



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

JAMES COOK HIGH SCHOOL BOARD OF TRUSTEES

Minutes

February 24th 2022: 5.00pm – 7.00pm

Held in Endeavour Room and by Zoom due to some Board Members being in Covid isolation.

1. Opening

1.1 Karakia: Grant McMillan

1.2 Present: Waru Clark, Grant McMillan, Philip Doyle, Maria Coyne, Candice-Lee Dennis

(Zoom: Kim Dennis, Jaylene Ball, Eline Peni, Simon Adams, Alvin Chand)

1.3 Apologies: None

Absent: Victoria Takawe

1.4 Declarations of Interest: None

1.5 Confirm items of general business: None

Waru welcomed Maria, Candice and trustees to the meeting, noting that despite best endeavours this meeting needed to be a combination of in-person and zoom dial in due to isolation restrictions of some board members. Waru acknowledged the flexibility and cooperation of board members in these changing times.

Waru welcomed Candice to the meeting as the new Board Secretary and asked all Board Members to briefly introduce themselves, which they did.

Waru invited Grant to give a brief summary of how the school has been coping with the Omicron outbreak since school reopened for all students on the 14th February. Grant explained that we have had a team of five involved in Covid work, doing contact tracing etc...

Waru then invited Maria to present her summary report on the NCEA Interim Results which was accompanied by a digital and hard copy presentation.

2. 2021 NCEA Interim Results

Maria began her presentation (modified for Zoom) by acknowledging those in isolation, sharing prayers and thoughts to those affected by Covid.

Maria expressed her frustration with how Covid has affected our school's progress, but despite everything our school has still performed remarkably well. (Letter of congratulation needed for scholarship students?). Our trend lines are stronger than the national trend lines. As we increase in areas, nationally they are decreasing quicker. What we are doing is working and we can get back on track pretty quickly if given the chance.

Grant advised the Board that the Education Commission is doing a research piece on only three selected schools and JCHS is one of them. He expressed his pride in what we have achieved as a school while keeping our credibility and integrity intact.

Resourcing to provide PLD for staff will be important. We need to push to suggest that Literature is a school wide endeavour.

Maria explained that moving forward the NCEA plan requires all Teachers to be involved in Literacy and Numeracy.

Overall JCHS acceleration towards achieving our Strategic achievement goal for Level 2 NCEA of 75% by 2022 has been impacted by Covid. Further readjustment towards our goals is of prudent consideration, and takes into account student, whanau and staff health and wellbeing.

Maria welcomed questions from the Board at the conclusion of her presentation.

Waru thanked Maria for her presentation. The Board Chair recognised the results as being truly amazing despite the many interruptions during 2021.

Please refer to presentation "NCEA 2021 Preliminary Achievement Results" if any further details and information are required.

Grant offered for Sa'id to attend the next BOT meeting to present a 2021 update on the Junior Diploma.

Before Maria departed she also informed the board that 2021 faculty reports would be presented in the March meeting noting that there was a new format and a summary report would be presented.

3. Tumuaki.Principals Report

Strategic Review

1. Draft Board Workplan

The draft workplan can be amended as we go. Grants recommendation in his report was that the Board approves the 2022 workplan as amended.

Recommendation 1:

"That the Board approves the 2022 workplan (as amended)"

Moved: Grant

Seconded: Kim

Carried Unanimously

3. NCEA Progress

MOE has us as a change hub for NCEA and may attend an upcoming board meeting.

4. School Roll

We are yet to identify who is waiting to come back vs who is not coming back. 1st March Roll Return will look promising. Grant will be auditing the school roll against our school zone in the coming months. MOE has not given us a max roll yet. Grant will do an audit of how many spaces are available in each year level.

6. Staffing for 2022

Philip listed the roles we are currently recruiting for which have become available since Christmas, due to several staff resignations.

7. Vaccine Mandate for Education Employees

The booster has now been mandated by 1st March as a deadline. A process has been put in place to monitor the compliance of all staff members.

8.2 The Wider Environment

Our school's experience seems to be quite similar to Auckland Grammar. Most of our staff have been away as they have been identified as close contacts. We only started having positive cases in staff last week.

8.5 Staff Guide

The JCHS Staff Covid-19 Guide as circulated to the Board will be updated as it changes.

8. Student Trustee Election

The Student Trustee Election will go ahead as planned, according to the agreed dates in the report.

11. Financial Update

Philip presented the financial update instead of Kim, for technical reasons. He was pleased to point out that the YTD Banking Staffing negative balance has reduced significantly as staff costs are reallocated between Teachers salaries and Operations Grant Funding as part of our management processes to achieve a zero balance at the end of the school wages year. Grant advised the request from the Board to invest non committed 2021 Capex into student devices cannot be done as it does not comply with accounting standards and rules.

12. Property Updates

We have had some hiccups with the C-block. We are now dealing with a new team at MOE who are more experienced as we have been identified as a school of interest.

Recommendation 2:

"The Board receives the Tumuaki Principal's Report"

Moved: Grant

Seconded: Kim

Carried Unanimously

4. **General Business**

4.1 Start of year Board function

Philip explained that the general feel from board members is that most people are reluctant to go out due to the current Omicron outbreak. It was agreed that the function will be delayed until the situation becomes clearer.

4.2 Student Elections update

The Student Elections will go ahead as agreed earlier.

4.3 Review of contracted services to James Cook

Grant will provide a summary report and comment on each area, then the Board can decide on the way forward.

4.4 Fundraising Resolutions

Philip explained that we are tidying up the process for Funding Applications / Resolutions and adding in a tracking system similar to EOTC. Details will be tabled for the March meeting.

5. **Administration**

5.1 Correspondence

James Cook High School Board of Trustees Correspondence Inwards Record				
Date	Type	From	About	Presented at Board Meeting of
27/01/2022	Email	Teachers Council	Teaching Council Data Breach	27/01/2022

09/02/2022	Email	Auckland University: Philip Bradley	Better Boards, Stronger Schools	24/02/2022
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James Cook High School Board of Trustees Correspondence Outwards Record				
Date	Type	From	About	Approved at Board Meeting of
28/01/2020	Email	Philip Doyle	Teaching Council Data Breach	27/01/2022

Waru provided an overview of the "Better Boards Stronger Schools" Correspondence, and asked the Board if they had any questions/suggestions and how they felt about participating in the Research request. The majority voted YES to participating, which was accepted by the board and the secretary was asked to communicate with Philip Bradley.

5.2 Confirmation of Minutes

The January Meeting Minutes were accepted by the board. Moved by Jaylene and seconded by Simon.

5.3 Matters arising from minutes of the last meeting

Upcoming Board Meetings list of dates to be updated and circulated by Candice.

6. **Public excluded business / In Committee**

The Board Chair, Waru Clark requested that the Meeting move into committee at 6:55pm due to a requirement to protect the privacy of persons to be discussed:

Recommendation 3:

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

Moved: Grant **Seconded:** Kim
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:

Recommendation 4: *"I move that Philip Doyle Business Manager and Candice-Lee Dennis BOT Secretary be permitted to remain at this meeting, after the public has been excluded."*

Moved: Grant **Seconded:** Waru
Carried Unanimously

The meeting moved into public-excluded Committee at 6:55pm.

Whilst in committee various personnel matters were discussed and updated for the Board.

The Chair moved out of Public Excluded Committee at 7:01pm.

Final comments:

Grant apologised for the technical difficulties experienced throughout the meeting.

Waru acknowledged Eline for her participation, integrity and passion for her school. Waru thanked Eline for her services and wished her well before opening to the Board for comments. Various board members expressed their gratitude and appreciation to Eline for her contribution.

Waru asked Eline to close the meeting. Eline closed by thanking the Board for their guidance during her term as Student Rep and asked everyone to share something that they are thankful for.

The meeting closed at 7:15pm.

Signed: 

Name: Waru Clark

Date: 30.3.22

Actions Points – February 2022 Meeting:

1. [Carried forward] Keep awareness of potential Board members for elections later this year. **All to action.**
2. [Carried forward] Map Charter and school activities against NELPs. **Grant to action.**
3. [Carried forward] Seek wider consultation on suggestions for a 'beautiful' Te Reo Māori word/name to use in place of Chairperson and Trustee. **Jaylene to action through current whanau gatherings. Suggested words to be sent to Philip for recording.**
4. [Carried forward] Set up potential Board sharing and storage secure area on school website. **Philip to set up and present example at March meeting.**
5. Draft Policy 5c to be submitted at the March meeting. **Candice to action.**
6. Sa'id to be invited to attend the next Board Meeting to present Junior Diploma. **Candice to action.**
7. Respond to invitation for School Board to participate in University research. **Waru to action. (Item completed 24.02.22)**
8. Extend invitation to the Teaching Council to attend an upcoming Board Meeting RE In Committee subject. **Philip to action.**
9. Create and confirm approval process for Board Resolutions to seek external funding. **Philip to action.**
10. Full staff list with photos and list of new staff appointments for 2022 to be sent to all Board Members. **Candice to action. (Item completed 25.02.22 - attached herewith)**
11. Amended BOT Meeting dates to be sent to all Board Members. **Candice to action.**
12. Board dinner differed to later in the year. Discuss again at May Board Meeting.

