



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

JAMES COOK HIGH SCHOOL BOARD OF TRUSTEES

Minutes

June 29th 2022: 5.00pm – 7.00pm

Held in Endeavour Room

1. Opening

1.1 Karakia / Korero timata / Opening word: Fetana Leulu

1.2 Present:

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

(Zoom: Waru Clark)

1.3 Apologies: Simon Adams

Absent: None

1.4 Declarations of Interest: None

1.5 Confirm items of general business:

Board Chair, Waru Clark attended the meeting via Zoom as he was feeling unwell.

"If the presiding member is not present at a meeting of the Board, a Board member (not being the Principal, Staff or Student Representative) appointed by the Board at the meeting must preside."

Education School Boards Regulations 2020

Due to Waru's absence, Kim Dennis was nominated to Chair the meeting.

Kim welcomed everyone to the meeting, including Deputy Principals, Laurence Caltaux and Andr'e Whaanga. Kim invited Fetana to open the meeting in prayer.

2. Update on Planning for distribution of devices – Laurence Caltaux

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

The main device roll out has been completed. There are only about 100 / 1200 remaining devices to be collected. The last group are the Year 13 students who will receive a device from the existing COWS. This will be ready for distribution at the beginning of Term 3. A small number of departments require machines that have more specialised capacity. We are not far from total completion.

Kim congratulated Laurence and acknowledged the enthusiasm from the Techsperts who did a fantastic job.

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

Andr'e discussed the updated version of the JCHS Ākonga Māori Education Strategy with the Board.

As noted in the May Board minutes, 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 tabled is currently still in draft.

Jaylene queried the process for implementing this strategy.

Grant responded and explained that we are sitting on a really strong foundation. The Board need to determine the outcomes they want to achieve; set targets and put timelines in place; turn these into smart goals and measurable deliverables.

Wanu's consideration is not to hand over the implementation of the JCHS Ākonga Māori Education Strategy to the next Board. The sooner we do this, the better.

Grant suggested having a hui with Board members to determine the way forward and asked Candice to arrange this during term break. A date was set and agreed upon. The Board hui will be held on Thursday 21st July from 9:30am – 12:30pm.

Andre reported that ERO returned to meet last week to see how we have tracked since they were last here. It was a nice affirmation as they walked away beaming from ear to ear! ERO will be returning in August.

Grant provided some feedback from ERO who were very complimentary of Andre's leadership and very keen to see what the Board come back with.

After consultation (including staff and whanau) and once strategic goals have been set, the Board needs to brief and task the school with achieving these goals.

Grant thanked Andre for his mahi.

4. Tumuaki•Principals Report

With reference to the above discussion:

Recommendation 1:

"That the Board receives the draft Strategy for Māori Student Achievement"

Moved: Grant

Seconded: Alvin

Carried Unanimously

Policy Review

Policies 9A and 9B were reviewed this month and tabled as read.

There were no changes required to Policy 9A, "Health, Safety and Welfare" which essentially covers off the Board's expectations of the Tumuaki.Principal to have in place appropriate Health and Safety procedures, practices and guidelines.

Recommendation 2:

"That the Board approves Policy 9A – Health, Safety and Welfare."

Moved: Jaylene

Seconded: Grant

Carried Unanimously

The Board briefly discussed Policy 9B, "Child Protection Policy". This policy has already had a live test this year and stood the pressure well.

Jaylene asked about notifications to Oranga Tamariki and questioned who was responsible for this. Grant explained that a staff member involved advises a Deputy Principal, who then refers the matter to the Tumuaki.Principal and/or School Counsellor, who will then notify OT.

The amendments as tabled captured all necessary changes.

Recommendation 3:

"That the Board approves Policy 9B, as amended – Child Protection Policy."

Moved: Jaylene

Seconded: Grant

Carried Unanimously

Recommendation 4:

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

Moved: Grant

Seconded: Jaylene

Carried Unanimously

9. Financial Update

Philip reported that we are back to business as usual. We are recognising income as it arrives, and recognising costs as they come in. We are spending money on learning resources where students are getting the benefits. Capex has not changed and we expect to see more Capex coming through.

The finance report was moved by Jaylene and seconded by Fetana.

10. Property Updates

Progress with the school master plan was discussed. It was agreed the Ministry representative and architect would be invited to attend and present the current status at the July Board meeting. Philip was asked to communicate and arrange.

Philip spoke to the Atea of Puutake shade. The supplier company has been sold and the new owners have been in touch. Challenges as a result of Covid and new ownership have delayed this project until the end of the year. Jaylene asked if there were other suppliers that we could go to, but Philip has explained that there are none. Approximately 80 schools are waiting to receive shades and we are towards the top of their list. Philip noted updates will be advised as available.

5. **General Business**

5.1 Fundraising Resolutions

No significant changes. Philip was pleased to announce two funding applications that had just recently been approved, from Grassroots and Auckland Council.

5.2 School Name

Fetana updated the Board on her previous meeting held with students and some Board members who were present. A positive outcome was achieved and Board members agree with the proposed plan.

Waru reported that there was a great group of students at the meeting. The student sharing was awesome and their reasons for wanting a school name change are superb. The student voice is a powerful tool and had a strong impact on this decision. Waru would like our students to be the champions of this name change. Waru thanked Fetana for her work on this.

Grant explained that his contact at the MOE believes that if we submit an application in by the end of the year, we can hopefully gain Minister of Education approval in time for Matariki 2023.

Board members then discussed the process that would be involved to explore changing the school name:

- Before wider consultation begins, it was suggested that it would be better to have a potential name ready beforehand.
- Kim explained that we need to consider the location of the school, and there will need to be a consultation with mana whenua about the name change.
- Waru has already been in contact with mana whenua and has planted the seed.
- Mana whenua contacted to date include Te Kei o Tainui - Martin Cooper; Ngati Te Atarehia - Ric Minhinnick; Te Wai o Hua; Te Aki tai; Ngati Tamaoho; Kingitanga – Tainui.
- Waru suggested that we have the decision to form the process at the next Board meeting; we don't want to settle for second best; it's a board decision; we need to hear from other people in terms of timing and process.
- Kim suggested having a smaller condensed group of people to consult with.
- Jaylene stated that the group of people needs to include students and whanau.
- Grant recommended starting with Iwi and then take it further.
- Waru mentioned they may gift a name, but would need to get approval.
- Grant said at some stage we will graciously retire the old name, perhaps with the James Cook statue or something similar.
- Candice was asked to add this topic to the Agenda for the next Board meeting.

5.3 Uniform

At the May Board meeting 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). As recorded in the May minutes, the Board considered these options and agreed to allow for the long pants to be included for Junior students. While considering uniforms the Board agreed to immediately degenderise (remove boys and girls) from the current uniform guidelines making all uniform options available to all students. The Board asked that the school gain a sense from whanau about the desirability of a long sleeve collared white shirt as an affordable uniform option and requested that a survey be carried out.

Philip produced a print out of the survey results. For those who voted the result was an overwhelming yes. 75% were in favour of the long sleeve white collared shirt, and 25% were not.

The Board approved the introduction of the long sleeve white collared shirt.

Moved by Fetana and seconded by Waru.

5.4 2022 School Board Triennial Elections

Board members acknowledged receiving updated information this afternoon for the 2022 Triennial Elections. We are starting the information process. The date has already been set for the 7th September 2022 and the Returning Officer has been appointed.

5.5 Live streaming Board Meetings

Waru asked for thoughts and consideration to the idea of live streaming Board meetings, to be used to include the community and as a promotional activity to attract potential Board members for the upcoming election.

- Jaylene is not in favour of the idea, as the minutes of all Board meetings are readily available to the public via our school website. Jaylene would consider live streaming only the first Board meeting of every term.
- Alvin queried the advantages and disadvantages of live streaming the meetings. Alvin would support the idea if it helped whanau to engage more.
- Kim is reluctant to agree but would possibly consider the idea if it was going to benefit the school.
- Fetana was not sure.
- Grant is not worried and sees it as a good thing. He suggested possibly two meetings only in the lead up to the election. Grant noted that if this was to go ahead we would need to sort out the camera and screen to be able to live stream effectively.
- To be discussed further at the next Board meeting.

5.6 Board Data Storage

Philip spoke to the Board data storage solution. Board members will receive a SharePoint link in the next couple of weeks. Board members will be required to log in using their JCHS email address. The owner will be BOT Secretary and it will be easy to access for all.

6. Administration

6.1 Correspondence

| James Cook High School Board of Trustees Correspondence Inwards Record | | | | | |
|--|-------|--|---|---------------|-------------------------------|
| Date | Type | From | About | For Attention | Presented at Board Meeting of |
| 31/05/2022 | Email | Theresa Webb | St. Pauls maximum roll increase | All | 29/06/2022 |
| 01/06/2022 | Email | NZSTA | Board Matters | All | 29/06/2022 |
| 01/06/2022 | Email | Lisa Singe | Student Board Representative | All | 29/06/2022 |
| 07/06/2022 | Email | Secretary for Education | Bulletin for School Leaders | All | 29/06/2022 |
| 15/06/2022 | Email | MOE | Carbon Neutral Government Programme (CNGP) reporting | Board Chair | 29/06/2022 |
| 16/06/2022 | Email | NZSTA | 2022 School Board Triennial Elections | All | 29/06/2022 |
| 21/06/2022 | Email | Secretary for Education | Bulletin for School Leaders | All | 29/06/2022 |
| 21/06/2022 | Post | Stats NZ | Programme for International Student Assessment (PISA) | Board Chair | 29/06/2022 |
| 28/06/2022 | Email | Philip Bradley | Board Research Focus Group Session | All | 29/06/2022 |
| 29/06/2022 | Email | NZSTA | 2022 School Board Triennial Elections | All | 29/06/2022 |
| 29/06/2022 | Email | Hon Jan Tinetti Ass Minister of Education | Government listening to sector on NCEA | All | 29/06/2022 |

| James Cook High School Board of Trustees Correspondence Outwards Record | | | | | |
|---|-------|--------------|--|-----------------|------------------------------|
| Date | Type | From | About | For Attention | Approved at Board Meeting of |
| 20/06/2022 | Email | Waru Clark | Response to parent communication | Natalie Kiriona | 29/06/2022 |
| 28/06/2022 | Email | Philip Doyle | Response to Ngataki whanau RE sponsorship for Teagan | Ngataki whanau | 29/06/2022 |

Grant brought up the NZSTA Annual Conference. Registrations are now open. Candice is onto it and will be in touch with Board Members.

Candice spoke to Philip Bradley's request to hold a zoom focus group session for the Better Boards, Stronger Schools research project. Candice will email the offered time slots to Board Members and then confirm with Philip Bradley once a time has been agreed upon.

Candice read out an email received from Lisa Singe acknowledging the good work of Fetana Leulu, Student Representative. A copy of the email was given to Fetana.

Grant asked Candice to email the correspondence received by post from Stats NZ to all Board members, and requested that they provide feedback to Candice regarding our school's participation in the programme.

6.2 Confirmation of Minutes

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

Moved by Alvin and seconded by Grant.

6.3 Matters arising from minutes of the last meeting

None.

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

The Chair, Kim Dennis requested that the Meeting move into committee at 6:49pm.

Recommendation 5:

"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 6: *"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 6:49pm. Whilst in committee three separate topics were tabled.

The Chair moved out of Public Excluded Committee at 6:59pm.

Moved by Alvin and seconded by Jaylene.

Final comments:

Kim lead the closing of the meeting in prayer. The meeting closed at 7:00pm.

Signed:

KA Dennis

Name: Kim Dennis

Date:

28/7/2022

Actions Points – June 2022 Meeting:

1. [Reminder] Keep awareness of potential Board members for elections later this year.
2. [Reminder] NZSTA Annual Conference 2022 in Christchurch 7 – 9 October: **Candice to manage Registration and tentative bookings.**
3. [Carried forward] Victoria to be officially advised of the Board's decision regarding her membership. **Waru to action.**
4. [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.**
5. Arrange focus group session with Philip Bradley and Board members re Board Research. **Candice to action.**
6. Finalise the details for the Board hui (JCHS Akonga Maori Education Strategy) on Thursday 21st July 9:30am – 12:30pm. **Candice to action.**
7. Send information to Board Members about Matariki event at Nathan Homestead this Saturday. **Candice to action.**
8. Send invitation from Andr'e to Board Members to next week's school Matariki event. **Candice to action.**
9. School master plan property update. MOE and Architect to be invited to attend and present at the next Board meeting. **Philip to action.**
10. Scan and email PISA communication from 21st June to Board Members. **Candice to action.**
11. Notify parents/caregivers re uniform decision, once minutes are ratified. **Candice to action.**
12. General Business topic of potential School name change to be included on the Agenda for next month's meeting. **Candice to action.**