



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

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

**MINUTES**

**28<sup>th</sup> May 2020**

**5pm – 7pm**

**Karakia:** Simon Adams

**Present:** Jaylene Ball, Waru Clark, Kim Denis, Chris Saunders, Denis Murphy, Anne Farmer, Victoria Takawe, Simon Adams, Alvin Chand, Maria Coyne

**Apologies:** Dakota Iosefa

**Declarations of Interest:** Nil

**Acting Principals Report:**

Overview:

The key focus tonight is on the Charter. I also want to highlight an addition to the report.

Page 3 is the advertisement for the Attendance Officers role. The governance aspect of this role seems to have been done word of mouth. Jaylene Ball is concerned that the school will miss out in the proposed scenario with there being a potential focus on primary rather than secondary. COLS are trying to manage the proposal but it is of concern. It was agreed that Waru Clark will contact the responsible person at MOE to chat about concerns.

**1.1 Principals Report Review:**

1.1.1 Charter: This was supposed to be tabled to MoE in March. Feedback from ERO was that our goals were not specific enough or measurable enough. Maria Coyne believes that with a bit more work from SLT the charter will be more succinct and meaningful to school. She has reformatted the current document with What and How columns– refer document. Points 1.1 to 2.1 are unchanged within the charter but she has adjusted 2.2 to 4.1.

Maria Coyne is asking for another week for SLT to do more work on this document utilising ERO Feedback. Needs to encompass key initiatives and groups that are not acknowledged in this doc and that are required to be e.g. O le Tupuaga

Maria Coyne would like the BoT to consider what they see as key tasks and actions to be done by the BOT re the charter's annual schedules. This should be the driving document for BoT members and meetings? Ideally there should be time factored in to do a consultation process with wider staff but there is not enough time. We need to tweak asap and send to MoE. Note once it has gone to MOE those involved can continue to work on the charter as it should be a living document. Chris Saunders suggests we sign off on the charter – adapt a pragmatic approach to this charter as a starting point for the school coming off the Turnaround plan. Waru Clark happy to approve the charter being tweaked and sent to MOE asap.

Waru Clark Moved Seconded Jaylene Ball.

1.1.2 Covid update: Please refer to Appendix one – an update on the number of students who returned to school after Covid. All students yet to return and that we haven't touched based with have been marked appropriately. Those that are immune compromised have been marked with a J and there has been temporary waiver on the 20-day absence rule for netting.

1.1.3 JCHS devices: we gave out 230 and we have received 150 back to date but they are still dribbling in. Page 5 references the MOE devices (120) that arrived just before lockdown. Since then we now have 331 MOE devices come in to date. These didn't get out to students during lockdown. Still potentially more to come.

1.1.4 OIAC: there has been official request received from Cleaners union requesting information on our cleaners. The Union want us to provide employee information but they are not employed by us – we use Watershed. Also, how do we know this request is legitimate? It was decided that board directs Maria Coyne to reply in the negative to the request.

1.1.5 EOTC: All staff have been asked to resubmit outstanding EOTC requirements for rest of year.

1.1.6 Staff: Kim Todd has resigned.

1.1.7 He waka eke noa: Maria Coyne drew BoT attention to this document numbered 6 in board report. This is MOE national plan to support students to reengage with school after Covid. It appears to lack substance as such and we do not have Solomon group currently and no attendance officers yet appointed. MOE asked us to get creative so the SLT did some brainstorming, presented a range of ideas and yesterday at 4pm we were told they would seriously consider our proposals.

1.1.8 MoE: Maria Coyne referenced the SLT Ideas A3 sheet. Ideas include sending Support staff out to see the wider community and have a security officer on contract who could cover for them temporarily. Transport is an issue so ideas included renting a car. Some parents are claiming that the cost of winter uniforms is stopping them sending students back to school so the school would pay for basic warm uniforms for these students to get them back in class. The MoE has asked for costings. They have also sent an email asking us to list costs of Covid to school in terms of preparation – staff, devices etc. Some of our costs are very high so fingers crossed we may get some reparation.

1.1.9 NZQA: Chris Saunders asked if the MOE has mentioned funding any type of support for students who are seriously behind to help them catch up? Maria Coyne advised that she had not heard anything at this stage but they are working with NZQA. She suspects their ideas will be not be enough for students such as ours. Escalating conversations in high schools are being led by Greg Pierce, Orere College but nothing official has progressed.

External exams will be held later this year and External moderation has been cancelled this year which lessens work load of teachers to some degree. Chris Saunders wondered if we could ask them if they could fund an intense study centre at school to help struggling students. Waru Clark: Could we work out a model to support them?

Chris Saunders: We need to consider how might we use weekends and after school times. Apparently Orere College has a plan in place for school holidays? Assessments are being held next week. Chris Saunders suggested that we should include cost of this in the COVID list costs requested by MOE. It was agreed this was a good idea for Maria Coyne to action.

## **2.1 Finance**

Denis Murphy: refer financial report. Working capital is excellent.

2.1.1 Capital budget – items in red are unlikely to happen this year. May replace one van out of three. Leased computers are being paid off at 5K a month. Recommends that we accept this as the year's plan. DM to provide depreciation statement re MOE computers. The lease payment for the 85 teachers' laptops is \$6417 per month excluding GST. Denis Murphy recommends the BOT approve the attached Capital Budget totalling \$563,938.

2.1.2 Leased computers: Denis explained the effect the leased computers and MOE "donated" computers will have on the accounts as follows:

The leased computers will put the school in a deficit of around \$51,336. This is because the operating budget approved last month is a break-even budget but now we have added \$6,417 per month x 8 months = \$51,336 to our expenditure this year. The same result would have occurred if we had bought them as \$51,336 would

have been added to the depreciation figure. And we would have had a hit on our working capital of over \$200,000!

Accounting for the MOE devices is interesting. We have asked the MOE for the figure to take into our books. The two sides to the equation are: we take say \$250,000 worth of computers into our fixed assets and the other side is an MOE Grant of \$250,000. The grant gets recorded as income this year so gives us a big surplus but depreciation gets recorded for 3 years as computers have a useful life of about 3 years. This year will look really good but the next two years don't as there is no income to match the 2021 and 2022 depreciation of \$83,333 (computers are depreciated at 33.3%).

My suggestion is that in 2021 and 2022 the school doesn't buy too many more computers as part of the 2021 and 2022 capital budgets.

Waru Clark moved the finance report as accepted Kim Denis seconded.

## **2.2 Property**

2.2.1 Property Report presented by Denis Murphy. BoT to note that All special need property costs must be related to a specific student – they cannot be applied generically

2.2.2 Data Report: Compiled by Craig Arnold. Maria Coyne ran over the information provided. We had 70.4% attendance today which was good. MoE very pleased with how our numbers are going

### **Recommendation:**

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

## **3.1 LSM Report:**

3.1.1 Chris Saunders gave a short verbal report. The Business manager replacement process is now underway and we are going to do interviews on the 23rd of June. Grant McMillan will participate on line.

3.1.2 The Teacher Council visit: by Waru Clark and Chris Saunders planned for pre-lockdown should occur within the next two weeks.

3.1.3 Restructuring of SLT with an associate principal – CS is moving ahead with that plan and hope to have some change in place for second half of year and then a whole new position in 2021.

## **4. Operational:**

4.1.1 Only point of interest was that pay equity for teachers' aides has finally come through

## **5. General Business:**

5.1.1 Sally Dalziel, Alvin Chand and Waru Clark met today re Curriculum

5.1.2 Fundraising: Jaylene Ball bought up fundraising; she would like to have the school re-employ Sally Maitland to do the fundraising as she has the contacts. Maria Coyne advised that staff were not entirely happy working with her as she required too much information from staff and this put a pressure on them. Anne Farmer advised she has been working on fund raising which was given to her by Denis Murphy and Grant McMillan. Currently there are no usual avenues open for fundraising. Waru Clark asked Jaylene to organise a proposal.

5.1.3 Policies: Four policies were approved for uploading to school docs- replacing the generic ones that sit there currently. The policies approved were Employment, Health, Safety and Welfare Policy, Curriculum and Student Achievement Governance. Jaylene Ball to do more work on policies and have organised by the 19th. The annual work plan should be used to ensure all policies are reviewed regularly and to upload to School Docs.

Jaylene Ball Approved and Kim Denis Seconded.

### **Minutes from Last meeting:**

Confirmation of minutes for March 2020 and April 2020:

March minutes were approved by Kim Denis and Victoria Takawe seconded.

Confirmation of April 2020 minutes were Approved by Maria Coyne and seconded by Kim Denis.

### **Matters Arising from Last month:**

Point number four – in discussion with Chris Saunders it was decided not to send a letter to MoE as yet but request that JCHS will be part of the review. This has been confirmed by MoE.

Correspondence:

Refer to Correspondence register:

DHB Funding: Alvin tabled a proposal regarding DHB offering the school extra funding. R Veeran has proposed that this funding should be used for the students to get own device. \$46,750 covers all the year 11 to 13 students but if this figure was not received then they would prioritise year 13. Maria Coyne want it noted that this proposal has not gone through due process with SLT and she was disappointed in this lack of process however it was noted we had limited time to respond. Jaylene Ball was also concerned that this funding was not necessarily being used in best purpose and the late notice provided was not ideal.

Prosperity Foundation – it was agreed that Waru would acknowledge the letter and then organise a meeting to discuss engagement. PPTA – Kim Dennis volunteered to work with Waru Clark and Simon Adams to progress this.

### **Pubic Excluded Business/In Committee:**

Nil

### **Meeting Closed:**

7.15 pm Karakia – Victoria Takawe

Signed Board of Trustees Chairperson:

Dated:

### **Actions before next board meeting:**

SLT to do more work on charter utilising ERO Feedback. Needs to encompass key initiatives and groups that are not acknowledged in this doc and that are required to be e.g. O le Tupuaga Then submit Charter to MoE

OIAC: Maria Coyne to reply in the negative to the request.

The MoE has asked for costings around ideas suggested by SLT in getting students back to school.

List of costs of Covid for school in terms of preparation – staff, devices etc to MoE asap. Add in cost of an intense study centre at school to help struggling students.

Denis to send a short easy-to-understand version re depreciation etc to Anne F for inclusion within these minutes

Jaylene Ball to get a proposal for fundraising together for next meeting

Meetings to be organised with Prosperity foundation and PPTA promoters – Simon, Waru and Kim