



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

JAMES COOK HIGH SCHOOL BOARD

Minutes

March 30th 2022: 5.00pm – 7.00pm

Held in Endeavour Room and by Zoom.

1. Opening

1.1 Karakia / Korero timata / Opening word: Laurence Caltaux

1.2 Present: Waru Clark, Grant McMillan, Philip Doyle, Maria Coyne, Andr'e Whaanga, Sa'id Milton, Laurence Caltaux, Kim Dennis, Jaylene Ball, Fetana Leulu, Candice-Lee Dennis

(Zoom: 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 everyone to the meeting, including Deputy Principals, Maria, Andr'e, Sa'id and Laurence.

Waru welcomed Fetana to the meeting as the new Student Representative and asked all Board Members to briefly introduce themselves, which they did. Fetana then introduced herself to the Board.

Waru then invited the DP's to share on their agenda topics.

2. Student Device Supply Proposal – Laurence Caltaux:

Laurence presented the Student Device Supply Proposal Summary to the Board. PB Tech is definitely the preferred supplier as they have the most competitive rates and come with several additional services, including on-going technical support and assistance with the initial roll out logistics. The suggested devices are well specked and would be suitable for use for up to 5 years. Jaylene questioned the cost to families. Grant explained that the devices will belong to the school, they will be covered under insurance and treated like a textbook. The school is not looking to on sell them. Waru questioned how quickly the devices could land. Philip confirmed arrival could be within 2 weeks, with distribution expected at the beginning of Term 2. Waru requested that a process be devised for the distribution and management of ongoing costs relating to renewals and upgrading of devices.

Recommendation 1:

"The Board agrees to use PB Tech as the supplier and to proceed with the purchase of up to 1200 student devices"

Moved: Jaylene

Seconded: Kim
Carried Unanimously

2.1 Annual Faculty Reports – Maria Coyne:

Maria presented the Annual Faculty Reports to the Board pointing out the gender highlights and that we have not seen that trend in a number of years. Learning and Development is a key theme that needs to be thought about as well as putting some extra focus into “looking beyond”. Maria asked all Board members to read through the Faculty Reports paying particular attention to the English and Maths areas, and has offered to attend the next Board Meeting to answer any questions that the Board members may have. Jaylene complimented Maria on the layout of the Faculty Reports. Waru expressed his appreciation for the time and effort that was put into preparing the Faculty Reports and asked Maria to please pass his thanks to the various HOFs.

2.2 Junior Diploma – Sa’id Milton:

Sa’id presented the Junior Diploma Report to the Board explaining that the biggest factor that impacted the results of 2021 was the timing of the lockdown which had a very significant impact on engagement, completion and academic support mechanisms. Unfortunately, we have not had a normal school year since the Junior Diploma was implemented. Following lockdowns in 2020 the bounce back at Junior level was much stronger however, in 2021 the students who bounced back were those who engaged more online. The influence of “NETS and NOTS” (i.e. students who are on our school roll, but have not yet arrived at school this year) for students was discussed in the summary of these results. Waru thanked Sa’id for his presentation of the Junior Diploma results.

2.3 e-asTTle Reports – Andr’e Whaanga:

Andr’e presented the e-asTTle Reports to the Board. (Power Point presentation circulated by email.) The purpose of the e-asTTle testing is to determine what the students know now, and what they need to learn next. Many students coming from Intermediate Schools already know how to log themselves in and complete the assessments. e-asTTle is a very important tool that will help us prepare for the new level Literacy and Numeracy NCEA components in 2024. There will be a very big focus across the team to ensure that our students are ready for this. Waru thanked Andr’e for his presentation of the e-asTTle reports. Waru asked about the opportunity to capture e-asTTle for Year 11’s to identify ongoing levels and to develop strategies for students who need support with literacy & numeracy to achieve NCEA.

3. Tumuaki.Principals Report

Strategic Review

5. Routine Board Policy Review

Policy 5C – Electronic Decision Making was not addressed at the last board meeting and was referred to this meeting. Jaylene requested a further review of this policy and Grant suggested that he and Jaylene set up a meeting to discuss this further. Candice to arrange.

The Board discussed Policy 6A. The amendments as tabled captured all necessary changes.

Recommendation 2:

“That the Board approves Policy 6A – Strategic Planning (as amended)”

Moved: Grant

Seconded: Kim
Carried Unanimously

The Board discussed Policy 6B. The amendments as tabled captured all necessary changes.

Recommendation 3:

"That the Board approves Policy 6B – Statements of Variance and Annual Reports (as amended)"

Moved: Grant

Seconded: Kim
Carried Unanimously

12. Situation RE Covid

Grant explained that he anticipates the next few weeks to be very messy as we navigate what the change from Red to Orange level means for schools. Some of this at first glance appears to be straight forward, but since MOE have their own preferences that could complicate things operationally. We are not yet sure what to do with the staff vaccine register but will navigate our way through as we receive further advice from the Ministry. Philip confirmed that all staff as at today are up to date with booster shots. Grant reported that the number of students away isolating has reduced dramatically, and we have not had any problems with the change to rules regarding mask wearing, which is now no longer required outdoors. Boxes of masks were sent to each classroom and this system is working well.

20. Financial Update

Kim presented the financial update. We are doing really well considering the past 6 months have been a Covid stretch. Philip was pleased to point out that the YTD Banking Staffing balance is at zero, as reported in the financials for the year. Waru suggested changing the Finance Committee Meetings to the Monday before each Board Meeting as this was preferred.

21. Property Updates

Philip provided the Board with a report of Contractual Relationships which was included as Annex F of the Principal's Report. Grant explained that some are up for renewal soon and we will decide where reviews need to happen.

22. Health and Safety

Further to a recent EOTC Incident whereby a Services Academy student arranged to be dropped at a friend's home (instead of his own home) and went missing overnight, a few extra things will now be added to our policies. The matter was investigated and a debrief was completed during which several decision points and preventative actions were identified. These will be added to the school's procedures and future CapEx, as well as EOTC plans.

Recommendation 4:

"The board receives the Tumuaki Principal's Report."

Moved: Grant

Seconded: Kim
Carried Unanimously

4. **General Business**

4.1 Student Elections update

Nominations opened on Thursday 3rd March and closed Wednesday 9th March. At the close of nominations, we counted only three valid nomination forms for the same student and declared on the 16th March - Election Day - that Fetana Lafi Leulu be appointed as the new Student Representative for the JCHS Board. An announcement to the public was officially made on Friday 25th March in our school



Newsletter, as well as being posted on the school website and social media platforms. NZSTA have been advised of the new Student Representative appointment.

4.2 NZSTA Upcoming AGM – Nomination required to attend meeting

Waru volunteered his attendance which was accepted by the board. Waru requested that Candice manage the registration and tentative bookings for the upcoming Conference to be held in Christchurch from 7th – 9th October.

4.3 Triennial Board Elections 2022

The Board agreed on the suggested date of 7th September 2022 to hold the next Triennial Board Elections. A Returning Officer will be appointed at the next Board meeting.

Recommendation 5:

"The Board agrees that the next Triennial Elections will be held on the 7th September 2022."

Moved: Waru

Seconded: Jaylene
Carried Unanimously

4.4 Fundraising Resolutions

Philip explained the process for Funding Applications / Resolutions which is being managed via the Finance Committee by himself and Candice. At the moment this process is continuously evolving due to Covid. A meeting will be held with key staff members to outline the process and explain the requirements before applications can be submitted to potential funders. Waru stated that the link in with EOTC is very important and suggested an introduction of a debrief and review process.

5. **Administration**

5.1 Correspondence

James Cook High School Board of Trustees Correspondence Inwards Record					
Date	Type	From	About	For Attention	Presented at Board Meeting of
25/02/2022	Email	NZSTA	Triennial School Board Elections	Board Chair	30/03/2022
28/02/2022	Email	College Sport	CSA Vaccination Requirements	Principal	30/03/2022
04/03/2022	Email	NZSTA Membership Matters	NZSTA Auckland Regional Newsletter – Term 1, 2022	All	30/03/2022
09/03/2022	Email	NZEI	Paid Union Meetings for school support staff	Board Chair	30/03/2022
09/03/2022	Email	NZSTA - Alison Watkins	Te Tiriti o Waitangi sessions	All	30/03/2022
15/03/2022	Email	Secretary for Education	Bulletin for School Leaders	All	30/03/2022
17/03/2022	Email	The Platform NZ	Official Information Act Request	All	30/03/2022
22/03/2022	Email	Secretary for Education	Bulletin for School Leaders	All	30/03/2022
23/03/2022	Email	Becky Thompson	Complaint RE Tumuaki.Principal	Board Chair	30/03/2022
24/03/2022	Email	Teaching Council	Onsite meeting request – Teaching Council	Board Chair	30/03/2022

24/03/2022	Email	NZSTA	Board Matters – special edition on the Covid-19 mandate changes.	All	30/03/2022
25/03/2022	Email	NZEI	Employer notification of EREL	Board Chair	30/03/2022
28/03/2022	Email	Philip Bradley	Confirming attendance at next BOT meeting. Research participation still welcome.	All	30/03/2022
29/03/2022	Email	Secretary for Education	Update 29 March 2022	All	30/03/2022

James Cook High School Board of Trustees Correspondence Outwards Record					
Date	Type	From	About	For Attention	Approved at Board Meeting of
17/03/2022	Email	Waru Clarke	Onsite meeting request - Teaching Council	Sharon Coulton	24/02/2022

Philip requested clarity regarding the process of managing incoming communications and how they should be circulated to the Board. It was agreed that the Board Secretary should continue to email all incoming communications as they arrive to all Board members, and print a hard copy for the communications file to be available at each board meeting.

5.2 Confirmation of Minutes

The February Meeting Minutes were accepted by the board. Moved by Jaylene and seconded by Kim.

5.3 Matters arising from minutes of the last meeting

None.

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

The Board Chair, Waru Clark requested that the Meeting move into committee at 7:18pm.

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 Board 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 7:18pm. The Tumuaki Principal offered to leave the room. Whilst in committee a whanau complaint received on the 22nd March 2022 was discussed.

The Chair moved out of Public Excluded Committee at 7:37pm.

Final comments:

Waru thanked everyone for their attendance, and asked Fetana to close the meeting.

Fetana closed the meeting with a Samoan prayer.

The meeting closed at 7:45pm.

Signed: 

Name: Waru Clark

Date: 2 May 2022

Actions Points – March 2022 Meeting:

1. [Carried forward] Keep awareness of potential Board members for elections later this year. **All to action.**
2. [Carried forward] Set up potential Board sharing and storage secure area on school website. Philip to set up and present example at April meeting. **Philip to action.**
3. Process to be devised for the distribution and management of student devices. **Grant to action.**
4. Manage financial implications of ongoing supply of student devices. **Grant to action.**
5. Extend thank you to the HOFs from the Board for the quality and depth of Faculty Reports. **Grant to action.**
6. Maria to be invited back to the next meeting to delve further into the faculty reports. **Candice to action.**
7. E-asTTle results at mid year on comparative table to be prepared for the Board. **Grant to action.**
8. Copy of Andre's Presentation including digital table displaying e-asTTle data to be circulated to Board members. **Candice to action.**
9. Arrange a meeting for Jaylene and Grant to re-draft policy 5C Electronic Decision Making before April meeting. **Candice to action.**
10. Monthly Finance Committee meetings to be rescheduled to Monday before Board Meeting. **Philip to action.**
11. Board members were asked to read through the Faculty Reports paying particular attention to the English and Maths Faculty reports. Any questions or queries, please email Maria Coyne. **All to action.**
12. NZSTA Annual Conference 2022 in Christchurch 7 – 9 October: Candice to manage registration and tentative bookings. **Candice to action.**
13. New Student Rep to be invited to take part in the Board research, Fetana details passed on to Philip Bradley. **Candice to action.**