



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

JAMES COOK HIGH SCHOOL: BOARD OF TRUSTEES

MINUTES

TO BE HELD ON ZOOM: 6th APRIL 2020 (March meeting)

5pm – 7pm

Present on Zoom: Jaylene Ball, Waru Clark, Kim Denis, Chris Saunders, Grant McMillan, Anne Farmer, Victoria Takawe, Alvin Chand, Denis Murphy

Apologies: Dakota Iosefa, Simon Adams

Declarations of Interest: Nil

Note: as this is a virtual meeting Grant McMillan said we would start with the Principals Report and then go around the group rather than hold to a specific agenda. Waru Clark – agreed.

Presentation:

Nil Presentations

Principals Report:

- **HOF Reports:** Are the board comfortable dealing with HOF Reports separately? They will have a week to respond – Maria will be the lead on this - outcome of discussion was recorded as decision of agreement by the board
- **Suspensions:** Jaylene Ball raised the question of the fact we on average only have two trustees present for suspension and this is a minimum requirement. And often the principal is not in attendance. It was agreed that the current Policy needs to be checked on School Docs. Chris Saunders asked whether Grant had seen the current STA monthly magazine on suspensions. GM advised no. He suggested perhaps we need to create a JCHS hand book for suspensions confirming best practice. Waru Clark agreed.
- Victoria Takawe and Jaylene Ball advised they went to STA training a couple of weeks ago – Jaylene Ball agrees that we need a JCHS handbook. Confirmed that there is an expectation that Principal or nominee be present. It was agreed JCHS would develop a handbook - JB and GM to work together on this.
- **Covid-19** - refer Learning at Home statement. Jaylene stated she is very impressed with Grants management of this whole situation.
- **Stat Management:** GM drew attention to Gazette 11th March Amendment of Notice of Direction to Appoint a limited statutory manager to James Cook High School (100) Board of Trustees. Waru Clarke stated that this was a great statement about the confidence MOE are expressing in JCHS staff and Trustees.

- Re: Stand Downs – Grant Macmillan will have this key area analysis by Craig Arnold to understand student motivations and any repeat occurrences. Our number of stand downs have increased to date but likely to have been under reported in the past.
- TIMSS report 2019 – our students' attitudes are good on average but their ability is low based on statistics from across NZ. Grant to report on this in more depth in the near future.
- Sabbatical: Grant McMillan will be on sabbatical from Easter Saturday but due to Covid 19 cannot do what he had planned so more available to assist at JCHS over next term. He has advised Maria Coyne he will be a deployable member of team. Grant McMillan will be on site when school opens and available to support Maria Coyne. Waru Clark is worried that this could cause confusion with staff. Alvin Chand (staff rep) lucia stated that it is understood that Maria is in charge and Grant will be there to support but he does wonder if over time this could create some confusion. Chris Saunders – Principals on sabbatical often make themselves available to their school but the acting Principal is in control. Chris has all confidence this will roll out easily. Chris will monitor but is happy with forward plans. Grant McMillan: Whole lot of learning o be gained in this space given lockdown.
- Sports Director: Maria Coyne advised we had numerous applications for this position. Shortlisted four outstanding candidates. Nicola Demaine was chosen. Offered and written acceptance. Lots of experience in this type of position. Start date needs to be negotiated. Really excited as a really good candidate. Jaylene questioned start date and the fact the candidate is up in limbo. Chris not convinced there is much she can do prior to school going back. Alvin Chand – do we have job description? Maria – yes, we do – highly strategic and will require lots of work scoping role at a hands-on level. She has a very multi-cultural background even though she is of English ethnicity. Grant asked that Maria shares the job description. Waru, Chris Maria and Denis will meet to sort best possible start date and payment of salary – board is authorising that group to decide
- Teacher of Mathematics – Not sure if candidates have been sorted and dance/drama has yet to be sorted and re-advertised.
- Devices: Jaylene asked about all our devices sent to students being covered by insurance and this was confirmed as covered.
- Student well-being – Jaylene asked if this is happening. Catherine Hawke has advised they are using well-being Facebook group. The team is active and text messaging students is happening. Staff is also assessing wellbeing information for SharePoint doc. This received good feedback from Moe

LSM Report:

Chris Saunders– Waru Clark please update board on meeting with Teachers Council. Waru advised Meeting yesterday to be cancelled. Online meeting today was deferred to Wednesday. I will be writing to them to ask this to be deferred. Low priority in current lock down situation. Want to present face to face not on zoom.

Chris raised a staffing matter. School is now in major growth phase that will be ongoing. Embroiled in change and recovery. A complex organisation. Need to look at a

major strengthening of senior management team. Discussion about the structure of senior leadership team to cover current work load and future growth.

Operational

Denis Murphy – financials. Because of requirement to buy new computers due to lockdown some required necessities will be on hold.

Chris Saunders- Why is budget still draft? Grant McMillan – late information from MOE stops us confirming the final budget.

Re our balance sheet. – working capital is looking positive. We currently have more money on investment than ever before but returns are very low due to economy based on lockdown.

Grant explained current digital plan based on what happened due to lockdown. Alvin Chand asked for a longer-term digital plan after we come out of lockdown. GM advised SLT will take a closer look at this after lockdown. Need an 18 month plan digital plan which Sai'd has on his portfolio. We definitely need further PLD so we make a good use of our money spend on devices re teachers and students. Maria Coyne – going through a rapid stage of accelerated learning that would have been slower in implementation if Covid 19 hadn't happened. Wish list from HOF re capital expenditure is on hold. Alvin Chand questioned what this might affect? Grant McMillan and Denis Murphy to reprioritise asap.

Staffing is running well, but we are often short 8-9 teachers short on relieving on a regular basis.

Health and safety – refer report. Work on ECE is happening. 5ya signed off by Waru Clarke and 80K is being paid for out of savings from other Property repairs.

Puutake poles for shade cloth not to standard – enthusiastic of them but DM to sort and get to standard.

Recommendation:

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

General Business:

Alvin Chand –Sally Dalziel as a curriculum advisor – when is her start date? Grant McMillan advised she is only available a few hours a month – helping board with curriculum. Grant McMillan – she is aware we are implementing new curricula and she will be required report to board on how this is being implemented - what are annual expectations and what “good” looks like. Waru Clark – she should be used as an advisor to curriculum but holds no statutory powers.

Chris Saunders– Sally's role is a governance role and she has no statutory authority. Agreement from Bot that they are not happy with how her role was established. Her role basically required more discussion at a higher level before she was appointed. Board will invite Sally to meet with the curriculum committee and interested BoT members.

Jaylene – wants consistent correspondence list from month to month as per her example. Grant McMillan – example tabled by Jaylene could be accepted. Denis Murphy and Anne Farmer to look at grid.

Kim Dennis – returning to work tomorrow. Feedback from local families on JCHS communication is very positive. And the device proposal is receiving good feedback

Victoria Takawe– please ask her if anyone needs help for anything

Jaylene Ball– STA training – Jaylene to email to all BoT.

Waru Clark – we haven't gathered and shared our thoughts as BoT. This needs to happen either via Zoom or in actual meetings. He believes that currently there is no sense of collective purpose. Doesn't doubt BoT support of school. Waru Clark will advance. He sent an email to MP regards great efforts by staff etc to JCHS...

Minutes from Last meeting:

Confirmation of February 2020 minutes – JB and KD with amendments to come from JB (note received)

Matters Arising from Last month:

Nil

Correspondence:

Nil as we are not accessing the mail box

Public Excluded Business/In Committee:

Nil

Meeting Closed: WC 7.19PM

Signed Board of Trustees Chairperson:

Dated: 4/may/2020



Actions before next board meeting:

Refer Outcomes in body of minutes to be actioned