



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

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

**MINUTES**

**25<sup>th</sup> June 2020**

**5pm – 7pm**

- 1.1 Karakia:** Prosperity Foundation
- 1.2 Present:** Jaylene Ball, Waru Clark, Kim Denis, Chris Saunders, Denis Murphy, Anne Farmer, Victoria Takawe, Alvin Chand, Maria Coyne. Guests: Prosperity Foundation Representatives
- 1.3 Apologies:** Dakoda Iosefa, Simon Adams
- 1.4 Declarations of Interest:** Nil
- 1.5 Confirm items of general business:** Confirmed
- 1.6** Apologies from Emma Diack for not being able to attend and present to BoT as planned
- 1.7** Presentation by the Prosperity Foundation: The focus of the programme is non-denominational junior spiritual empowerment program for 12 – 15-year-old program. They also offer a range of arts, sports and camps. Prosperity Foundation encourages students to think about how they help their community.  
They are currently operating at Waimahia Primary and working with youth. They have been operating within the area for 7 years. Had engagement with Kenny Knight and the school but that fell over when Kenny Knight left. They wish to collaborate with wider schools especially JCHS. They train youth through their program to become mentors with a goal to creating their own groups.  
We now have 15 year 9 students from Waimahia who were engaged last year and would like a group at JCHS. Maria Coyne asked if they could leave some of the program material for BoT to peruse. Waru Clark advised that if we decided to proceed that the school would require all mentors to be police cleared. Waru Clark thanked them for their presentation and advised that they board will come back with a response.
- 1.8** BoT discussion re Prosperity Foundation proposal. Waru Clark thinks the timing of application is not ideal. The support and wellbeing team post-Covid are working overtime to deal with a range of surfacing student issues. He would prefer the board to be guided by the support team re allowing the foundation within the school. He is happy to share with the students and their parent's information that this group is out there if they wish to access it.  
Maria Coyne feels that term three and four are very busy for senior students. She would prefer Prosperity Foundation not being in school during term three and four. Perhaps next year? Alvin Chand stated that he thinks next year would be better timing. Kim Denis agrees next year for this and any other programs that might arise. She knows that the program is valid– she has seen what it has been doing within the community. Maria Coyne stated that she thinks there are at least ten programs running in school currently under health and wellbeing. Maria Coyne was asked to provide a list of the programs in our school and who manages them. Jaylene Ball felt that she would like to see Prosperity Foundation in the school next year  
Proposal: It was agreed that the BoT would advise the community

about the foundation and that Waru Clark would write a letter saying the BoT will revisit the option of them being in school early in 2021.

## **2. Acting Principals Report:**

### **Overview:**

- 2.1.1** Maria Coyne asked if there are any questions from BoT re Head of Faculty reports? BoT to collate and SLT will work on responses during the second week school holidays. Anne Farmer to collate responses from BoT into one document.
- 2.1.2** Charter: Maria Coyne has talked to Michael Young about the revamped Charter document. He believes it is still a work in progress, but the BoT are happy with it and wish to have this signed off and sent to MOE asap. ERO wish for more work to be done on pages 15, 16 and 17. These should be a focus for the SLT. Jaylene Ball believes that the BoT needs to be more actively contributing to school charter and that original BAS document that we created in 2018 would be a good starting point for discussion. Waru Clark agreed and proposed that the BoT meet separately on Wednesday the 8<sup>th</sup> during the day (9 – 3pm) and look to start upskilling in both knowledge and contributions. This was agreed. Jaylene Ball is to send the BAS documents to Anne Farmer to have on record. Jaylene Ball would like Chris France from the NZSTA to facilitate. To be decided.
- 2.1.3** Finance: Denis Murphy: refer financial report. The Covid lockdown has assisted the working capital to improve. The school does have to be careful with banked staffing as we are approximately five teachers over our entitlement. With all the new computers from MOE we need to decide on a proposal to dispose of older computers. Perhaps offer to staff and students for \$10.00. The annual audited accounts have been sent to MOE and are on the website. We have finished the year with another deficit - this time of \$114K. We are not currently charging a rent to ECE for the property use – we should investigate to see if this could be an additional source of revenue given the school has to pay for maintenance
- 2.1.4** \$400K Property Fund: This has come from MOE and a list of requirements has been forwarded to MOE. Refer attached document tabled within finance report.
- 2.1.5** The Business Manager replacement process has occurred, and an offer has been made. Denis Murphy will attend one more board meeting
- 2.1.6** Employment: We had four shortlisted applicants for health and wellbeing. A decision will be made shortly
- 2.1.7** Part-time nurse: We are seeking a part-time nurse to support current nurses
- 2.1.8** Student Rally: Maria Coyne advised that there is an unofficial student march being organised to rally South Auckland students to support BLM campaign. There is a need to monitor this. The BoT also need to be aware of the negative connotations associated with our James Cook name. With planned school redevelopment perhaps, we need to consider a new name for the school but this would only be done with wider community consultation
- 2.1.9** Road Safety: the police are now monitoring the road as at pick up times there are some real issues occurring. The school wishes to make a proposal to ATEED to improve road safety
- 2.1.10** Property: C Block: Maria Coyne and Denis Murphy met with MOE and BLENNZ to push for the completion of necessary structural changes. Maria Coyne asked who signs off the changes required but it appears that no one wants to own the signing off the required alterations. The Head of BLENNZ has not had a response from MOE for a timeframe for the students to come back to C Block. This situation is not ideal for all parties.
- 2.1.11** Lockdown drill –While tedious as this is an important practice for students and teachers and the West Auckland incident a week later bought home importance of lockdown drill. Maria Coyne thanked Denis Murphy for his practice last week of his tenure. Anne Farmer has sent out a survey to staff and had a good response from staff – The SLT and Cameron Hughes are collating the information

### **Recommendation:**

Motion: That the Principals Report incorporating the finance report be approved.

Moved by: Maria Coyne moved Seconded by: Victoria Takawe

**3. LSM Report**

3.1 Waru Clark tabled the resignation of Chris Saunders as LSM. We now await information re a replacement LSM

**4. Operational:**

4.1. Kahui Ako document was tabled and discussed. Maria will be attending a hui with other principals next week to discuss further

4.2.1 Te Rautaki Rawa Kura The School Property Strategy 2030 was tabled but not discussed. For reading by BoT

**5. General Business**

5.1 Waru Clark proposed the BoT provide a lunch for the staff to thank them for their Covid response. However, it was agreed that a \$30.00 Countdown voucher might be easier to organise. Anne Farmer to look into and provide information to Waru Clark

5.2 Policies will be covered in the BoT only day discussed above. Jaylene Ball tabled a fund-raising cost proposal from Stephanie Maitland. Waru acknowledged the proposal but has deferred for now.

5.3 Jaylene Ball and Kim Denis have both attended NZSTA training. Table for the next meeting re a register of training for BOT.

5.4 Resolution of application to Pub Charity for \$10845 to cover Life 101 program was tabled, approved and signed

5.5 Discussed that the trustees will have a tour of all the Alternative education centres ASAP to help them to gain an understanding of what level of governance is required at each of the centres, Alt Ed and others.

**Minutes from Last meeting:**

May Minutes 2020 approval deferred to July meeting

Moved as a true and correct record

Moved by:       Seconded by:

**Matters Arising from Last month:**

Nil

**Correspondence:**

Refer to Correspondence register:

09/June 2020 The Letter from Andre Whaanga –The BoT briefly discussed re the school and Puutake working with Te Iwi Ngāro Dunn.

**Pubic Excluded Business/In Committee:**

Nil

**Meeting Closed:**

8.05 pm Karakia –

**Signed Board of Trustees Chairperson:**

**Dated:**

**Actions before next board meeting:**

- BoT to supply a range of questions on HoF reports to be collated by Anne Farmer
- Waru Clark to write a letter to Prosperity Foundation re their engagement with the school
- BoT day to be organised for Wednesday 8<sup>th</sup> July – facilitator and lunch to be organised
- Anne Farmer to organise Countdown vouchers for staff ASAP
- Organise time out for BoT at alt ed and tpu.