



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

### **MINUTES**

### **TO BE HELD AT JAMES COOK HIGH SCHOOL 28<sup>th</sup> JANUARY 2021**

**5pm – 7pm**

#### **1. Meeting Opening**

1.1 *Karakia*: Waru Clark

1.2 *Present*: Waru Clark, Kim Dennis, Alvin Chand, Grant McMillan, Philip Doyle, Eline Peni, Anne Farmer, Jaylene Ball (apologies for being late)

1.3 *Apologies*: Simon Adams. Not in Attendance: Victoria Takawe

1.4 *Declarations of Interest*: Grant McMillan briefly explained to Eline Peni what a declaration of interest means; Alvin Chand declared a declaration of interest in the fundraising proposal for the science department; Waru Clark declared a declaration of interest relating to a topic for in committee.

1.5 *Confirm items of general business*: Confirmed

#### **2. Election of Chairperson for 2021:**

2.1 Election of Chairperson for 2021: The Business Manager Philip Doyle was asked to chair this section of the meeting relating to the election of Chairperson for 2021. Jaylene Ball nominated Waru Clark and Kim Denis seconded. Waru Clark accepted the nomination. No other nominations were received. Waru Clark accepted the Chairperson's role for 2021 and was elected unopposed.

#### **3. Tumuaki.Principals Report**

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

3.1 Puutake review: There were many positives and some priorities were suggested to focus on. A review meeting is to be held re Puutake and the receipted report at a time to be advised.

3.2 NCEA Results: Grant McMillan referenced the document Interim Results 2020 NCEA statistics. Within our school the number of Year 12 gaining Level 2 has increased almost 7% on the previous year. The number of Year 13 gaining Level 3 has increased 20.6% on the previous year. The number of Year 11's gaining Literacy has increased 3.1% on the previous year with numeracy having increased 0.6%.

The number of Year 13 students gaining University Entrance has increased 11.9% over the previous year. The school is in a good space to support the Level one students who require more credits before they move to Level Two. Samoan results for NCEA are tracking above average at a national level. More information to come when further data has been entered.

3.3 Enrolments: 2021 enrolments are currently tracking a little behind but they are expected to increase over next couple of weeks

3.4 Human Resources: We have just appointed Michael Williams for two-to-three days this term until the Head of Faculty for Health and Wellbeing is appointed. Brenda Taia, one of our nurses is taking a sabbatical and one of our other nurses Ruth will go to full time hours to cover this space.

3.5 School lunches: Philip Doyle updated the latest information on the school lunch system being supported by MoE. Nutritionally balanced meals will be available for all students every week day. Some students might not be familiar with some of the food and this may cause some resistance to the meals. The meals will include something substantial plus a treat and vege stick or fruit. All food is Halal based. There is a rotating ten-day menu still to be approved by MOE.

Every day a meal is provided for every student plus 25 delivered to TPU and the balance to AED students. Refrigeration will be provided by the MOE. The process is based on food arriving to the canteen. Non school lunch staff employed by the contractor will then take the food to the tutor rooms; then they will go back and pick up any spare surplus and rubbish.

Surplus will be taken back to lunch room and may be provided to other students who are still hungry. Any leftover food will be given to community groups. 20% of food will be gluten food and cover a range of dietary needs. We are changing the period times and bell routines as appropriate. Tutor teachers will be required to eat with their students and all teaching staff will eat same food. The catering company will cater for offsite students as required.

Kai will arrive next Thursday and Friday to feed our Year 9 students who are starting next week. We need to communicate this information to students and family early next week. Kids Can will still provide snack food and tissues but no main food service. The canteen service has withdrawn from the school.

3.6 EOTC: Refer the sheet provided

3.7 Finance: Philip Doyle referred the BoT to the financial documents provided. The main message is that the end of year interim result is not the final outcome. We are still waiting for advice re what will happen with the allocation of computers received in 2020. It is now looking likely that the computers will be treated as a grant.

Our working capital is healthy. Philip Doyle has been looking at reporting formats for Board of Trustees and handed out an example of a new report based on December 2020 figures. Alvin Chand asked for information about the December YTD deficit which led to a broader discussion with Philip Doyle explaining how the MoE regard deficits within schools.

Jaylene Ball raised that Board of Trustees needs to closely manage banked staffing and property spending particularly with new property objectives planned for the future. She

suggested that Terms of reference were required for the finance committee and formally documented at a board meeting. This was agreed in principle.

**Recommendation #1**

*"Kim Denis proposed a motion to accept the new template for Financial statements."*

**Moved:** Kim Denis **Seconded:** Waru

Clark

**Carried unanimously**

3.8 Assistant Principal/DP: This role is expiring at the end of this month. We have yet to confirm student enrolment numbers. Waru Clark proposes the BoT continue the Acting position arrangement which will end at the finish of term two on basis that this provides continuity.

Action: Grant McMillan to write to Maria Coyne Asap Confirming details of role

3.9\_ JCHS Planned Approach to Achieving Outcomes: Waru Clark asked the BoT to review the report Planned Approach to Achieving Outcomes. It was agreed that Waru will finalise a draft for the Board of Trustees to review before submission in late February. There was a general conversation over how the Board of Trustees are provided with data and it was agreed that the faculty will report in March with a slim line report that informs on previous year outcomes and sets objects for SLT and HOF for the current year. Then in October there will be a report that is a review of YTD and objectives for the new year.

Waru Clark and Grant McMillan have initiated a conversation on our Principals appraisals. The school also needs to review teacher appraisals based on the annualization of teacher registration licence renewals.

Action: Waru Clark to write a final report for BoT to approve prior to sending to MoE

**Recommendation #2**

*"Waru Clark proposed a motion to continue the current contract Deputy Principal role until the end of term two."*

**Moved:** Jaylene Ball **Seconded:** Grant McMillan

**Carried unanimously**

**Recommendation #3**

*"That the Board of Trustees receives the Tumuaki/Principals Report."*

**Moved:** Grant McMillan **Seconded:** Jaylene Ball

**Carried unanimously**

## 4. Charter

4.1 Charter: Grant McMillan ran the Board of Trustees back through the draft charter presented in November 2020. The school values have been updated. The Board has four strategic goals that have core strategies underpinning them for 2021 to 2023. A spreadsheet clearly defines Strategic Goals and Targets, annual plan objectives, Key Tasks, the staff member responsible, resources, due dates and assessment measures. Now the charter has been approved the Principal may create the Annual Work Plan.

Action: Grant McMillan to create the Annual Work Plan in conjunction with SLT

## 5. Operational

5.1 Health and Safety: Phillip Doyle will be organising a meeting for February.

Action: H & S Meeting to be organised for February

## 6. General Business:

6.1 EOTC: EOTC form was presented

6.2 Correspondence: Correspondence was presented. There was a discussion around a letter from Science Department requesting permission to apply for a funding grant for a BEE project – meant to progress in 2020. It was approved but the BoT requested a plan to be presented to the Board regarding health and Safety e.g. anaphylactic shock.

### James Cook High School Board of Trustees Correspondence Record

Date	Type	From	Presented
09/12/20	Letter	Science Department	28/02/2021

Action: A management plan for this Bee project is to be created and presented to the Board of Trustees including Health and Safety specifications,

Action: Grant to follow up with Emma Diack

## 7. Administration

7.1 Confirmation of Minutes: November Minutes were approved.

### Recommendation #4

*"That the Board of Trustees receives November 2020 Minutes."*

**Moved:** Kim Dennis **Seconded:** Jaylene Ball

## **8. Public Excluded Business/In Committee**

The Board Chairperson requested that the Meeting move into committee:

**Resolution:**

*"I move that the public be excluded from the whole of the proceedings of this meeting."*

**Moved** Grant McMillan **Seconded** Alvin Chand

**Carried Unanimously**

**MOTION: RESOLUTION TO EXCLUDE THE PUBLIC**

Section 48, Local Government Official Information and Meetings Act 1987

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

**Resolution:**

*"I move that Philip Doyle Business Manager be allowed to remain at this meeting."*

*"I move that Anne Farmer Board Secretary be allowed to remain at this meeting."*

**Moved** Grant McMillan **Seconded** Alvin Chand

**Carried Unanimously**

The meeting moved into public-excluded Committee at 6.35pm

Whilst in committee Human Resources were discussed and items updated as necessary.

The meeting moved out of public excluded Committee at 7.00 pm.

## **9. Meeting Closed**

9.1 Positives: Every one shared a positive to finish the meeting.

The meeting closed at 7.05pm.

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*

**To Do Actions**

1. Grant McMillan to write to Maria Coyne Asap Confirming details of role
2. Waru Clark to write a final report for BoT to approve prior to sending to MoE
3. Grant McMillan to create the Annual Work Plan in conjunction with SLT
4. A management plan for the Bee project is to be created and presented to BoT including Health and Safety
5. Grant to follow up with Emma Diack