



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

JAMES COOK HIGH SCHOOL BOARD OF TRUSTEES

Minutes

For a Meeting held in the Endeavour Room at James Cook High School, 29th April 2021
5pm – 7pm

1. Opening

- 1.1 Karakia: Simon Adams
- 1.2 Present: Jaylene Ball, Kim Dennis, Victoria Takawe, Eline Peni, Grant McMillan, Philip Doyle, Alvin Chan, Anne Farmer
- 1.3 Apologies: Waru Clark
- 1.4 Declarations of Interest: Nil
- 1.5 Confirm items of general business: Confirmed

2. Tumuaiki.Principals Report

- 2.1 Head of Faculty and Department Reports: All the Board Members were happy with the information provided within the reports. However, it was agreed that the reports were still too in-depth for Board Members requirements; but that they should still be written for reference if required by the Board Members.

It was agreed that Jaylene Ball (Parent representative), Alvin Chand (Staff Representative) and Victoria Takawe (Parent Representative) would work on a template for a one-page Board report to be completed by the Head of Faculties after they have written their full report. It was agreed that if a Board Member wished for more information they could then read the in-depth report. If further information was still required they could approach the Board Secretary who would coordinate with the Deputy Principal to coordinate any questions or progress a discussion with the Head of Faculty.

Action: Jaylene Ball, Alvin Chand and Victoria Takawe to create a one-page report template for HoF's to utilise after they have completed writing their Head of Faculty reports.

- 2.3 Review of specialist help: Grant McMillan (Principal) advised that the Ministry of Education are very happy with what they received. The Board Members are likely to hear shortly about the lifting of the Specialist Help. The Ministry of Education will return our content that was sent to them as evidence.
- 2.4 ERO: ERO will meet with the school team on Monday 10th May to consolidate their final report on Puutake
- 2.5 ERO: The schools regular review with ERO commences Mondays 10th April.

3. Operational Matters

- 3.1 Budget 2021: Our final staffing and funding has been confirmed. It was agreed that the Board of Trustees would accept the original draft Budget A. The Finance Committee will be monitoring the budget line by line each month and recommend adjustments as necessary to the Board of Trustees as the year progresses. It was also agreed the Capex of \$690,000 be released.

Recommendation #1

"The Board of Trustees accepts that original draft Budget A as the final and confirmed budget for the 2021 year."

Moved: Grant McMillan

Seconded: Jaylene Ball
Carried Unanimously

- 3.2 **Financial Report:** Kim Dennis (Parent Representative) ran the Board of Trustees through the financial report. Currently we hold a surplus of 182,419. Expenses are down on this time last year due to resolving and correctly charging expense areas. We have continued to manage our expenditure to match the Board Approved interim budget A.
- 3.3 **Pastoral:** Grant McMillan (Principal) advised that pastoral incidents are continuing their downward trend which is in contrast to other local schools. We are doing comparatively well at present.
- 3.4 **Shade Cover for Puutake:** Jaylene Ball (Parent Representative) asked about the funding from the Accelerated Modernisation Scheme targeted for the Puutake shade cover and why it was taking so long to get the project underway. Philip Doyle (Business Manager) advised he hopes for a resolution/decision before the next board meeting.
- 3.5 **EOTC:** Grant McMillan advised the Board of Trustees that the issues around EOTC with the Dance and Drama Activity has been resolved. EOTC requirements will be discussed at a staff meeting in the first week of term 2.
- 3.6 **NZSTA Conference:** The attendees at the NZSTA conference over the holidays expressed how useful they found the conference. It was agreed that all attendees would provide a on what they attended and what they found particularly interesting or useful for the Board to know.

Action: All attendees to provide a report on their time at conference.

4. New Government Initiatives

- 4.1 New Government Initiatives (nothing significant to report)

Recommendation #2

"That the Board of Trustees receives the Tumuaiki Principals Report."

Moved: Victoria Takawe

Seconded: Alvin Chand
Carried Unanimously

5. **Administration:** Correspondence (see table at bottom of report).

Confirmation of minutes from the last meeting:

Recommendation #3

"Confirmation of Minutes."

Moved: Jaylene Ball

Seconded: Alvin Chand
Carried Unanimously

6. Public Excluded Business/In Committee

The Presiding Member Waru Clark requested that the Meeting move into committee due to a requirement to protect the privacy of persons to be discussed:

Resolution #4:

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

Moved: Grant McMillan **Seconded:** Kim Dennis
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 #5:

"I move that Philip Doyle Business Manager be permitted to remain at this meeting, after the public has been excluded.

Moved Grant McMillan **Seconded** Kim Dennis
Carried Unanimously

The meeting moved into public-excluded Committee at: 7.01pm

Whilst in committee several new matters were discussed and current matters were updated for the Board.

The Chairperson moved out of public excluded Committee at: 7.36pm

7. Meeting Closure

James Cook High School Board of Trustees Correspondence Inwards Record				
Date	Type	From	About	Presented at Board Meeting of
26 th March 2021	Email	NZSTA	NZSTA Conference AGM	29 th April

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