



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

JAMES COOK HIGH SCHOOL BOARD OF TRUSTEES

Minutes

May 26th 2022: 5.00pm – 7.00pm

Held in Endeavour Room

1. Opening

1.1 Karakia / Korero timata / Opening word: Laurence Caltaux

1.2 Present:

Waru Clark, Grant McMillan, Laurence Caltaux, Andr'e Whaanga, Alvin Chand, Philip Doyle, Maria Coyne, Jaylene Ball, Fetana Leulu, Candice-Lee Dennis

1.3 Apologies: Simon Adams and Kim Dennis

Absent:

1.4 Declarations of Interest: None

1.5 Confirm items of general business:

Waru welcomed everyone to the meeting, including Deputy Principals, Maria Coyne, Laurence Caltaux and Andr'e Whaanga. Waru invited Laurence to open the meeting, which he did with a prayer.

Waru invited Maria to share an update on the NZQA Literacy and Numeracy review.

2. Update on NZQA Literacy and Numeracy Review – Maria Coyne

Maria explained the Literacy and Numeracy Pilot that our school is part of.

- The Pilot has enabled initial thinking and learning for key staff.
- 2021 has provided insight into the current format of pending Literacy and Numeracy assessment in both English and Te Reo Maori medium.
- Changing assessment style of Literacy and Numeracy to a stand alone assessment.
- Maria reported about her attendance at a recent hui where there was lots of debate and concerns raised. Schools were challenged at the launch on whether we have Literacy and Numeracy policies.
- There will be a liaison person to provide PLD going forward. Face to face support is no longer available. The current PLD being provided is scant and disjointed.
- 8 schools are currently in the trial, and the plan is to launch it to 500 schools as part of the next phase.
- The Principal's nominee will have a significant role.
- The NCEA committee are heavily involved in training regarding these changes. Other key Teachers have engaged with the learning and assessment documents and recognise the need for curriculum development and adjustment.
- We need to start considering what a Literacy and Numeracy enhancement programme would look like.

Waru asked how this Pilot aligns with our current teaching practices. Maria explained that there is no key professional learning plan from the MOE as yet, and we have been quite vocal in our concerns to the Ministry.

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Waru asked Candice to set up a workshop with Board Members and Maria Coyne to determine the school's scope of involvement with the NCEA Change Plan.

3. Update on planning for distribution of devices – Laurence Caltaux

Laurence provided the Board with an update on the progress of student devices.

- The project is approximately 3 - 4 weeks behind where we expected it to be at this stage.
- The delay has been caused by two factors: How the devices will be distributed and the set up of the devices.
- The imaging of the devices cannot be done at PB Tech as was planned and now must be done on site.
- Once imaged, we will have an additional 1200 devices on the network.
- Intune (Device and App management) is being set up.
- Some of the infrastructure of the College is moving to the Cloud. Migration to the Cloud makes sense as we move forward.
- The first two pallets of devices are set to arrive tomorrow.
- The target date for distribution to students is Tuesday 7th June, but this is not set in stone. Although it is tempting to delay, this is not needed.
- The plan is to issue devices to the Seniors first, and making sure the Library is ready to issue.

Jaylene questioned whether Peter's departure would have any impact on the school. Philip explained that the school is moving towards a Platinum Plan / agreement with New Era and that we will have an IT Technician on site full time, and a group of Techsperts (students) on a rotation duty in the Library. The servers will need to be replaced at some stage soon.

4. Update on draft of JCHS Ākonga Māori Education Strategy – Andr'e Whaanga

Andr'e gave a presentation to the Board on the JCHS Ākonga Māori Education Strategy, which is still a work in progress.

The James Cook High School Ākonga Māori Education and Achievement Strategy sets out a framework for our kura. It keeps ākonga Māori at the forefront of all that we do, why we do it, and challenges us to ensure that we hold integral our bicultural partnership responsibilities through *Te Tiriti o Waitangi*.

- This document outlines our school's intents of ***'Māori enjoying and achieving success as Māori'***.
- The document presented is currently in draft.
- Draft dates 2022 – 2025.
- Focus is on developing the leaders of our community today for tomorrow.
- To ensure that our kura upholds the mana of Te Tiriti o Waitangi.
- Support Māori world views and philosophies.
- Enhance Māori learners' formal educational outcomes at secondary school.
- Support Māori learners' experiences in their schooling.
- Ensure that tikanga and kaupapa practices are normalised within our kura.

Jaylene questioned whether Andr'e had considered presenting this plan to people outside of school i.e. local Iwi / mana whenua. Grant said yes, but only after consultation with the Board, and only once it is ready as a Government Strategy Document.

Philip felt that Andre's Māori Education Strategy was definitely one that needed to be "presented" as it was in Andre's speaking of the words, that the presentation came to life.

5. Tumuaki.Principals Report

Policy Review

The Board discussed Policy 8A. Personnel covers off the Board's expectations of the Tumuaki.Principal in the day to day management of staff and provision of a healthy and supportive workplace environment. The amendments as tabled captured all necessary changes.

Recommendation 1:

"That the Board approves Policy 8A – Personnel."

Moved: Grant

Seconded: Alvin
Carried Unanimously

The Board discussed Policy 8B. This policy sets out the formal delegations to the Tumuaki.Principal for specific Personnel responsibilities. The amendments as tabled captured all necessary changes.

Recommendation 2:

"That the Board approves Policy 8B – Delegated Authority for Personnel."

Moved: Grant

Seconded: Alvin
Carried Unanimously

Recommendation 3:

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

Moved: Grant

Seconded: Jaylene
Carried Unanimously

10. Financial Update

The Board accepted the Finance Report which was taken as read. The school will not be prepared to submit our annual accounts as this is still a work in progress due to the ongoing discussions with the MOE regarding the Board's property ownership. It was also reported that the school financial auditors are running behind schedule which is not a breach as it has been acknowledged by the OAG that this is a countrywide issue due to Covid / personnel issues.

11. Property Updates

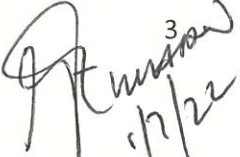
Philip spoke to the progress of the Staff Room, and completion of C Block. The special needs satellite building project is progressing. Other details as contained in the report which was taken as read.

6. General Business

6.1 Electronic Vote – Board Vacancy

Approved as per circulation.

6.2 Fundraising Resolutions


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Philip spoke to the current in process funding applications explaining that we are keeping this fluid due to changing needs of Funders and application processes. There is nothing exceptional to report for this meeting. The most recent updates can be found in the Finance Report.

6.3 World Waka Ama Sprints

The Board received a sponsorship request from a family for a student (Teagan) to attend the World Waka Ama Sprints. The recommendation from the Finance Committee is not to contribute financially and Waru asked Philip to write a letter to the Ngataki whanau explaining that we would offer support to an application where needed, but could not contribute financially.

6.4 School Name

Fetana tabled the idea of a School Name change based on feedback from student voice. The Board discussed the idea and considered steps in that process and the timing thereof. Following discussions, it was agreed that the board supports the idea to consider a possible name change and asked for this topic to be added to the agenda for the next board meeting giving everyone time to consider the next steps.

6.5 Uniform

Fetana tabled reconsideration of the school uniform (possibility of long pants for Junior students and the introduction of a long sleeve white collared shirt for all year levels). The Board considered these options and agreed to allow for the long pants to be included for Junior students and requested a survey be carried out amongst whanau and students regarding their support for a long sleeved white collared shirt. While considering uniforms the Board agreed to immediately degenderize (remove boys and girls) from the current uniform guidelines making all uniform options available to all students. Discussions to be included in the agenda for the next meeting.

The Board also asked that the school gain a sense from whanau about the desirability of a long sleeve collared white shirt as an affordable uniform option.

6.6 Papakura / Manurewa Presiding Members 2nd Cluster Meeting

Waru explained that the Papakura / Manurewa Presiding Members 2nd Cluster Meeting clashes with the next Board Meeting which is due to be held on the 30th June, and suggested a change of date. The Board agreed on an alternative date. ***Moved by Waru, seconded by Alvin.***

6.7 2022 School Board Triennial Elections

We are well ahead of time on this, and have already appointed Philip Doyle as the Returning Officer. It was agreed that this topic can be discussed further at the next meeting.

7. Administration

James Cook High School Board of Trustees Correspondence Inwards Record					
Date	Type	From	About	For Attention	Presented at Board Meeting of
28/04/2022	Email	NZSTA	Board Matters	All	26/05/2022
02/05/2022	Email	NZSTA - Alison Watkins	Term 2 Workshops – Auckland Boards	All	26/05/2022
06/05/2022	Email	Hinekura Ngataki	World Waka Ama Sprints	Board Chair	26/05/2022
10/05/2022	Email	Secretary for Education	Bulletin for School Leaders	All	26/05/2022

11/05/2022	Email	Philip Bradley	Better Boards, Stronger Schools focus group session	Grant & Candice	26/05/2022
17/05/2022	Email	NZSTA	Board Matters	All	26/05/2022
19/05/2022	Email	Teaching Council	Request to meet on site	Board Chair	26/05/2022
23/05/2022	Email	NZEI	Paid Union Meetings	Board Chair & Principal	26/05/2022
25/05/2022	Email	NZSTA	2022 School Board Triennial Elections	All	26/05/2022

7.1 Correspondence

Candice spoke to Philip Bradley's request to hold a focus group session for the Better Boards, Stronger Schools research project. Waru asked Candice to enquire about the possibility of holding this meeting via Zoom.

7.2 Confirmation of Minutes

The minutes of the April Board meeting were received as a true and accurate record.
Moved by Jaylene and seconded by Grant.

7.3 Matters arising from minutes of the last meeting

None.

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

The Board Chair, Waru Clark requested that the Meeting move into committee at 7:22pm.

Recommendation 3:

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

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

The meeting moved into public-excluded Committee at 7:22pm. Whilst in committee three separate topics were discussed.

The Chair moved out of Public Excluded Committee at 8:03pm.

Moved by Alvin and seconded by Jaylene.

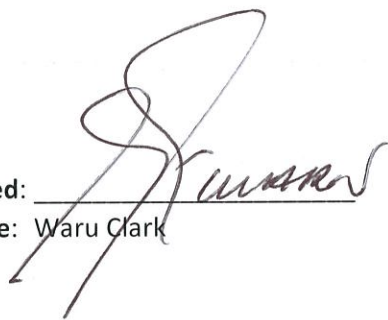
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Final comments:

Alvin closed the meeting in prayer. The meeting closed at 8:06pm.

Signed: _____

Name: Waru Clark



Date: _____

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Actions Points – May 2022 Meeting:

1. [Reminder] Keep awareness of potential Board members for elections later this year.
2. [Carried forward] Set up potential Board sharing and storage secure area on school website. Philip to set up and present example at June meeting. **Philip to action.**
3. [Reminder] NZSTA Annual Conference 2022 in Christchurch 7 – 9 October: Candice to manage Registration and tentative bookings.
4. [Carried forward] Victoria to be officially advised of the Board's decision regarding her membership. **Waru to action.**
5. Andr'e to be invited to the next meeting to present the next iteration of the JCHS Akonga Maori Education Strategy. **Candice to action.**
6. Set up a workshop with Board Members and Maria Coyne to determine the school's involvement with the NCEA Change Plan. **Candice to action.**
7. Arrange focus group session with Philip Bradley and Board members RE Board Research. **Candice to action.**
8. Philip to write a letter to the Ngataki whanau regarding request for sponsorship for Teagan to attend the World Waka Ama Sprints. **Philip to action.**
9. Set up a survey with students and whanau regarding a long sleeve collared white shirt. **Philip to action.**
10. Notify Board members of change to June Board meeting date (new date is 23rd June) and Finance Committee Meeting (new date is 20th June). **Candice to action.**