



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

**Minutes of a Board of Trustees Meeting,  
held on Thursday 24<sup>th</sup> September 2020  
in the Endeavour Room  
5pm – 8.15pm**

**1. Prior Special Meeting**

Prior to the Board meeting, from 4 pm to 4.45 pm, the Board met with the Specialist Help: Curriculum to the Board, Sally Dalziel

*Refer separate Minutes*

**2. Meeting Opening**

**2.1 Karakia:**

The Chairperson, Waru Clark welcomed Ministry of Education attendees. Trustees and then Ministry of Education personnel introduced themselves individually.

**2.2 In attendance:**

Trustees: Waru Clark, Simon Adams, Kim Denis, Jaylene Ball, Dakoda Iosefa, Alvin Chand. Grant McMillan.

Also: Philip Doyle, Business Manager; Anne Farmer, Board Secretary;

Ministry of Education: Isabel Evans, Director of Education for Tai Tokerau; Deidre Alderson, Deputy Director of Education for Tai ATokerau; Rachel Laurenson, Education Manager: South; Lexie Ridling, Education Advisor,

**2.3 Apologies:** Victoria Takawe

**2.4 Declarations of Interest:** Nil

**2.5 Confirm General Items of Business:** There were no additional items of general business.

**3. Ministry of Education**

**3.1 Ministry of Education Review of Statutory Intervention:**

*Background.*

The Ministry advised the following:

- Chris Saunder's request to retire from Statutory Roles of has brought about an earlier review than was intended.
- Although the MOE would have completed an annual review of the intervention for JCHS later in the year as a matter of routine.
- This MOE meeting with the Board was part of the MOE's review process.

- Isabel acknowledged that this was the first time that she and her senior team had approached the Board of Trustees to gauge the Board's opinion regarding progress to date and the requirement for ongoing intervention and support.
- The Ministry was wanting to have an open and frank discussion about the way forward and ensure the Board's voice was included in any recommended next steps.
- After completing their review, the Ministry (Auckland) will make a recommendation to the Secretary for Education regarding the school's requirement for ongoing support.

*Discussion.*

The following as covered in the discussion between the Board and MOE officials:

- The Board outlined the progress that has been made regarding the portfolios under direct Board control.
- Many positive points were discussed and there was a general feeling that the Board have progressed and learnt a lot over the last year.
- It was also noted that there are robust procedures within the school for ensuring continuous improvement is maintained.
- The Principal expressed faith in the board and specifically commented on how the Board are committed to constantly learning, asking for access to information and being confident that they know where to go to find it.
- The Business Manager confirmed that there is open communication and transparency of processes within the school particularly around finances.
- In response to a question, the Principal advised the Ministry of Education that the outstanding issue (referred to the Teaching Council in August 2016) was still unresolved.
  - and recent advice was that this may be at least a year away from being so.
  - On this basis, the earlier preference of the Board for a LSM to be the employer to manage the schools response to this was now no longer practicable, and the new Board, and Board Chairperson, were now well across this matter.
  - Which was not the case in November 2019, when the last annual review of the intervention occurred.
- There was discussion around the role of Associate Principal and the value of an Associate Principal to the school and the Board.
  - The Principal advised that in consultation with the MOE and Board, Chris Saunders had decided to advertise some of the key responsibilities associated with this role internally.
  - At the start of 2021 the role would be reviewed and advertised as a full-time permanent position if there was sufficient roll growth to justify the position.
  - If there is insufficient roll growth to support a full time Associate Principal, the school might continue with a Deputy Principal holding additional Associate Principal responsibilities.
- Rachel Laurenson confirmed that Ministry of Education has a level of confidence with the current Board and the direction the school is taking but she reiterated that currently the school is still in Limited Statutory Management.
- Rachel asked the Board what they would like to see happen regarding the LSM role given Chris Saunders is seeking to resign from the role.
  - An open discussion followed involving all Trustees offering their opinions and views about where they perceive the school and the Board to be currently at, and whether they wished for the school to continue under an LSM.
  - Trustees all agreed that the school is moving in the right direction and is committed to continuous improvement.
  - Trustees are confident they can now manage the school going forward. The school culture has improved dramatically and the community are commenting favourably about the school.
- The Principal advised that the school continues to be under ongoing scrutiny and support by virtue of the 'Turnaround School Pilot', including:

- ERO who provide an ongoing scrutiny, e.g.
    - Michael Young is keeping a close eye on the school. He receives the Board meeting minutes every month and brings a degree of 'scrutiny, challenge and development' which is very valuable.
  - MOE and NZSTA, who are partners in the policy group
  - Other stakeholders, and the school sector
- The Ministry queried the Board members as to whether they would seek external assistance in a timely fashion in the event that the current intervention status was revoked and/or if issues were raised or performance started to go off track.
    - It was noted that should the Ministry revoke the intervention, the Board and the school would be being placed into a high trust model.
    - All the Board members confirmed that they would have no issues with asking for assistance from the most appropriate sources include Ministry personnel.

#### *Next Steps*

- The MOE confirmed that the next steps were:
  - a submission would be written within the Auckland office, for consideration by National Office, before being submitted to the Minister (or their delegated authority, the Deputy Secretary)
  - this submission will be considered, and further information may be requested before a decision is made
  - the election could have an effect on this process. If the submission is not signed off before ministerial warrants expire, then a decision would not be known until a new Minister of Education is sworn in etc.

#### *Closure*

The Ministry of Education team thanked the Board members for their time and the very valuable open and frank discussions. The team left the meeting at 6.05pm.

## **4. Curriculum Output Template**

### **4.1 Curriculum Output Template:**

There was a brief review of the meeting held earlier in the day with Sally Dalziel Curriculum Advisor.

This review included:

- Waru Clark advised the Board that he believes the Board has enough information/evidence to competently review any information it receives including the template tabled by Sally.
- The Board agreed that they should be involved as a group in completing the template and requested that Waru Clark contact Sally Dalziel to arrange about a half day workshop.
  - It was expected that Sally Dalziel could provide any necessary training so that the Board are better informed to review and understand all information provided by school management.
  - Waru Clark suggested a meeting be arranged for 10.00am, Friday 9<sup>th</sup> October.
  - The Board agreed and Waru Clark agreed to contact Sally Dalziel re her availability and advise.

**Action:** *Follow up Meeting with Sally Dalziel*

## **5. Board of Trustees Work Plan**

### **5.1 Drafting of 2021 Charter and Annual Plan:**

This discussion was carried over from the August meeting.

### *Strategic Goals*

Principal stated that he believed that the Charter requires minimal alteration and discussed his reasoning with the Board.

After discussion the Board agreed that the long-term strategic goals for the Charter are all still relevant and should remain in place.

### *Annual Goals*

The Board discussed these and signalled the following for 2021:

- A request of the Senior Leadership Team (SLT) to consider specific actions that could be put in place for monitoring next year's Year 12 students considering the negative impact COVID has had on the current Year 11's.
  
- Consideration needed from the SLT around the Action Plan for Pacific Education.
  - During this discussion, the Tumuaki•Principal advised that in Term Four he is establishing a Pasifika advisory group, using the Talanoa Ako process that JCHS is currently involved in. (Noting delays associated with Level 2.5 and the recent lockdown).
  - This committee will help provide the Tumuaki•Principal with necessary feedback and information for consideration at the operational level
  - But could also be a springboard for the Board to engage with the Pasifika community.
  - It may also provide an opportunity to prompt individuals to become interested in the governance of the school, potentially standing for the Board.

It was agreed that the SLT would review the 2021 Annual Plan based on the Board's agreement of the four main strategies.

It was also agreed that the SLT would report and submit further information and recommendations to the Board at the October board meeting.

**Action:** *Annual Charter to be reviewed by the SLT and updated for 2021. Recommendations to be included in the Principals October Report for consideration and review at the October Board of Trustees meeting.*

### **5.2 Board of Trustees Workplan**

Following some confusion based on a new format, the Principal requested that the Board of Trustees Workplan be kept in a January to December calendar format.

**Action:** *Anne Farmer/Philip Doyle to reinstate the current 2020 Board of Trustees Workplan, and use this format for developing a draft for 2021.*

The Principal advised that all items on the workplan for September were up to date, and it was noted that the Board are on track.

Noting a change to the current Workplan was the addition of a report on shade structure to be presented to the Board at the November meeting. Essentially, being added to the work plan for November.

## **6. Tumuaki•Principals Report**

The Principal drew the Boards attention to several specific items in the report. Taking questions where appropriate to the report.

### **6.1 Free and Healthy Lunch Scheme:**

The Tumuaki•Principal advised that the school was joining the scheme for free and healthy school lunches for 2021.

Noting that the MOE offer to join was given at very short notice and with a tight closing date, and that the implementation of the scheme is progressing very quickly.

### **6.2 ERO Review of Puutake:**

The Principal advised that the terms of reference for the Puutake ERO review had arrived earlier that day following a meeting with John Witana from ERO the previous week.

Copies of the terms of reference were given to Trustees.

The review will take place Term Four and updates will be provided in due course.

### **6.3 Roll:**

The Principal informed the Board the Ministry of Education roll projections are based on a weighted average, not on recent actuals (e.g. trend line).

As advised to the Board earlier, the school is using different estimates. This is evident in the estimate of 400 Year 9 students but that the Ministry of Education is estimating for less intake than that. Confirming the roll and associated funding etc is an ongoing process. Refer Annex D

It is likely the school will be advertising for at least 11 teachers in 2021. There will be further information on this subject in the next meeting.

### **6.4 Finance:**

Business Manager Philip Doyle provided the financial report. He stated that the school is 'in good stead'. He advised that he will be 'finetuning' some of the terminology associated with finance reports e.g. "surplus" instead of "profit".

### **6.5 Banking Staffing:**

Business Manager Philip Doyle advised that the school is on our allocation entitlement and the school currently funds 5.5 teachers and 2 fixed term annual relievers.

The Board reviewed the data and approved the revised presentation/graph on banking staffing.

### **6.6 Injury and Accident Report:**

The Business Manager provided the Board with copies of the Injury and Incident Board Report. It was noted there were thankfully no significant injuries or accidents to report.

### **6.7 NCEA:**

The NCEA review by the Ministry of Education is ongoing, despite other interruptions to MOE work and the school year.

At this stage the MOE are still intending to hold a national Teacher Only day sometime in November (no dates provided yet).

This is to brief all secondary Teachers/schools on changes to NCEA, however it may also be seen by the public and the sector as being a bit tone-deaf given the interrupted nature of the academic year this year.

Details will be shared once this is confirmed and when details become available.

## **6.8 C Block Upgrade:**

Kim Denis asked about C block upgrades and Business Manager Philip Doyle advised that the upgrade process is progressing.

Currently the final architect's plan for C Block is being agreed, as are the pre-works that need to occur for hosting the Deans.

The MOE contracted Occupational Therapist has also identified a number of issues in the wider school environment and she is requiring that these be addressed as well.

## **6.9 EOTC:**

The latest EOTC report was provided to Trustees.

**Recommendation:** *"That the Board of Trustees receives the Tumuaki •Principal's Report"*  
**Moved:** Grant McMillan, **Seconded** Waru Clark  
**Carried Unanimously**

# **7. General Business**

## **7.1 School Policies:**

Jaylene Ball, Trustee with this portfolio, outlined progress to date regarding updating and amending school policies. Current amendments were presented for sign off by the Board (24<sup>th</sup> September)

Curriculum
Self-Review
Board roles and responsibilities
Trustee Remuneration and Expenses
Role of Board Chairperson
Staff & Student Trustee Role Description
Relationship between Chair and Principal
Treaty of Waitangi
Education Outside the Classroom
School Timetable
Information Technology
Intellectual Property
Policy Making

**Recommendation:** *“That the above listed Policies as revised, be adopted by the Board of Trustees.”*

**Moved:** Jaylene Ball and **Seconded:** Kim Denis  
**Carried Unanimously**

## **7.2 Student Election:**

At the meeting the Board received a separate document setting out further revised dates for the Student Trustee election.

The Board discussed then accepted these further revised dates.

In making this decision the Board was aware that a previous decision of the Board regarding an earlier proposed schedule which was approved electronically at that time, was now being replaced by this new schedule.

The Tumuaki•Principal advised that formal application would be made to the Ministry of Education and then the changes would be gazetted by the MOE.

**Recommendation:** *“That the proposed schedule for the Student Trustee election be adopted by the Board of Trustees:*

**Moved:** Waru Clark and **Seconded:** Alvin Chand  
**Carried Unanimously**

**Action:** *Student Election Change of date to be formally confirmed with the MOE – Anne Farmer Returning Officer*

## **7.3 NZSTA Training:**

It was agreed that the Board Secretary, Anne Farmer, update the training grid based on information provided by individual Trustees as and when they complete training.

**Action:** *All Trustees to advise Anne of any NZSTA training to ensure the training grid is kept up to date. Trustees/Anne Farmer*

## **7.4 December Meeting and Christmas Function:**

It was agreed that Anne Farmer contact Volare for the Board December Meeting and Christmas function.

**Action:** Anne Farmer to contact Volare and book reservations for December 17th

## **8. Administration:**

### **8.1 Minutes:**

The Business Manager explained the new template and processes relating to the minutes. The Board Secretary, Anne Farmer, will send the process information to the Board of Trustees.

**Action:** Board of Trustee Meeting minutes to be published on school website during the coming term break period. Anne Farmer

**8.2 Matters Arising from last Month’s Minutes:**

Jaylene Ball presented some suggested changes to the minutes which were accepted. Changes to be forwarded by email to Anne Farmer.

**Recommendation:** “With the changes and additions to the minutes accepted by the Board, once the minutes are altered accordingly then the Board accepts these minutes as a true and final copy to be signed by the Chairperson.”  
**Moved:** Jaylene Ball **and Seconded** Kim Denis  
**Carried Unanimously**

**8.3 Correspondence:**

Inwards/Outwards Correspondence: Refer to correspondence grid below:

James Cook High School Board of Trustees Correspondence Record				
Date	Type	From		Presented
Jul-20	Letter	NZSTA 2020 AGM (Inwards)		23-Jul-20
Jul-20	Email	Prosperity Foundation (Inwards) (Outwards)		23-Jul-20
Aug-20	Email	NZSTA Teacher Pay Equity (Inwards)		27-Aug
Aug-20	Email	NZSTA Workshop (Inwards)		27-Aug
Aug-20	Email	Emma Diack (Outwards)		27-Aug
Aug-20	Email	Luella Linaker (Inwards)		27-Aug
Aug-20	Email	Luella Linaker (Outwards)		27-Aug
Aug-20	Email	Sarah Hikuroa (Inwards) (Outwards)		27-Aug
Sep-20	Email	NZSTA Redress (Inwards)		23-Sep
Sep-20	Email	NZSTA Webinar Teacher Aid Equity		18-Sep

**9. Public Excluded Business/In committee**

The Board Chairperson requested that the Meeting move into committee, and that whilst in committee that the Business Manager and Board Secretary be permitted to remain in the meeting. Motion going into in committee resolution is made in reliance on Sect 118 91-a) of the LGOIMA 1987. Local government official information and meetings act 1987

**Resolution:** “The public be excluded from the whole proceedings of this meeting.”  
**Moved** Jaylene Ball **Seconded** Waru Clark  
**Carried Unanimously**

**Resolution:** "That Philip Doyle be permitted to remain at this meeting, after the public has been excluded, because of his knowledge of Human Resources.

**Moved:** Kim Denis **Seconded:** Dakoda Iosefa  
**Carried Unanimously**

*The meeting moved into public-excluded Committee at 7.48pm.*

*The meeting moved out of public excluded Committee at 8.08pm.*

Whilst in committee the Board discussed two personnel matters.

**Action:** *In Committee Meeting Minutes - all of this boards In Committee minutes to be photocopied onto red paper and filed in the school safe. Anne Farmer/Philip Doyle*

## **10. Meeting Closure**

### **10.1 Closing Remarks:**

The Board Chairperson thanked all for their attendance and contributions and asked Board Members to share something happy or positive to close the meeting

### **10.2 Karakia:** Philip Doyle

*The meeting closed at 8.15pm.*

*These minutes were signed as a true and correct record of this meeting of the Board of Trustees*

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*Waru Clark  
Chairperson*

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*Date*

**Signed:**

**Waru Clark Chairperson**