

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

## JAMES COOK HIGH SCHOOL BOARD

# Minutes

November 24<sup>th</sup> 2022: 5.00pm – 7.00pm

Held in Endeavour Room

### 1. Opening

1.1 Karakia / Korero timata / Opening word: Wilm Goodwin

1.2 Present:

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

In attendance:

Philip Doyle, Candice Dennis

Guests:

Carol McSporran and John Witana (ERO)

1.3 Apologies: Aroha Matthews

Absent: NA

1.4 Declarations of Interest:

None.

1.5 Confirm items of general business:

Wilm opened the meeting with a karakia before extending a warm welcome to everyone present, including Carol and John from the Education Review Office. Wilm introduced himself and asked other Board members to do the same.

### 2. Education Review Office

Te Ara Huarau evaluation activities – Carol McSporran and John Witana

The ERO Team joined the Board meeting to provide an overview of the Te Ara Huarau – School Improvement Framework, sharing some very valuable insight.

This turnaround school project has been a real part of influencing the design of Te ara huarau. Through Covid and over time the evaluation process has become more defined. James Cook High School has a key role in the community and is being considered as a trial school. ERO is still an accountability agency, and they want us to get it right. Their focus is about building evaluation processes. Compliance doesn't change. If it's not done, the school is not compliant.

The school's role is to keep on reviewing its policies and strategic plan. The compliance piece is somewhat of a health check. Health and Safety has been a big piece over the last few years and ERO's

goal is to check that schools comply with the requirements listed in that document. Carol strongly suggested taking a good look at the Profile Report section on their website which is connected to the school's strategic plan. Those are the two key documents that ERO would like to get moving, and their goal is to achieve this before Easter 2023.

Some questions to be thinking about:

- *Have you got around to doing a survey? Accessing student voice? What sense are you making of it? Feed it back to students. Build a pathway for students to be involved. Student council could have a role. ERO is open to looking at innovative ways.*
- *Inclusion and celebrating students' diversity is important.*
- *Four big outcomes: Progress and achievement...Year 9 and 10; NCEA; Leavers data; Attendance.*
- *The curriculum is the most important, and does it serve your students? It needs to become more equitable for ALL students.*
- *V words. **Verification and validation.** How are you doing this through the systems?*

Jaylene stated that it would be nice if James Cook could be reviewed as a whole, instead of being "pulled apart". She went on to speak about the integrity of the process and said it would be nice to have the Board included as part of the solution.

### 3. General Business

#### 3.1 Responsibilities Portfolio

Waru handed out a summary of the JCHS Board Focus Areas and asked Board members to consider where our strengths lie and where we fall short? Where do we have needs / gaps to be filled?

Board members were then asked to indicate their areas of interest within the BAS Framework and agree on who would be the best person to lead each focus area:

- Assets, Finance and Property (**Kim**)
- Policy and Governance (**Jaylene**)
- Health, Safety and Wellbeing (**Waru**)
- Human Resources (**Aroha**)
- Curriculum Achievement (**Wilm**)

Additional Focus Areas suggested for the JCHS Board included;

- Pasifika Strat Plan (**Seu**)
- School Name Change Committee (**Waru**)
- Student Engagement and Voice (**Tiare – under the guidance of Grant**)
- Communications
- Leadership across the Kura

Request to send BAS link to Board members. **Candice to action.**

#### 3.2 Co-Option

At the October Meeting it was agreed that it would be a good idea to invite other members of our Pasifika community to join the JCHS Board, and in preparation for that discussion Board members were asked to forward their ideas for consideration to Candice by Friday 4<sup>th</sup> November.



The considerations amongst Board members were as follows...

- If we were to consider our needs as a Board, what would we be seeking?
- Skills, knowledge and experience in what areas?
- What voices are missing?
- Strength in numbers.
- Would co-opted members be granted full rights?

A summary document of the Co-option suggestions received from Board Members was prepared and shared around the table for discussion. The need for Pasifika representation was agreed on by all, and three Board members recommended Charles Matua as a strong candidate for various reasons.

Kim felt as though the response from parents to the voting during the election was very poor and that the six people who put their names forward should all have been elected onto the Board. However, Philip noted that the level of voting we received was not unusual when compared to other schools, which validates that we are in the same place.

Through discussion the following suggestions were made...

- To call for nominations from the community.
- To consider approaching the Teachers for recommendations of suitable candidates.
- When particular skill sets are in demand it can be a way to attract others to the Board.
- A male Pasifika representative would be preferable, as in some Pasifika forums a female cannot speak.
- The Board's co-option intentions and co-option process to be included in the next newsletter, and if interested to contact the Board Secretary. **Philip to action.**
- All interested parties to be invited to attend the January and February Board Meetings (to see if it meets their expectations) with the view of co-option taking place in March. **Waru to action.**
- Initial contact to be made with Charles Matua to advise him of the Board's intentions to fulfil the need for Pasifika representation, and to determine whether Charles is still interested in being considered. **Jaylene to action.**

*The JCHS Board agrees to co-opt up to two parent representatives to include a range of Pacific nations, gender, skills, expertise and leadership strategy.*

**Moved by Seu and seconded by Kim.**

### 3.3 2023 Draft Budget

Philip presented the draft annual budget for 2023; a hard copy of this was provided to each Board Member outlining what the draft budget is based on and the considerations thereof. The final budget will be presented at the April 2023 Board Meeting, following the submission of the School's March Roll Return.

Grant explained why two budget scenarios were being presented; Version 1 was the worst case scenario based on the MOE plan of 1366 Students and 86 FTTE Teacher Allocation. Version 2 was a conservative alternative based on the School's plan of 1450 students and 88 FTTE Teacher Allocation.

There were some questions from the Board around *Management Units* which was explained in detail. Send FISH link to Board members. **Candice to action.**

Please note: A correction was made to page 4 – Capital Expenditure:

*“Looking at the lower roll number the net cash affect of this budget is a **\$300,000** cash surplus which is what the MOE look at.”*

**Draft Budget Recommendation #1:**

*“That the Board approves Draft Budget 2023 V1 with a deficit of \$209,330.”*

Moved: Kim

Seconded: Jaylene

**Carried Unanimously**

**Draft Budget Recommendation #2:**

*“That the Tumuaki is authorised to spend up to 25% of Budget 2023 V1 in Term 1, 2023.”*

Moved: Kim

Seconded: Jaylene

**Carried Unanimously**

**Draft Budget Recommendation #3:**

*“That the Board approves Capital Expenditure of 25% in Term 1, 2023 noting that this is based on an annual overall Capital Expenditure budget of \$300,000.*

Moved: Kim

Seconded: Jaylene

**Carried Unanimously**

3.4 2023 Board Calendar

Grant provided a 2023 Board Calendar on the last page of his Report which included the dates of the upcoming Board Meetings for the year ahead. The Board agreed to move the September Meeting date forward by a week, from 28<sup>th</sup> September to 21<sup>st</sup> September instead. A strat plan consultation hui has been scheduled to take place on the 31<sup>st</sup> January. Further details will follow.

4. **Administration**

4.1 Correspondence

James Cook High School Board of Trustees Correspondence Inwards Record					
Date	Type	From	About	For Attention	Presented at Board Meeting of
21/11/2022	Email	Grant McMillan	Invitation to attend JCHS Junior and Senior Prizegiving's	All	24/11/2022
18/11/2022	Email	NZSTA	Reminder - NZSTA Regional Executive Elections	All	24/11/2022
16/11/2022	Email	Sarah Cunningham	Invitation to attend the Celebration of TPU Student Achievement	All	24/11/2022
4/11/2022	Email	NZSTA	NZSTA Regional Executive Elections	All	24/11/2022
4/11/2022	Email	PPTA	Paid Union Meeting	Presiding Member	24/11/2022



- 4.2 Confirmation of Minutes and signing of most recently updated school policy(s)  
The minutes of the October Board meeting were received as a true and accurate record.  
**Moved by Kim and seconded by Seu.**

Waru went over the Action Points from the October meeting.

- 4.3 Matters arising from minutes of the last meeting  
Grant provided a brief update on the roll numbers which affected the operating funding for 2022. He had a recent Zoom call with the audit team; negotiations continue; the matter is still unresolved, and the next step is to appeal.

Jaylene shared a written report that she had compiled on the recent NZSTA Annual Conference which was held in Christchurch last month. The report provided a succinct overview of the attendance, venue, keynote speakers and valuable learning opportunities for all who attended.

Waru extended the invitation to attend the next Annual Conference to all Board members, including Philip and Candice.

## 5. **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.*

The Principal's report was tabled as read, and questions were welcomed.

There was a discussion about the upcoming Leadership Roles which have been advertised for 2023. Board members will be required to join the appointment/interview panel for the Associate and Assistant Principal Positions. Those who are interested need to provide feedback to Candice by Monday. **All to action.**

### Finance Report

There were no significant updates to the latest Fundraising applications. Jaylene to send details to Philip RE the possibility of applying for school bus funding. **Jaylene to action.**

### Recommendations

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

#### **Recommendation 1:**

*"That the Board approves the Finance Report."*

Moved: Kim

Seconded: Jaylene  
**Carried Unanimously**

#### **Recommendation 2:**

*"The Board receives the Tumuaki Report."*

Moved: Grant

Seconded: Seu  
**Carried Unanimously**

***Policy Review***

The Board reviewed Policy 13A – Curriculum, at the October Board Meeting and it was agreed that Grant and Wilm would meet to discuss further. This has been deferred to January 2023.

There were no policies scheduled for review in November.


**Final comments:**

Philip closed the meeting with a beautiful Irish prayer.

The meeting closed at 7:37pm.

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

Name: Waru Clark


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

23 Feb 2023