



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

JAMES COOK HIGH SCHOOL BOARD OF TRUSTEES

Minutes

July 28th 2022: 5.00pm – 7.00pm

Held in Endeavour Room

1. Opening

1.1 Karakia / Korero timata / Opening word: Alvin Chand

1.2 Present:

Waru Clark; Grant McMillan, Alvin Chand, Philip Doyle, Jaylene Ball, Kim Dennis, Fetana Leulu; David Baird; Bernard Cheng.

1.3 Apologies: Candice Dennis (Covid)

Absent: Simon Adams

1.4 Declarations of Interest: None

1.5 Confirm items of general business:

Waru invited Alvin to open the meeting in prayer.

Waru welcomed everyone to the meeting, including Bernard Cheng (MOE Delivery Manager - Infrastructure & Digital) and David Baird (Associate Principal - Babbage Consultants Limited) who introduced themselves and their role and involvement with school property development.

2. School Property Development Master Plan Presentation

Bernie outlined the current situation and developments regarding the Special Needs Satellite unit, and how that links with the overall School Property Master Plan. The Property Master Plan is being developed to explore the opportunity for a campus of 3,500 students. The two projects are informing each other and opportunities are opened up by good design solutions.

The overall school master plan will provide a blue print for the site development process. So far, the plan that has been developed includes some really good ideas and some very exciting opportunities and possible ways forward.

Today's meeting is a workshop to explore some of these ideas.

- Please refer to the Tumuaki•Principals report for a summary/outline of the thinking behind the Property Master Plan.

Grant acknowledged Bernie and the Ministry's involvement and openness to explore opportunities for our kura. Grant also noted that the plan being presented today was at this stage "landscaping with buildings" and needed to be viewed in that way. The details of the plan will change as this initiative progresses.

David referred to his PowerPoint presentation (tabled and circulated) and walked the Board through several concepts and ideas for their input and feedback. David also noted that the presentation being used today had been peer reviewed by the MOE's design review panel. Within the MOE this is referred to as a 50% review and is an integral part of the MOE's processes. Several ideas and suggestions were tabled at that meeting and have been included in the concepts presented today.

The overall feedback from the DRP (Design Review Panel) was that this was a "very seductive plan".

David continued working through the plan and noted these factors:

- The school is close to water
- Connections to public transport are a future issue
- Car parks for staff could be a challenge in the future
- Compact campus
- One main access point
- Building assessment detailing current status of all buildings from various perspectives
- SPG Brief including roll growth predictions were included
- Results of in-fill housing and growth patterns were discussed
- Directions and parameters for design were debated
- Kainga Ora is a big influence on in-fill housing and growth in the school's catchment area
- Potential final building site is approximately 26,000sq meters to be designed (a lot of vacuuming)
- There are some constraints however the "bones" of the site are very good
- The MOE guidelines of 30m² outdoor space per student have been factored in where possible
- Staging the developments/projects is fundamental
- Option 1 site plan was explained and discussed in detail
- Option 2 was taller buildings, some 3 stories and included more open spaces
- Option 3 detailed what could be retained and repurposed. (This option is unlikely to move forward as there are many issues and challenges.)

Next steps: The revised options will be re-presented to the DRP and also to the National Office to clarify expectations and review status of current input.

Jaylene had a question in an effort to clarify the funding process: "how will roll growth funding and re-development funding influence the funding streams to allow these developments to progress?". Bernie advised that this is the role of several teams within the MOE who are already involved in these development discussions, noting finance is one of the most crucial.

Waru requested clarity around the timeline. Bernie noted that the DRP will have reviewed the overall plan by the end of 2022 resulting in a blue print for the overall master plan. Following that Network and MOE finance will manage delivery from there.

Bernie requested feedback from the Board once they had time to consider the information that had been tabled.

Bernie and David left the meeting at that stage. Alvin left the meeting. (5.50 pm).

3. Tumuaki•Principals Report

The Principals report was tabled as read.

Policy Review

Policies 10A and 10B were reviewed this month and tabled as amended. There were no changes required.

Recommendation 2:

"That the Board approves Policy 10A – Legislation."

Moved: Grant

Seconded: Kim
Carried Unanimously

Recommendation 3:

"That the Board approves Policy 10B – Protected Disclosures."

Moved: Grant

Seconded: Jaylene
Carried Unanimously

Recommendation 4:

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

Moved: Grant

Seconded: Fetana
Carried Unanimously

4. General Business

4.1 Fundraising Resolutions

Tabled as read and for information in the Tumuaki.Principal's report and verbally confirmed following the Finance Committee meeting earlier this week.

4.2 Update on Board Hui re: JCHS Ākonga Māori Education Strategy

As an output of the hui the board recommended:

Recommendation 1:

"That, based on the outcomes of the recent workshop, the Board requests that the Chair and Tumuaki complete the development of both the consultation document and a consultation plan (with whanāu and community) for the Māori Student Achievement Strategy. This to be completed by Monday 15th August."

Moved: Grant

Seconded: Waru
Carried Unanimously

4.3 Potential School Name Change

A potential change to the school name was discussed in detail and a go forward plan was decided on.

- Need to honour student body feed forward and input.

- Waru tabled a recommendation to establish a working committee to manage this process going forward comprising of 2-3 Board members and approximately 6 students from the feedback group.
- The purpose of the committee is to explore naming options and must include Manu Whenua and all other stakeholders.
- The committee are required to bring options to the Board as the process continues.

"The board resolved that Waru, Kim, Jaylene, Grant and the students who presented, be invited to join the committee." Moved by Waru and seconded by Grant.

4.4 Update - 2022 School Board Triennial Elections

Philip updated the Board and advised that we are following as close as possible to the NZSTA Returning Officer's Handbook including the recommended processes and timelines. The request to the Board was to spread the word and help recruit suitable Board Members.

4.5 Live streaming Board Meetings

Live streaming Board Meetings was discussed and agreed that it wasn't applicable at this time.

4.6 New Board Induction/Handover Meeting – suggestion 15th September 2022

A suggested New Board Induction Meeting be pencilled in on September 15th at 5pm as a meet and greet / handover meeting.

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
20/07/2022	Email	Telwingaro Dunn	Māori medium and kaupapa Māori Pathways work programme – WEBINAR INVITATION	All	28/07/2022
18/07/2022	Email	Lindsay Knipe	Financial Support - Final stage of Masters Program	All	28/07/2022
15/07/2022	Email	Philip Doyle	Board of Trustees Election - Parent Representatives	All	28/07/2022
04/07/2022	Email	NZSTA	Board Matters	All	28/07/2022
01/07/2022	Email	Secretary for Education	Covid-19 Update	All	28/07/2022

5.2 Confirmation of Minutes

The minutes of the June Board meeting were received as a true and accurate record.

Moved by Jaylene and seconded by Fetana.

5.3 Matters arising from minutes of the last meeting

None.

6. Public excluded business / In Committee

The Chair, Waru Clark requested that the Meeting move into committee at 6:20pm.

Recommendation 5:

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

Moved: Waru **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 6: *"I move that Philip Doyle Business Manager be permitted to remain at this meeting, after the public has been excluded."*

Moved: Waru **Seconded:** Kim
Carried Unanimously

The meeting moved into public-excluded Committee at 6:20pm. Whilst in committee the Board discussed and passed a resolution enabling the TP to continue to work with ERO and MOE on a specific proposal."

The Chair moved out of Public Excluded Committee at 6:29pm.

Moved by Waru and seconded by Fetana.

Final comments:

Philip closed the meeting with a breathing and centring exercise. The meeting closed at 6:35pm.

Signed: 

Name: Waru Clark

Date: 25 By 2022

Actions Points – July 2022 Meeting:

1. [Reminder] Keep awareness of potential Board members for elections in September.
2. [Reminder] NZSTA Annual Conference 2022 in Christchurch 7 – 9 October: **Candice managing Registration and bookings.**
3. [Carried forward] Set up a workshop with Board Members and Maria Coyne to determine the school's involvement with the NCEA Change Plan. **Candice to action.**
4. Email School Property Master Plan presentation to Board Members. **Philip to action**
5. Email School Equity Index Information Session (online) email invitation to Board Members. **Philip to action.**
6. NEW:
All Board Members to pencil in 5pm Meet and Greet / Handover in the Endeavour Room on 15th September. **Philip to action.**