



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

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

# **MINUTES**

**HELD AT JAMES COOK HIGH SCHOOL 25<sup>th</sup> March 2021**

**5pm – 7pm**

### **1. Opening**

1.1 Karakia: Eline Peni

1.2 Present: Jaylene Ball, Alvin Chand, Victoria Takawe, Waru Clark, Anne Farmer, Eline Peni, Maria Coyne, Philip Doyle, Grant McMillan, Kim Dennis.

1.3 Apologies: Simon Adams

1.4 Declarations of Interest:

Waru Clark asked all of the Board of Trustees present to fill in the Declaration of Interest form for 2021.

- Waru declared that he has a conflict of interest as it relates to his employment with Alternative Education.
- Grant McMillan – stated Nil on his Declaration of Interest
- Jaylene Ball declared a potential conflict of interest due to her being the Chairperson of Finlayson Park Primary.
- Eline Peni – stated Nil on her Declaration of Interest
- Victoria Takawe – stated Nil on her Declaration of Interest
- Kim Dennis – Declared a potential conflict of interest due to her involvement with Waimahia Intermediate, Te Matauranga primary and New Zealand police.

1.5 Confirm items of general business: Nil

### **2. Tumuaiki/Principals Report**

2.1 Head of Faculty and Department Reports:

Maria Coyne Deputy Principal presented the Head of Faculty and Departmental reports. A large amount of work has been done by the Head of Faculties to make these reports available earlier. She is very proud of the Heads of Faculty and Heads of Department who got this work done.

Eight days of lockdown in 2021 has created an even greater workload than usual but we have a report for every faculty. There is no specific report from Tongan language as it is not a

faculty but a report will be available at the next meeting. The reports are to be considered by Trustees over the next month. Waru Clark formally requested to Grant McMillan that we receive a faculty report for Alternative Education (AED) by next month's meeting to be included with the other faculty reports. All the reports will be an agenda item for the April Meeting.

Grant McMillan drew the Board's attention to the summary at the front of the reports as the starting point for the Board. Any questions from the board are to be sent to Anne Farmer to collate. Maria Coyne will be back at the next meeting to talk to the reports.

**Action:** Tongan Language and AED reports to be presented at next meeting. Maria Coyne to organise.

**Action:** Board of Trustees to send any questions they have re HoF reports to Anne Farmer to be answered by Senior Leadership Team.

## 2.2. NCEA Results:

The final results were recently provided by New Zealand Qualifications Authority (NZQA) and the schools National Certificate of Educational Achievement (NCEA) results available within the principal's report were drawn to the attention of the trustees. The Senior Leadership Team are very pleased with the confirmed data. The focus that the team chose regarding year 12 and 13's shows that the focus on achievement for these year levels has really paid off. Please refer to the achievement in NCEA and University Entrance (UE) information presented to the board within the Principals report.

Grant McMillan advised the Board that the question to be focussed on next is how the Board of Trustees and Senior Leadership Team not only maintain our achievement results, but also improve on them next year. Grant McMillan stated that the Senior Leadership Team knows that what they implemented for 2021 works. The challenge is how we continue to move forward with continued progress for the future. The next thing that has to be done is to now dig deeper into the data and analyse the trends and information presented in the data very closely. Maria Coyne advised that going forward in 2021 there was to be a strong focus on this year's year 12 students who did not achieve Level One and also a specific focus on Maori and Pacifica students.

Grant McMillan advised that the Senior Leadership Team need to build capability into staff on how they utilise formative data to inform their teaching and pedagogy. This is going to be a focus for Professional Learning Development going forward. We want to track and encourage high levels of achievement in NCEA and this will be a focus for faculty reviews. The faculties will be encouraged to look at the type of content offered in their courses, how that content is tailored and presented to better encourage further merits and excellences.

Grant McMillan also referred the Board to the data for numeracy and literacy. He believes the overall positive results are because of the past focus within teachers Professional Learning Development and an increase in teacher awareness of how to encourage growth in numeracy and literacy skills. The results confirm that our year 12 and 13 are ahead of the national average for decile 1 to 3 schools.

Waru Clark asked Maria Coyne to ensure that staff are well aware of the school's significant gains and to particularly thank the Head of Faculty's for their inputs in helping to achieve these results.

**Action:** Maria Coyne to ensure staff and particularly Head of Faculty's were thanked for their work to date.

- 2.3 Junior Curriculum Development: Reports were provided by Maria Coyne for the Board of Trustees to peruse in their own time regarding the teaching of languages in Mainstream classes. She talked to the data provided in these reports and stated that overall the students and teachers are enjoying these courses. In a couple of years, we may need to provide Level One to Three language courses that don't sit within the units, if enthusiasm for these courses is maintained.
- 2.4 NCEA Literacy and Numeracy Requirements: Grant McMillan advised that he has concerns about the review of NCEA Literacy and Numeracy Requirements. To that end our school has joined both the Mainstream and Maori strands of this review. He encouraged the Trustees to be involved in this review as well and asked that if it was raised as a topic at the NZSTA to be involved in the discussion.
- 2.5 Education Review Office (ERO): We have an ERO review in the second week of term two and they have indicated they are keen to look at the compliance sector of the school in particular.
- 2.6 Roll Return: The March roll return was completed and we have 1347.6 full time student equivalents. Grant McMillan advised Alvin Chand that as requested the ethnicity breakdown requested by Alvin Chand has been provided in this report.

### 3. Operational Matters

- 3.1 Attendance: Grant McMillan drew the Boards attention to Annex A. He is very pleased how the roll has bounced back after lockdown. Staff and students are working hard to make up for lost time, commitment is high but energy levels are depleted and staff struggle at times to maintain momentum.
- 3.2 Pastoral: The general trend line for misbehaviours and serious incidents is looking very good. Our expectations have increased and students are responding. The MANA program should keep this trend improving. Jaylene Ball asked if the school are consistently maintaining our pastoral records on Kamar? Grant McMillan believes that these are being well maintained. The SLT will review in July for a more in-depth picture

**Action:** SLT to review pastoral note keeping in July and ensure that it is adequate for the school's requirements.

- 3.3 Health and Safety: Education Outside the Classroom (EOTC) Policy. It has been identified that there is a part of EOTC that could be delegated to principal. Grant McMillan is looking to have the Board of Trustees approve a change to Board Policy 18 Education Outside the Classroom, delegating authority to the Tumuaki/Principal to approve activities that involve overnight stays by school groups within the school grounds where these are part of a school or course activity."

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

1. *"That the Board of Trustees approves a change to Board Policy 18 Education Outside the Classroom, delegating authority to the Tumuaki/Principal to approve activities*

*that involve overnight stays by school groups within the school grounds where these are part of a school or course activity.” Moved: Grant McMillan Seconded: Kim Dennis.*

In a following discussion it was decided that the recommendation be withdrawn and fully discussed in next meeting to fully understand what the delegation of authority will cover.

**Action:** Prepare material for next Board of Trustees meeting re Board Policy 18 – Grant McMillan.

- 3.4 The Injury and Accident report: This report was presented by Philip Doyle who drew attention to the new format. It was agreed that this report be formally included into the bound Tumuaki/Principals report going forward.
- 3.5 Education Outside the Classroom (EOTC) Issues: We had two breaches of Education Outside the Classroom policy this month where in each case an activity occurred without prior approval by the Principal or the activity being signalled to the Principals Office. There was also one Potential Risk Incident that was resolved without danger to the students. Refer Tumuaki/Principals Report for further information. Grant McMillan also advised that since the report was written he had become aware of an Education Outside the Classroom issue with a couple of our dance students who are involved with a production being produced by Aorere. He will be talking to the teacher concerned.
- 3.6 We have held two successful evacuation drills during term one. However, there are still small improvements to be made to the drills. Next term we plan to hold a Seismic/Earthquake drill and a lockdown drill.
- 3.78 Financial Reports: Kim Dennis asked Philip Doyle to report on the financials. In January we had a surplus. In February the finances are more reflective on what we are expecting our month-on-month to look like. We are in a healthy position financially.

Philip Doyle drew attention to the \$102,000.00 within banking staffing and explained the rationale around this figure. Included in this report was an example of the minutes of the finance meeting held every Tuesday.

#### 4. New Government Initiatives

- 4.1 New Government Initiatives: There was nothing significant to report.

**Recommendation #2:**

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

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

## 5. Report for Sally Dalziel – Specialist Help

5.1 Evidence for Intervention: Waru Clark thanked Grant McMillan for getting the report to the point where it made sense to outside parties; and for gathering the necessary evidence of our now robust curriculum and learning data. Waru Clark is hopeful that the Ministry of Education will come through with a sign off.

## 6. Update on Board Work Plan

6.1 Board Work Plan: see attached the new work plan for 2021.

### Recommendation #3:

*“That the Board of Trustees adopts the revised Board Workplan for the 2021 Year.”*

**Moved:** Grant McMillan    **Seconded:** Victoria Takawe  
**Carried Unanimously**

## 7. General Business

7.1 General Business: Eline Peni asked if we fund the Polyfest groups. Grant McMillan advised we fund a degree of money for each group for top ups on their fund-raising efforts. This goes though Philip Doyle. He noted that there was still no confirmed stage timetable for Polyfest.

7.2 Policies; These were briefly discussed and Jaylene Ball will provide an update next meeting.

Action: Jaylene Ball to provide an update/schedule for updating policies for 2021

## 8. Administration

8.1 Correspondence

James Cook High School Board of Trustees Correspondence Inwards Record				
Date	Type	From	About	Presented at Board Meeting of
22 <sup>nd</sup> March 2021	Email	NZSTA	NZSTA Conference	25 <sup>th</sup> March
4 <sup>th</sup> March 2021	Email	NZSTA	NZSTA Conference	25 <sup>th</sup> March
24 <sup>th</sup> March 2021	Email	NZSTA	Fixed term employment in schools	25 <sup>th</sup> March

James Cook High School Board of Trustees Correspondence Outwards Record				
Date	Type	From	About	Presented at Board Meeting of
15 <sup>th</sup> March 2021	Letter	Grant McMillan	Evidence to assist in review of specialist help	25 <sup>th</sup> March

8.1 Confirmation of minutes from the last meeting February:

The Board checked the February minutes. Anne Farmer is to make a couple of small changes before signing off by Chairperson.

**Action:** Anne Farmer to make notated changes to February minutes

8.2 Matters arising from minutes of the last meeting:

Grant McMillan requested that Anne Farmer alter the wording of the Public Excluded Business/ In Committee as per Ministry of Education request.

**Action:** Anne Farmer to fix the Public Excluded Business/In Committee wording

9. **Public Excluded Business/In Committee**

The Board Chairperson 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."*

*"I move that Anne Farmer Board Secretary 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 18:36.

Whilst in committee a variety of matters relating to Human Resources were discussed and updated for the Board. One new HR matter was introduced.

The Chairperson moved out of public excluded Committee at 18:43 pm

## 10. Meeting Closed

10.1 Meeting closed: at 18:58 with a Karakia: Alvin Chand.

**Signed: Waru Clark (Board Chairperson) Dated:**

### Action Items table

#	Action Items	Owner(s)	Deadline	Status
1.	Tongan Language and AED reports to be presented at next meeting.	Maria Coyne	29/04/2021	In Progress
2.	Board of Trustees to send any questions they have re HoF reports to Anne Farmer to be answered by SLT.	Anne Farmer	29/04/2021	In Progress
3.	Ensure staff and particularly HoF's thanked for their work to date.	Maria Coyne	-	Completed
4.	Provide an update/schedule for updating policies for 2021.	Jaylene Ball	29/04/2021	In Progress
5.	Prepare material for next Board of Trustees meeting re Board Policy 18	Grant McMillan	29/04/2021	In Progress
6.	Fix the Public Excluded Business / In Committee wording.	Anne Farmer	29/04/2021	In Progress
7.	Make notated changes to February minutes.	Anne Farmer	29/04/2021	In Progress