



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

## JAMES COOK HIGH SCHOOL: BOARD OF TRUSTEES

### MINUTES

TO BE HELD AT JAMES COOK HIGH SCHOOL 25<sup>th</sup> February 2021

5pm – 7pm

#### 1. **Opening**

1.1 Karakia: Sa'id Milton

1.2 Present: Waru Clark, Jaylene Ball, Kim Dennis, Victoria Takawe, Simon Adams, Eline Peni, Alvin Chand, Grant McMillan, Philip Doyle, Anne Farmer, Sa'id Milton, Leonie Johnson

1.3 Apologies: Nil

1.4 Declarations of Interest: Nil

1.5 Confirm items of general business: Confirmed

#### 2. **THE JC Code for Pastoral Care**

2.1 Mana Program:

Sa'id Milton referred the Board of Trustees to the information provided in the MANA booklet and ran through a Power Point for the Board of Trustees. Of particular reference and discussion was the fact that several groups of students as well as teachers and community stakeholders were asked for feedback and input into the Mana program. Information about the MANA program is now on the website.

There was discussion from the Board of Trustees around the school values and their relevance to the students. Overall the Board of Trustees were very happy with the program, very supportive and impressed at the work done by all involved. During this part of the meeting the Board of Trustees were also given the opportunity to meet Leonie Johnson who will be our new Guidance Team Leader. She gave a favourable review of her first impressions of MANA.

**Recommendation #1** *"That the Board of Trustees endorses the directions proposed for strengthening engagement within the school."*

**Moved:** Victoria Takawe **Seconded:** Eline Peni. Carried Unanimously

Sa'id Milton and Leonie Johnson then left the meeting.

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

Grant McMillan referred the Board of Trustees to the Tumuaki/Principals Report provided.

3.1 ERO:

ERO have postponed a meeting to discuss Puutake but the school has been asked to compile student achievement and engagement data for the future meeting.

Action: SLT to compile information on student achievement and engagement data asap.

### 3.2 Attendance:

Grant McMillan ran the Board of Trustees through Annex A regarding school-wide attendance.

### 3.3 Enrolment:

A brief overview was provided of the enrolments to date. Enrolments are still coming in. We have staffed the school on 1400 students and budgeted the school on 1350. The March 1<sup>st</sup> roll return will formally confirm our roll for the MOE.

### 3.4 School lunches:

Philip Doyle gave an overview of the school lunch program to date and how the students and teachers were reacting to the program. There has mostly been positive feedback received from all concerned and a meeting will be held with the contractor next week to further tweak the program.

### 3.5 New Sports Director:

The new sports director is an ex pupil of JCHS and will be working full-time. His name is Wade Brunson.

## 4. **Operational:**

### 4.1 Recent Lockdown:

The recent lockdown interrupted the program planned for the start of school however attendance straight after lockdown was better than anticipated which is encouraging. Teacher/student relationships at year 9 are not where we would expect them to be for this time of the year, but these will be worked on and improved within a short time frame.

### 4.2 Financial Reports:

Philip Doyle and Kim Dennis drew the Board of Trustees' attention to the new format financial reports. All the Board of Trustees agree that the new reports are easier to understand and gave a better overview of financial matters.

Year to Date Surplus: The YTD surplus for 2021 is \$292,227 which is a result of maintaining expenditure to match the Board approved interim budget.

## 5. **New Government Initiatives**

### 5.1 Refreshing the National Curriculum:

Grant McMillan drew the Board of Trustees attention to plans to refresh the national curriculum by 2025.

**Recommendation:** *"That the Board of Trustees receives the Tumuaki/Principals Report"*  
**Moved:** Victoria Takawe **Seconded:** Eline Peni **Carried Unanimously**

## 6. **Report for MoE/Sally Dalziel**

### 6.1 Report:

Waru Clark advised that we are in a position to provide the MoE with a wide range of internal resources that are evidence of the requirements it was agreed the school would initiate. Grant McMillan to progress providing this evidence to the MoE by the end of February.

Action: SLT to progress gathering evidence for Grant McMillan to send to MoE by the end of February

## 7. Charter

### 7.1 Update on Yearly Work Plan:

Grant Mc Millan is working with the SLT on this plan which should be available to the Board of Trustees at the March meeting.

Action: SLT to progress the work plan ASAP

## 8. Administration

### 8.1 Correspondence:

One item was received from the NZSTA regarding conference. There was a brief discussion on who is going to conference. Anne Farmer to organise for the team. Grant McMillan gave his apologies for not being able to attend due to a conflict with Polyfest.

Action: Anne Farmer to organise accommodation and travel for NZSTA

### 8.2 Confirmation of minutes:

January 2021 The Minutes were approved. **Moved:** Waru Clark **Seconded:** Victoria Takawe

### 8.3 Board Policies:

\_Anne Farmer has been asked to move these to a One Drive that all the BoT members may access

## 9. 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** Waru Clark **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** Waru Clark **Seconded** Alvin Chand

**Carried**

**Unanimously**

The meeting moved into public-excluded Committee at 6.24pm

Whilst in committee a variety of matters relating to Human Resources were discussed and updated for the Board.

The Chairperson moved out of public excluded Committee at 6.38 pm.

## **10. Meeting Closed**

### 10.1 Meeting closed:

The meeting closed at at 6.50 pm with a Karakia by Victoria Takawe

### **Tasks to do before the next Board Meeting:**

1. Action: SLT to compile information on student achievement and engagement data asap
2. Action: SLT to progress gathering evidence for Grant McMillan to send to MoE by end of February
3. Action: SLT to progress the work plan for next Board Meeting
4. Action: Anne Farmer to organise accommodation and travel for NZSTA
5. Action: Anne Farmer to organise all BoT policies onto One Drive

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Signed Waru Clark Chairperson

Dated: .....