



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

**Minutes of a Board of Trustees Meeting,  
held on Thursday 26th November 2020  
in the Endeavour Room  
5pm – 7.15pm**

**1. Meeting Opening**

- 1.1 Kim Denis advised that she is acting chairperson tonight. Waru Clark gives his apologies because he is unwell.
- 1.2 *Karakia:* Victoria Takawe
- 1.3 *In attendance:* Kim Denis, Jaylene Ball, Philip Doyle, Alvin Chand, Victoria Takawe, Eline Peni, Anne Farmer, Simon Adams.
- 1.4 *Apologies:* Waru Clark.
- 1.5 *Declarations of Interest:* Nil
- 1.6 *Confirm items of General Business:*

**2. Welcome to new Student Representative**

- 2.1 Kim Denis gave a warm welcome to Eline Peni and encouraged her to ask any questions if she is at all confused by what is occurring in the meeting.

**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. Junior Diploma: Grant McMillan advised there will be a formal Junior diploma update in February.
- 3.2 Faculty Audits: The faculty audit presented to the Board for the Social Studies department is a good example of reports from faculties going forward. The board may have confidence that each faculty is committed to rolling, yearly, comprehensive educational reviews. The Art faculty review is almost complete.
- 3.3 NCEA: Grant McMillan referred to the reports attached. NCEA is going extremely well and results are ahead of predictions. Once NCEA is over SLT need to spend some time analysing what we are doing right, what we wish to maintain and what may be improved on to ensure that forward progress is maintained.
- 3.4 Alt Ed: The Alt Ed report requested by the Board of Trustees will be available in January.
- 3.5 Enrolments: Enrolments are tracking well and comparable to last year's figures. Using monies from the URF fund the school has engaged Maori wardens to help us identify those

students within the community who have yet to enrol with JCHS. They have already identified at least four students that need to enrol for 2021.

### 3.6. The Draft Budget:

Grant McMillan explained (using a visual diagram), the basis of our expected roll growth in 2021 and beyond and why the Ministry are currently predicted to fund the school based on a roll of 1208 students.

Draft Budget A - based on 1350 students was tabled to the Board for consideration. The roll is slightly below our expected/predicted student roll of 1400 students.

Draft Budget B - based on 1208 students was also tabled to the Board for consideration. The roll is based on the MOE advised roll size and funding was calculated based on MOE guidelines.

Draft Budget A provides the school with the expected FTTE staffing and Operations Grant funding. In the unlikely event that the MOE roll numbers are correct a contingency budget Draft Budget B was tabled for consideration.

Details of income and expenditure (Including staffing) for both options were discussed. If there are additional teachers, any extra human resources will be put to good use such as using these teachers as relievers, for professional learning cover and also to potentially cover any staff resignations, and the like. Once final roll numbers are confirmed a plan for deployment of staff if needed will be presented to the Board.

Philip Doyle talked to the main draft budget documents. He reiterated that this budget is presented as a DRAFT annual budget that will be finalised once the MOE Operations Grants and Staffing allocations have been confirmed which occurs in March 2021 and is based on the March roll Return.

Grant McMillan explained in further detail that motion Recommendation #1 is a Ministry of Education budget expectation that has limited effect on the school's actual budget.

Grant McMillan explained his reasoning for recommendation #3 to the board.

Grant McMillan then explained his reasoning behind recommendation #4.

Jaylene Ball explained the meaning of board motions and seconding to our new student representative.

#### **Recommendation #1:**

*"That the Board recognise the omission from the 2020 Approved Budget of Teachers' Salaries and Use of Land and Buildings and authorise retrospective inclusion of Teacher Salaries \$7,200,000 and Use of Land and Buildings \$2,628,000."*

**Moved:** Alvin Chand **Seconded:** Victoria Takawe  
**Carried Unanimously**

#### **Recommendation #2:**

*"That the Board approves Draft Budget A for 2021."*

**Moved:** Jaylene Ball **Seconded:** Simon Adams  
**Carried Unanimously**

**Recommendation #3:**

*"That the Tumuaki.Principal is authorised to spend up to 20% of Budget A in Term 1 2021."*

**Moved:** Alvin Chand Seconded: Jaylene Ball.

**Carried Unanimously**

**Recommendation #4:**

*"That the Board approves Capital Expenditure of \$125,000 for the first quarter of 2021 noting that this is based on the overall Capital Expenditure budget of \$690,000 which included the effect of the provision required to depreciate the MOE 2020 student issued laptops."*

**Moved:** Jaylene Ball Seconded: Eline Peni.

**Carried Unanimously**

Grant McMillan then thanked the Board and particularly the team led by Philip Doyle for the work they have done towards new budget.

3.7 Current Financial Status:

Philip Doyle referenced the current report and stated that we are in a good position financially. However, as we head towards the end of the year our surplus may well reduce as additional expenditure is accounted for.

3.8 Banking Staffing:

While the current graph shows recent fluctuations, we will reach a zero Banking Staffing result by the end of the 2020 school year.

3.9 Puutake Shade Cloth: Quotes and conceptual drawings were requested by the Board of Trustees in August. Philip Doyle spoke to the three options presented in his report. The favoured quote is for an outdoor sports canopy from Novo Shade. Included in this quote are lights which will make the area more usable year-round. Technically the cover is dismantlable and can be reused elsewhere, if there is a requirement for this in the future.

This company has just put one of these covers in at Leabank. They come with a 25-year warranty and should last 50 years. They come with guttering and are waterproof which means this creates a whole new learning area for Puutake use.

Grant McMillan advised that it is likely we may finance from a Ministry of Education fund called the Accelerated Modernisation fund. This fund will be allocated to schools at some point in near future. Otherwise Plan B would be using some capex 2021. Grant thanked Philip Doyle and Cameron Hughes for all their work in getting the quotes organised.

**Recommendation #5:**

*"That the Board accepts the recommended Option#1 and authorise the Principal to finalise the terms and conditions of the shade structure once the Accelerated Modernisation Funding is available with the potential to use 2021 Capex funds if need."*

**Moved:** Jaylene Ball Seconded: Alvin Chand

**Carried Unanimously**

### 3.10 C Block

Grant McMillan handed out the time frame document regarding the upgrades for C Block. Technically the Ministry of Education internal processes are placing the time frame at risk. The Board may have to underwrite the upgrades until the monies are released from Ministry to keep the time frames in place. Further discussions pending.

### 3.11 Classrooms:

We have almost reached full capacity in terms of our teaching spaces and may be forced to use the Endeavour room until we receive further relocatables.

### 3.12 EOTC

Grant McMillan advised that in a recent outing one student got briefly caught in a rip. They swallowed some water and were taken to hospital where they were cleared of issues. However other underlying health issues were discovered so all ended well for that student.

The EOTC was reviewed and briefly discussed.

Recommendations are in the following parts of the report:

**Recommendation #6:**

*"That the Board of Trustees receives the Tumuaki.Principal's Report."*

**Moved:** Alvin Chand **Seconded:** Simon Adams

**Carried Unanimously**

## **4. General Business**

Please note that it was agreed that the update on Output Draft – Sally Dalzell, to be presented by Waru Clark has been postponed.

### 4.1 Draft Charter:

Grant McMillan presented the new draft charter for Board approval. He asked the Board to note the changes to the wording on Strategic Goals. He asked the Board if this document captures what they believe they require from the SLT and the school over next three years?

Alvin Clark asked if it was possible to differentiate within the group Asian students shown within the pie chart. Grant McMillan was tasked with breaking this segment and perhaps other ethnicity segments for further analysis.

Jaylene Ball mentioned that ERO has referenced the school demonstrate and create paths for greater understanding of Marautanga o Aotearoa and tikanga Maori. This needs to be an essential part of growing staff capability.

Grant McMillan advised that he would present the Annual Work Plan for the December Meeting.

Alvin Chand asked about what the school is doing in regards to the action plan for Pacific Education 2020 – 2030. Grant McMillan explained to the Board utilising a diagram that demonstrated how these types of strategies and policies are used to inform what teachers should embrace as professionals within our school on a day to day basis. These action plans are not a part of the charter as such. The BoT should regularly consider asking how such a program as the action plan is useful in

our school and request that the SLT or HOD's report back on these. Grant McMillan asked the Board if they will accept the annual charter and then he may draft the annual plan.

**Recommendation #6**

*"That the Board of Trustees receives the School Charter."*

**Moved:** Eline Peni **Seconded:** Simon Adams  
**Carried Unanimously**

**4.3 Fundraising:**

Resolutions to be put forward:

a) for fundraising for Life 101 course for 2021 Pub Charity	\$12,983.50
b) for fundraising for Level 3 Health & PE six -day trip Southern Trust	\$22,2229.50
c) for fundraising for outdoor clothing purchases Lion Foundation	\$10602.34
d) for fundraising for Two sailing programmes Grassroots	\$33,377.60
e) Year 13 Tourism Trip to Rotorua	\$8953.00

Note: Alvin Chand tendered his apologies for having to leave the meeting early.

**Recommendation #7:** *"The Board agree to approve the raising of funds for the following: Life 1010, Health and PE six-day trip, outdoor clothing purchases and two sailing programmes. The writing of Resolutions for the approval of fundraising as required by different fund provider requirements will be organised by the Board Secretary Anne Farmer who will complete applications and organise resolutions and signing thereof".*

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

**5. Administration:**

**5.1 Student Election:**

The Board requested an update on the Student Election. Eline advised that her name was put forward and that she didn't put herself forward. Anne Farmer advised that she won by a landslide. Jaylene Ball asked about an induction process for our student representative. Grant McMillan advised that we tended to use more of a mentoring program. There is a course held by NZSTA at the beginning of each year that our student trustee goes to and they are automatically made a prefect and involved with prefect activities.

**5.2 Spirit of Adventure:**

Grant McMillan advised that they had likely secured 18 free berths on Spirit of Adventure and one of these would be for Eline Peni if she was interested.

**5.3 NZSTA AGM Special General Meeting & training.**

Jaylene Ball advised there were no new remits at the AGM. Jaylene Ball tabled a report on the recent NZSTA training day and discussed the meeting briefly. There was a brief round table discussion on the Board code of conduct and it was suggested that the reviewing the Code of Conduct becomes part of the work plan.

#### 5.4 Christmas dinner organisation:

Dakoda Iosefa and Chris Saunders to be invited to come to Christmas dinner. It was decided that the Principals report and annual plan draft will be sent electronically for December for electronic approval and we should all meet at the restaurant for 6pm. Anne Farmer to confirm closer to time.

#### 5.5 Inwards/Outwards Correspondence: Refer to correspondence grid below:

<b>James Cook High School Board of Trustees Correspondence Record</b>				
<b>Date</b>	<b>Type</b>	<b>From</b>		<b>Presented</b>
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
Oct-20	Email	NZTA PD Workshops Term 4		2-Oct
Oct-20	Email	NZSTA General Meeting		2-Oct
Oct-20	Email	NZSTA Changes to school board election legis		5-Oct
Oct-20	Email	Letter of Intent - Hockey		8-Oct
Oct-20	Letter	Leabank Primary School		13-Oct
Oct-20	Email	NZSTA Membership Subscription		21-Oct
Oct-20	Email	Ministry of Education Statutory Intervention		22-Oct
Oct-20	Letter	Janis King		23-Oct
Oct-20	Letter	Hockey equipment request for funding		27-Oct
Nov-20	Email	Prosperity Foundation		30-Oct
	Email	NZSTA survey		11-Nov

## 6. **Public Excluded Business/In committee**

## 7. **Meeting Closure**

### 7.1 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

7.2 Karakia: Simon Adams

*The meeting closed at 7.20pm.*

*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**

### **To Do from Board Meeting:**

- Philip and Cameron to continue with organisation of Novo shade. Need to determine when Accelerated modernisation fund is available
- Grant to add Te Marautanga o Aotearoa/ Tikanga to charter statements on page 12 for next board meeting
- C Block Grant and Philip/Cameron to progress the urgent temporary works for satellite classes. Grant may need to email board for approval of underwriting renovations.
- Anne to invite Chris Saunders and Dakota Iosefa to Christmas dinner

