



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

JAMES COOK HIGH SCHOOL BOARD OF TRUSTEES

Minutes

April 28th 2022: 5.00pm – 7.00pm

Held in Endeavour Room and by Zoom.

1. Opening

1.1 Karakia / Korero timata / Opening word: Jaylene

1.2 Present:

Grant McMillan, Philip Doyle, Maria Coyne, Kim Dennis, Jaylene Ball, Fetana Leulu, Candice-Lee Dennis, Philip Bradley

(Zoom: Alvin Chand)

1.3 Apologies: Waru Clark

Absent: Victoria Takawe, Simon Adams

1.4 Declarations of Interest: None

1.5 Confirm items of general business: None

Due to Waru's absence, Jaylene stepped in to Chair the meeting. Jaylene welcomed everyone to the meeting, including Deputy Principal, Maria Coyne and Philip Bradley – Board Research, and then invited Fetana to open the meeting in prayer.

Jaylene asked all Board Members to briefly introduce themselves to Philip Bradley, which they did.

A motion was passed to allow Philip Bradley to record the Board meeting for the purpose of study.
Moved by Jaylene and seconded by Kim.

Jaylene invited Maria Coyne to summarise her findings in the recent faculty reports which were presented and circulated at the previous Board meeting, held on 31st March 2022.

2. Annual Faculty Reports – Maria Coyne:

- Maria identified key observations, questions and concerns.
- Maria discussed the themes that were outlined on page 2.
- Despite the challenges of Covid, our achievement data is on par with the previous year, and we should be very proud.
- Waru had contacted Maria to query data for the Samoan language course.
- Grant stated that there was a strong sense that students who attended face to face school performed/engaged better than those who engaged online. We have confirmed again that attendance onsite matters!
- We look forward to what reporting in 2022 looks like and would like the Boards guidance about what they are looking for in 2022 as we get to "shape our own."
- The key things will be Literacy and Numeracy, Junior Curriculum and Digital Learning. Jaylene stated that the digital learning is huge and is not only about devices, but also about the capability of staff, ensuring PD is provided and ongoing.

- Grant shared that our PD plan for 2022 has changed to include staff becoming more confident on Google classroom, and that students also have to spend time working on Google classroom before being sent home with device. Some staff are more confident than others.
- Some staff report that using the laptops in the crows can be very slow and so future devices will be profiled for one user only to prevent this.
- Kim feels that Literacy and Numeracy are the main things to start collaborating.
- Grant explained that we will be looking to gap closure once we know the rules of the game.
- Kim appreciated the summary at the end, and is very much in favour of the Junior Diploma.
- Jaylene thanked Maria for the hard work and effort that was put into the Annual Faculty Reports which were very well formatted and presented.

3. Tumuaki.Principals Report

Policy Review

The Board discussed Policy 5C. Jaylene wanted assurance that Electronic Voting will only be used when necessary, and will not become the norm. Any decisions made in this way must be recorded in the minutes of the next regular Board meeting. The amendments as tabled captured all necessary changes.

Recommendation 1:

"That the Board approves Policy 5C – Electronic Decision Making (as amended)"

Moved: Jaylene

Seconded: Kim

Carried Unanimously

The Board discussed Policy 7. The amendments as tabled captured all necessary changes.

Recommendation 2:

"That the Board approves Policy 7 – Finance and Property (as amended)"

Moved: Alvin

Seconded: Fetana

Carried Unanimously

Strategic Review

Recommendation 4:

"That the Board approves the 2022 Proposed Budget."

Moved: Alvin

Seconded: Fetana

Carried Unanimously

Recommendation 5:

"That the Board approves the Capital Expenditure Plan for 2022."

Moved: Kim

Seconded: Jaylene

Carried Unanimously

Recommendation 3: (sic)

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

Moved: Grant

Seconded: Fetana
Carried Unanimously

4. Annual Plan for 2022

Grant provided a brief overview of the Annual Plan for 2022 and welcomed questions from the Board. Jaylene was pleased to see devices included and questioned who would be doing the reports in place of Craig. Philip explained that the data reports are mostly generated automatically now, and Craig will continue to manage the Board reporting process until a replacement is in place.

6. Situation RE Covid

The move to orange level will require a review of our current settings to be completed in readiness for the start of Term 2. SLT met today. We have not yet received an updated circular. The lines are very blurry. Many things which are now considered voluntary, MOE have requested schools to please keep in place. Grant then went on to present the Board with the draft Staff Guidelines for working under Covid level Orange which will be distributed to all staff members at the start of Term 2. Guidelines will be updated as required.

8. MOE NCEA Change Hub

After engaging with students and staff from AE, TPU, Puutake, middle leaders and our wider staff, MOE feedback has been very appreciative and positive. Our school is one of the few with a coordinated approach. We are able to provide feedback to the Ministry from a school wide perspective which is very valuable.

10. Financial Update

Kim presented the Financial update. We continue to do well as the effects of Covid, lockdowns etc. are reflected in our reports. We continue to monitor and manage income and expenditure as the year progresses.

11. Property Updates

Philip provided a report which was circulated regarding the various projects that are currently happening and plan to happen at the school.

4. **General Business**

4.1 NZSTA Upcoming AGM – Authority and Voting Delegation for each remit

The Board agreed to allow Board Chair, Waru Clark to vote as he sees fit for each remit at the NZSTA AGM tomorrow.

4.2 Triennial Board Elections 2022 – Returning Officer Appointed

The Board appointed Philip Doyle as the Returning Officer for the upcoming Elections in September. Phillip will have the ability to get assistance from others, but will take overall responsibility for the process. **Moved by Jaylene and seconded by Kim.**

4.3 BOT Membership Update

The board discussed the situation regarding the lack of attendance of a board member (Victoria Takawe). This is the 5th consecutive meeting that Victoria has not attended, nor has an apology been received. The Principal outlined the efforts made by the Board and particular the Board Chair to

establish and maintain contact. The situation was discussed in detail. The Board reluctantly accept that Victoria's membership has lapsed due to non-attendance without apology. The Board would like to acknowledge and thank Victoria for her mahi and recognise that this has been a very challenging time for her.

The Board requested the Board Secretary to arrange a Zoom meeting to decide how to address this vacancy.

Noting that we have upcoming Board Elections taking place in September of this year, some of the options include:

- Reducing the board size from 5 to 4 elected Parent Representatives.
- Co-opt a short-term Parent Representative.
- Approach the parent who received the next highest number of votes in the previous election of July 2019 (BJ Munro)
- Conduct an election to appoint a new Parent Representative.

4.4 Fundraising Resolutions

Philip spoke to the current funding applications that are in process, explaining that we have had many declines due to Covid and that we need to be creative in identifying potential funders. Jaylene spoke to the Accountability Reports which lie with the originator of the request and are crucial for future support from Funders.

4.5 Teaching Council – Communications Plan

Board chair to communicate directly with Teaching council and get things back on track.

4.6 IT Upgrade

Philip read out Waru's email to the Board. The Board acknowledges that mixed meetings (zoom and in person) are difficult. Alvin shared his opinion and feels that we can do much better by obtaining a setup that students can also benefit from. Grant accepted the Board Chair's email and the Principal will undertake to initiate and action improvement.

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
05/04/2022	Email	Secretary for Education	Bulletin for School Leaders	All	28/04/2022
08/04/2022	Email	NZSTA	Journey to Te Tiriti	All	28/04/2022
12/04/2022	Email	NZSTA - Alison Watkins	Reminder of TToW part 2 Workshop	All	28/04/2022
13/04/2022	Email	Secretary for Education	Covid-19 Update	All	28/04/2022
19/04/2022	Email	Teaching Council	Request to meet on site	Board Chair	28/04/2022

James Cook High School Board of Trustees Correspondence Outwards Record					
Date	Type	From	About	For Attention	Approved at Board Meeting of
30/03/2022	Email	Waru Clark	Response to parent communication	Becky Thompson	28/04/2022
04/04/2022	Email	Waru Clark	Response to parent communication	Natalie Kiriona	28/04/2022
12/04/2022	Email	Waru Clark	Response to parent communication	Natalie Kiriona	28/04/2022
14/04/2022	Post	Grant McMillan	Response to QIA Request of 16 March 2022	Ani O'Brien	28/04/2022

5.1 Correspondence

Waru and Kim have been registered to attend the Waitangi event. Grant would also like to attend if possible. Jaylene invited Fetana. Candice to make enquires about availability of any extra tickets.

5.2 Confirmation of Minutes

The minutes of the March Board meeting were received as a true and correct record.

Moved by Kim and seconded by Grant.

5.3 Matters arising from minutes of the last meeting

None.

Final comments:

Alvin requested to be excused from the meeting at 7:25pm.

Jaylene closed the meeting by asking everyone to share something they are thankful for.

Jaylene and Kim then closed the meeting in prayer.

The meeting closed at 7:35pm.

Signed: _____
Name: Jaylene Ball

Date: 26 May 2022

Actions Points – April 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 May meeting. **Philip to action.**
3. [Carried forward] 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 Candice for collation. **All to action.**
4. Maria to be invited back to the next meeting to respond to any new queries on the faculty reports. **Candice to action.**
5. Maria to be invited to the next meeting to present the NZQA Literacy and Numeracy Review. **Candice to action.**
6. [Carried forward] NZSTA Annual Conference 2022 in Christchurch 7 – 9 October: Candice to manage Registration and tentative bookings. **Candice to action.**
7. Andr'e to be invited to the next meeting to present the JCHS Akonga Maori Education Strategy. **Candice to action.**
8. Grant to report back at the next meeting on an *adequate digital platform* which permits school groups, including the board to communicate efficiently with offsite parties. Refer to the email of 26 April 2022 from Waru to Grant, Philip and Candice. **Grant to action.**
9. Organise a Zui as soon as possible to discuss the current Board vacancy. **Candice to action.**
10. Victoria to be officially advised of the Board's decision regarding her membership. **Waru to action.**
11. Circulate "Learning in a Covid-19 World" document to all Board members. **Candice to action.**