

## **JAMES COOK HIGH SCHOOL: BOARD OF TRUSTEES MINUTES**

**HELD AT JAMES COOK HIGH SCHOOL 27th JULY 2020**

**5pm – 7.15pm**

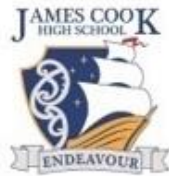
**1.**

- 1.1 Present: Grant McMillan, Anne Farmer, Alvin Chand, Kim Dennis, Jaylene Ball, Maria Coyne, Chris Saunders, Simon Adams
- 1.2 Karakia – Dakoda Iosefa
- 1.3 Apologies: Waru Clark. Absent: Victoria Takawe. Note: Could we please note those that do not provide an apology (to Chair or Secretary) are noted as absent Waru contacted both Kim Denis and Jaylene Ball to chair the meeting in his absence. Meeting chaired by Jaylene Ball
- 1.4 Declaration of Interest: Nil
- 1.5 Confirm Items of general business: Confirmed

**2. Principal's Report:**

- 2.1 Grant McMillan thanked Maria Coyne for doing such an admirable job as Acting Principal. It was also noted that the Board Chair had discussed revisions to the Principal's Report.
- 2.2 Head of Faculty reports – the BoT questions have been compiled and sent to SLT for answering.
- 2.3 ERO – review – this will be discussed in more depth with Chris Saunders under LSM Report.
- 2.4 Te Korowai Kakahu o Manurewa – Kāhui Ako: We met with the Principals to discuss our position on the Kāhui Ako. This is an opportunity for one or more staff members to apply for a position within Kāhui Ako, which would mean a reorganisation of their timetable to accommodate. Before accepting the recommendation regarding Kāhui Ako, there were concerns raised regarding 'what staff' will be needed in this project and if we have enough staff to ensure the normal day to day staffing will not suffer – Grant assured that Kāhui Ako will not impact our own staffing. It was agreed that the resolution would be passed to the Delegate authority to the Community of Learning Selection and Appointments panel. Grant to sign on behalf of the board.

Moved Jaylene Ball; Seconded Kim Dennis.



- 2.5 Sports Director: Maria Coyne commended Nicola Demaine on a terrific job with scoping and engaging with external agencies. Maria Coyne is considering the idea of increasing Nicola's hours and appears to be coping Nicola under the 'return to work' programme.
- 2.6 Financial: Grant McMillan ran through the financial statements as Denis Murphy did not attend the meeting. New Business Manager - Phillip Doyle - commences employment on August 3<sup>rd</sup>, 2020. Phillip Doyle attended a SLT meeting held during the last week of the holidays and has met the team.
- We will need to factor in approximately \$120k depreciation for the next 3 years for the new devices. The gifts for staff will be absorbed by the Board budget – be mindful that the annual conference was cancelled this year, so the Board budget will still not be in deficit. There were also concerns raised about Denis' workload in his new role. Denis Murphy had agreed to return to James Cook High School to do a handover with the new Business Manager.
- 2.7 Road Safety on Dr Pickering Avenue: We are in consultation with ATEE in collaboration with Leabank to try and improve road issue. Points to present -need for footpath and timing of work to be done during a school holiday
- 2.8 Pasifika Learners: Grant Mc Millan distributed the Action Plan booklets and Best Practice for teaching Pacific learners.

Recommendation: The Board of Trustees to receive the Tumuaki/Principal's Report.

Moved: Jaylene Ball Seconded Kim Dennis.

### **3. LSM Report:**

3.1 Verbal report: Chris Saunders thanked the BoT for allowing him to attend the meeting. He discussed the current situation regarding the need for a new LSM and advised the BoT of his discussions with the Ministry of Education. Chris Saunders has seen the huge strides James Cook High School has made to gain their independence and feels he leaves us in a good position. Chris Saunders expressed uncertainty around what action will be taken to replace him or otherwise.

Chris Saunders sees 3 options:

- Replace LSM position at school
- No replacement needed
- Modify scope of LSM position down again.

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High School has made to gain their independence and feels he leaves us in a good position. Chris Saunders expressed uncertainty around what action will be taken to replace him or otherwise.

Chris Saunders & Grant McMillan sees 3 options:

- Replace LSM position at school
- No replacement needed
- Modify scope of LSM position down again.

Chris Saunders believes James Cook High School is ready to take back the reins and suggested to BoT that he could raise this with the Ministry of Education. There was discussion between BoT members as to their opinion of the board being ready and able to take full control if this eventuated. It was agreed they felt ready.

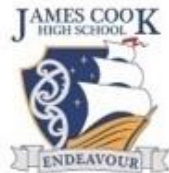
Jaylene Ball recommended that Board members be required to commit to ongoing training to ensure that they were up-to-date with necessary policy requirements. Grant and Board members ask Chris to provide recommendation of self-governance to MoE/ ERO, for which he has agreed. Board would also like to be presented with draft plan from MoE/ERO. Chris was then presented with his gifts from the school by Dakota Iosefa.

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#### **4. Administration:**

- 4.1 May minutes confirmed. However, June minutes were held over until next month as one further change was required. USE OF WATERMARK 'DRAFT' – Could we please start noting updated documents as Version 1/ Version 2 etc, to eliminate confusion and we all operate from the 'same' document. We should also note Board minutes as 'draft' until they have been amended/ passed as a true and correct record.
- 4.2 Matters arising from last month
  - a) Policy discussion – Board members attended training with NZSTA/ Chris France. He suggested that whilst we transition to School Docs, that James Cook High School is currently operating under the Governance Framework booklet presented to ERO in May 2019 . Jaylene Ball to forward a copy to Anne Farmer who will provide copies to BoT and staff. No decision was made about the use of School Docs site. It may be that the NZSTA policies are more applicable to James Cook High School
  - b) Anne Farmer advised the BoT student election should be underway and will need to liaise with SLT.
  - c) Anne Farmer presented a request for external fundraising from Puutake - refer to document provided. Resolution: It was agreed that the Board approves Puutake to approach Trillian Trust for monies to partially fund the costs of the Leadership camp held in November and December at Potahi Marae Te Kao.

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Moved: Grant McMillan

Seconded: Kim Dennis

#### 4.3 Inwards Correspondence

- a) Prosperity Foundation. They do not seem to understand that the school does not wish to look at engagement with the foundation until 2021. Grant McMillan has been appointed to hold a meeting with them to try and achieve a resolution.
- b) Correspondence from Stuart King re appointment of Assistant Principal
- c) Appointment of Delegate for the NZSTA AGM to be held on ZOOM on 05th September 2020. It was agreed that Waru Clark would be our delegate.

Note: Can we include Good News stories at the end of each meeting

- JAM – Police initiative for 3 High Schools going really well
- Ex-student Eileen Nowland-Walker who was Dux in 2007 has a job with Ministry of Primary Industries and is going to Beijing on behalf of the NZ Government.

Karakia: Dakoda Iosefa

Meeting Closed: 7.15

#### **To Do:**

- Change format of Minutes going forward to include watermark DRAFT and note as version ½ etc.
- BOT student election to organise
- Prosperity Foundation – GM to liaise with them now
- Waru Clark is delegate for NZSTA – AF to enrol him
- Held over from previous BOT meeting: GM to organise a visit for the BOT to AED schools and TPU.