



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

## JAMES COOK HIGH SCHOOL BOARD

# Minutes

January 26<sup>th</sup>, 2023: 5.00pm – 7.00pm

Held in Endeavour Room

### 1. Opening

1.1 Karakia / Korero timata / Opening word: Aroha Matthews

1.2 Present:

Waru Clark; Tiare Maangi, Jaylene Ball, Kim Dennis, Seu Kaisala and Grant McMillan.

In attendance:

Philip Doyle, Candice Dennis

Guests:

None.

1.3 Apologies: Wilm Goodwin

Absent: NA

1.4 Declarations of Interest:

None.

Aroha opened the meeting with a karakia. Following this the Board members spent a few minutes reconnecting after the holiday break and shared their holiday stories.

### 2. Election of Chairperson

*Ref: Education (School Board) Regulations 2020*

The Board Secretary called for nominations of a new Presiding member.

- Kim nominated Jaylene, which was seconded by Aroha.
- Grant nominated Waru, which was seconded by Seu.

Board members were given an opportunity to vote.

Once the votes were counted Jaylene was declared the new Presiding Member.

Jaylene thanked Waru for the marvellous job that he has done as Board Chair acknowledging his dedication and mahi which carried the Board and the school over the past few years.

Jaylene humbly accepted the appointment as Presiding Member and continued on to chair the meeting.

### 3. **Action Items from last Meeting**

Jaylene went over the Action point list from the November meeting.

- Seu and Grant deferred their Pasifika coordination meeting to early February.
- Wilm and Grant still need to meet to discuss Policy 13A – Curriculum.

### 4. **General Business**

#### 4.1 Confirm items of General Business

The GB items were confirmed with nothing extra to add.

#### 4.2 Confirmation of Portfolios

The *Board Focus Areas* document which was distributed at the November 2022 meeting was circulated again for review and discussion. Grant provided a recap and encouraged members to only commit to what they can.

It was agreed that the following focus areas would be best served as Committees:

- **Health and Safety**

Often the EOTC approvals require more than one set of eyes. Waru provided examples of previous declined applications in support of this, explaining that any EOTC applications involving an overnight stay or anything involving water should be brought before the Board. The Health and Safety Committee would need to meet every 4 weeks to discuss the yellow highlighted activities on the EOTC report which is distributed at each Board Meeting. To include Waru, Jaylene, Kim, Tiare, Grant and (Wilm).

- **Finance Committee**

Will now meet on a Tuesday at 4:15pm (instead of Thursday) the same week of the Board Meeting. To include Kim, Waru and Grant.

- **Student Suspensions / Disciplinary Committee**

This area requires support and assistance from ALL Board members as disciplinary hearings need to be held within a certain time frame. There must be a 48-hour gap between whanau receiving info and then having to attend the disciplinary hearing. Suspensions require an outcome/decision within 7 days.

- **School Name Change Committee**

To include Waru, Jaylene, Kim, Tiare, Grant and (Wilm).

#### 4.3 Confirm co-option of new Board Members

This has been discussed in both Oct and Nov Board meetings. At the November Board meeting the Board agreed:

- To co-opt up to two parent representatives to include a range of Pacific nations, gender, skills, expertise and leadership strategy.
- To approach suitable candidates who fulfil the criteria to determine their level of interest in joining the Board.
- All interested parties to be invited to attend two Board Meetings to see if it meets their expectations.
- To develop a process to be used for these co-options.

Jaylene confirmed that she had made contact with Charles to advise him of the Board's intentions to fulfil the need for Pasifika representation. Charles confirmed his interest and Jaylene said she would be in touch again once the Board had confirmed the next steps in the co-option process.

Seu had approached a few JCHS staff members to seek recommendations and she is still awaiting feedback.

Philip suggested including a co-option piece in the newsletter again, inviting those interested to attend the February meeting and move the meeting location to the Seminar room if extra space is needed.

#### 4.4 2023 Board Work Plan

The 2023 Draft Board Work Plan (still in progress) was distributed at the meeting. This is the Boards monitoring tool. Grant will provide the Board Chair with a completed draft for the Board to consider by 15 February. - **Grant to action.**

Note: The Annual School Plan for 2023 is still to be confirmed. - **Grant to action.**

### 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
7/12/2022	Email	Iona Holsted	Bulletin for School Leaders	All	26/01/2023
5/12/2022	Email	NZSTA	NZSTA Regional Executive Elections	All	26/01/2023

#### 5.2 Confirmation of Minutes and signing of most recently updated school policy(s)

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

***Moved by Waru and seconded by Kim.***

#### 5.3 Matters arising from minutes of the last meeting

A Tumuaki Report was received by Board Members in December however, there was no December Board Meeting held.

### 6. **Reports**

#### 6.1 Tumuaki Report

*The Principals Report which is circulated on the Friday prior to every meeting will be tabled as read at each meeting, and Board members are encouraged to ask questions if needed.*

There were no policies scheduled for review in January. Policy 13A – Curriculum, still has some proposed amendments to be finalised and will be brought to the February Board Meeting.

The Tumuaki Report was tabled as read, and questions were welcomed.

6.2 Finance Committee Report

The Finance Report was presented by Kim who assured the Board that all is on track, referring to the summary on page 3 of the Finance Report.

The Grant Funding is a revolving process. There were no updates to the latest Fundraising applications since the last Board Meeting.

***The Finance Report was moved by Kim and Seconded by Seu.***

6.3 Property Report

Philip presented the Property Report.

Very pleased to report that the concrete foundations are in for the Shade Sail down at Puutake. The concrete takes 6 weeks to set. If all goes according to plan, (weather dependent) the Shade Sail will be up at the start of Term 2.

In late December the Ministry in Wellington advised the Ministry in Auckland that the School's Property Master Plan has been approved. The next steps are to confirm the stages, then work to get the funding approved for July 24/June 25 financial year. We've been given the green light and now we need to agree on the drops, and then confirm the money. Our ambition is to give our students, staff and community the school they deserve. There is lots of mahi to come in this space!

6.4 Recommendations

The Principal's report included the following Recommendations...

**Recommendation 1:**

*"The Board receives the Tumuaki Report."*

Moved: Aroha

Seconded: Seu

**Carried Unanimously**

**Final comments:**

Kim closed the meeting with a karakia.

The meeting closed at 6:45pm.

Signed: \_\_\_\_\_

Name: Jaylene Ball

Date: \_\_\_\_\_

23/2/2023



## Action Points – JCHS November 2022 Board Meeting

Action Point Details:	To Action
<ul style="list-style-type: none"> <li>Send FISH link to Board members  <a href="https://www.education.govt.nz/school/funding-and-financials/school-finances/#Managing">https://www.education.govt.nz/school/funding-and-financials/school-finances/#Managing</a> </li> </ul>	Candice
<ul style="list-style-type: none"> <li>Send BAS link to Board members  <a href="https://ero.govt.nz/how-ero-reviews/how-ero-reviews-schoolskura-english-medium/Te-Ara-Huarau/the-school-self-audit-and-assurance-statement-a-new-approach">https://ero.govt.nz/how-ero-reviews/how-ero-reviews-schoolskura-english-medium/Te-Ara-Huarau/the-school-self-audit-and-assurance-statement-a-new-approach</a> </li> </ul>	Candice
<ul style="list-style-type: none"> <li>Interest in interviewing panels for Associate and Assistant Principal positions - Feedback to Candice by Monday.</li> </ul>	All
<ul style="list-style-type: none"> <li>Jaylene send details to Philip RE applying for school bus funding.</li> </ul>	Jaylene
<ul style="list-style-type: none"> <li>Waru contact Seu to catch up about Pasifika co-option.</li> </ul>	Waru
<ul style="list-style-type: none"> <li>Philip and Grant to include co-option process in next newsletter.</li> </ul>	Philip
<b>Action Points carried forward from the previous meeting:</b>	
<ul style="list-style-type: none"> <li>Seu and Grant to meet to discuss Pacifica coordination</li> </ul>	Seu
<ul style="list-style-type: none"> <li>Wilm and Grant to meet no later than 18<sup>th</sup> Jan 23 to discuss Policy 13A – Curriculum.</li> </ul>	Wilm