



**Minutes of a Board of Trustees Meeting,
held on Thursday 22nd October 2020
in the Endeavour Room
5pm – 7.30 pm**

1. Meeting Opening

1.1 *Karakia:*

The Chairperson, Waru Clark welcomed Emma Diack, (a parent) and she presented the Karakia.

1.2 *In attendance:*

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

Also: Philip Doyle, Business Manager; Anne Farmer, Board Secretary; Emma Diack (parent)

1.3 *Apologies:* Dakota Iosefa

1.4 *Declarations of Interest:* Nil

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

2. James Cook High School Parent Group

2.1 A Parent Group for James Cook High School:

Emma Diack commenced her presentation with an introduction around her personal connections to the school; past pupil, teacher at Blennz and now a parent. She has a strong commitment to the school and local community. She is passionate about the school and always has been. She is here tonight because she would like to start a group called *JC Belong* which would be open to all parents, staff and students.

The purpose of the group is to support teachers and by supporting teachers, better support students. The group would meet monthly or twice a term often for no longer than one hour. Her original thought was a PTA but she decided this was "too intense" based on what she would like a parent group to achieve for the school. She perceives a relational group where they share community and school news; share food, be supportive, hold regular presentations/conversations with students, teachers and prefects on what they are doing.

She lives in Wattle Downs and knows that many of her friends will not consider JCHS as a school for their children. She believes we need to share our good news stories with the wider community to promote changes in community perception about the school. The group would help build pride and create an extended family.

Alvin Chand asked a question regarding how this group would be funded? Grant McMillan says that if this idea was given the green light by BoT costs would be something the BoT would have to consider covering. Waru Clark really likes idea as an outreach for families. When questioned by Jaylene Ball Emma stressed that she would not use this group as a platform for conversion to her religion of Christianity.

Once Emma left the meeting the BoT agreed it was a good concept and they would support Emma in getting the group set up for 2021. Kim Denis believes this could be a good place for BoT to ask questions of the community when required. Alvin Chand asked if this would only be for parents of JCHS? Grant McMillan believes that Emma doesn't want to restrict who may attend – this group might encourage parents of potential year 9 to check out the school. Note there is an implication for principal's discretion for funding.

Action: To be progressed by Grant Mc Millan and Waru Clark in conjunction with Emma Diack

3. Tumuaki.Principal's Report

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

3.1. Urgent Response Funding Application: The school's application for urgent response funding has been relatively successful. We should receive funding of 140K. Monies requested specifically for JIP were declined.

3.2 Board Thank you: Grant McMillan gave a huge thank you to this board and previous board as both had contributed to the achievement of the revocation notice in the gazette last week. Tino rangatiratanga – we are now responsible for how the school functions going forward. It was suggested we invite previous board the Board's Christmas dinner.

Action: Anne Farmer to organise increasing numbers at Volare for Christmas dinner.

3.3 Puutake: There is further work to be completed on Puutake reports that are being organised on behalf of Puutake by Andre Whaanga in collaboration with MoE.

3.4 NCEA results: Grant McMillan referred the Board to the encouraging results in the NECEA graphs. He also discussed the changes to the timetables for 2021, based on student course requests. Waru Clark referred the BoT to the excellent visual display in the staffroom that clearly demonstrates where each individual student is at, relating to NCEA.

3.5 Leavers: There has been a big spike in leavers who did not return after Covid and have left without any qualifications. There is a need to dig deeper into this data.

Action: Grant McMillan to organise an ethnicity breakdown for Board.

3.6 Free and Healthy Lunch Scheme: No further updates at this time.

3.7 AED Update: There are no change to MoE policies for AED and funding is extended for two more years. However, MoE expectations are changing and a variation to contract has been received. Our MoE AED Manager has changed and we now have Nicki Glasgow to report too going forward.

Grant McMillan confirmed that we are the managing school for AED across 11 schools in the consortium. Students must live within the consortium area and meet at least six criteria to access AED.

3.8 Finances: Philip Doyle referred the Board to the Annexes. The school is still in a good place for this time of the year. As previously mentioned our biggest challenge is the Capex regarding the receipted computers. The MoE have not changed their position on how to account for these to date.

Philip Doyle has met with our MoE financial advisor who "acted surprised" when we raised the issue of Capex and the computers. Note that the MoE always look at the balance sheet to gauge the healthiness of the school's financial position. We have working capital so we are all good.

3.9 Banked Staffing: As advised to the Board earlier, the school is using different student number estimates to the MoE. Currently we have a view that we could receive 1400 students; we will likely have to

use banked staffing in the first instance until next year has played out to some degree. We are currently conducting a range of interviews for jobs that have been advertised.

Alvin Chand had to leave the meeting at 6.15

3.10 Injury and Accident Report:

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

3.11 Teacher Only Day

At this stage the MOE are still intending to hold a national Teacher Only day sometime in November (no as yet dates provided). Details will be shared once this is confirmed and when details become available.

Tumuaki.Principals Recommendation #1

“That the Board of Trustees receives the Tumuaki.Principal’s Report.”

Moved: Grant McMillan **Seconded:** Simon Adams
Carried Unanimously

4 General Business:

4.1 EOTC: Waru Clark now has final approval now on all high-risk water-based and overnight events. Waru Clark asked if we could ensure that all events have a location – Grant McMillan to request that Tania Scarborough add new location column.

Action: Additional column to be added to the EOTC for location by Tania Scarborough. An EOTC application Timeline to be put in place for all applications for 2021

4.2 Student Election:

Election plans are progressing with the election day being Thursday 5th November 2020. To date we have 23 nominees – the most ever which is very encouraging.

4.3 Update on Curriculum Specialist Advisor – Sally Dalzell:

- The Board wishes to see a March report each year based on the actuals of year before. This will provide data on NCEA and junior dip results. After discussion the board has directed Grant McMillan to ensure that additional elements of the template provided by SD are incorporated into current report for 2021. Thus, the March report template will incorporate all of the necessary elements from Sally Dalzell’s supplied template.
- There has been design and process work done on the reporting formats for the faculty review process. Social sciences are complete and will come to the BoT for review. We are currently in the process of using this tool for maths and arts which will see their reports completed by end of November. Grant McMillan advised that the Intention is to review all of the faculties in depth at least once over a three-year cycle. However, if the monthly reports indicate possible potential issues with any faculty or area of learning this would be immediately addressed by the board, examined by HoF’s and reported upon. Refer to Social Studies report attached to these minutes
- The Board wishes to see a new September report developed and presented at this time each year. This should be a -1-2-page template that each faculty uses to provide a snapshot of where things are at against student learning objectives. At the same time this report would signal any major changes that could be required in courses, structure, staffing and fixed assets that have implications for the following years budgets
- There is an ongoing commitment to continuing to strengthen the monthly dash board data provided.

- Jaylene Ball asked Grant McMillan if he is confident that this range of reporting is adequate? Grant McMillan responded affirmatively that he believes it is. The BoT now has a continuous reporting cycle that allows for issues to be addressed in a timely fashion.

It was suggested by Philip Doyle that there was a lot to digest in this area and the reports be tabled again next month and the process forward then confirmed. This suggestion was accepted.

4.4 Resolution to raise funding monies for Hockey equipment:

It was agreed that a resolution be passed to raise \$3872.00 for a range of Hockey Equipment and in the first instance to approach Four Winds Foundation.

Resolution 2#

“A resolution is passed to approach Four Winds Foundation for fund raising monies for a range of Hockey equipment – to the value of \$3872.00.”

Moved: Kim Denis **Seconded:** Victoria Takawe
Carried Unanimously

Action: Anne Farmer to organise Fundraising application

4.5 NZSTA AGM special General Meeting: It was agreed that the board would nominate Jaylene Ball who is already representing Finlayson Park on the ZOOM meeting.

Action: Jaylene Ball to represent school at NZSTA AGM Special General Meeting

4.6 Christmas Dinner: Has been booked at Volare at 6.30pm for the Board on December 17th.

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

5. Administration:

5.1 Matters Arising from last Month’s Minutes:

Jaylene Ball presented one change to the minutes which were accepted. The change was to do with the In-committee minutes as follows: 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

Recommendation 3#: *“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: Victoria Takawe **and Seconded** Jaylene Ball
Carried Unanimously

5.2 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
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

6. 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** Kim Denis
Carried Unanimously

Resolution 4: *“That Philip Doyle be permitted to remain at this meeting, after the public has been excluded, because of his knowledge of Human Resources.*

“That Anne Farmer be permitted to remain at this meeting, after the public has been excluded.

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

The meeting moved into public-excluded Committee at 7.06pm.

The meeting moved out of public excluded Committee at 7.10 pm.

Whilst in committee the Board reviewed September minutes and approved them.

Recommendation 5: "That the in-committee minutes for September 2020 be approved as a true and correct copy."

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

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: Victoria Takawe

The meeting closed at 7.25pm.

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

Waru Clark
Chairperson

Date

Signed:

Waru Clark Chairperson

To do Actions:

Please find attached the to do list from last night.

1. Analyse leavers data for ethnicity breakdown and other key factors – Grant McMillan
2. EOTC Report – new column that states where the event is being held/located – Grant McMillan
3. Jaylene Ball will represent JCHS at the NZSTA AGM special meeting to be held on ZOOM.
4. Anne F to be sent a list of previous board members to invite to Christmas function December 17th – Jaylene Ball or Kim Denis to supply
5. Anne F to alter Volare booking for more people