

Confirmation of December 2019 minutes – Jaylene Ball moved and Waru Clark Seconded

Matters Arising from Last month:

Jaylene Ball expressed that she was unhappy with the current state of the minutes. She requested that full names be used and that we be more careful on our wording regarding such areas as resolutions. It was agreed that the January minutes would be represented.

Correspondence:

1. Nomination Forms NZSTA President Election 2020- after discussion it was agreed that the BoT would nominate Ian Alexander. Jaylene Ball to advise him of this
2. Stuart King – notification of paid union meetings
3. Pasifika Literacy Initiative – advice of payment
4. NZSTA email re PD
5. Palestine Solidarity Network Aotearoa

Public Excluded Business/In Committee:

Nil

Meeting Closed:

7.20 pm Karakia – Victoria Takawe

Signed Board of Trustees Chairperson:

Dated:

Actions before next board meeting:

1. Delegated Authority: Grant McMillan
2. Conflict of Interest forms: Jaylene Ball
3. January minutes to be represented