



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

## JAMES COOK HIGH SCHOOL BOARD

### Minutes

February 23<sup>rd</sup>, 2023: 5.00pm – 7.00pm

Held in Endeavour Room

#### 1. Opening

1.1 Karakia / Korero timata / Opening word: Wilm Goodwin

1.2 Present:

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

In attendance:

Philip Doyle, Candice Dennis

Guests:

Sesili Kaufusi

1.3 Apologies:

Three invited parents who had expressed their interest in joining the Board were unable to attend for various reasons.

Absent:

NA

1.4 Declarations of Interest:

None.

Wilm opened the meeting with a karakia.

Jaylene welcomed Sesili Kaufusi to the meeting and explained that others who had expressed their interest in joining the Board were unable to attend the February meeting and had passed on their apologies for various reasons.

Jaylene explained to Sesili why the Board is looking to co-opt two additional members and asked the Board to introduce themselves which they did, providing a brief outline of their roles.

#### 2. Introduction to/by potential Board members

Sesili Introduced himself to everyone present and thanked the Board for inviting him to the meeting.

He is of Tongan decent, has been in NZ for 5 years. His two older children finished James Cook High School in 2019 and 2020. He still has another three children currently attending JCHS.

Sesili feels that there is not enough voice for Pacific Islanders, and he looks forward to joining the Board.

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

Jaylene went over the Action point list from the January Board meeting.

- Grant is still working through the Draft Work Plan which should be completed by early next week.
- The Annual Plan is well underway.
- SLT is feeling well prepared for the upcoming ERO visit. A feedback session is scheduled to take place on the Wednesday afternoon. To be confirmed.

Jaylene thanked the Senior Leadership Team for all the work put into the BAS document. This effort saved the Board lots of time and was greatly appreciated.

### 4. **General Business**

#### 4.1 Confirm items of General Business

The GB items were confirmed with one new addition:

– Donation Scheme / Operations Grant

#### 4.2 Confirmation of Board Routines; Committee Meetings and Board Workplan

The Work Plan and Annual Plan should be finalised soon.

The *Board Focus Areas* document which was distributed at the November 2022 meeting was circulated again for further review and discussion. Committee members and meeting times were finalised as follows:

- **Finance Committee**  
Waru withdrew from the Finance Committee and Aroha offered to join. The Finance Committee will be chaired by Kim and will meet at 4:15pm every fourth Tuesday of the month.
- **EOTC Committee**  
The Board will still carry the responsibility for all overnight and water activities. The EOTC Committee will be chaired by Jaylene and will meet at 4:15pm every second Monday of the month.
- **School Name Change Committee**  
Wilm withdrew from the School Name Change Committee. This committee will be chaired by Waru, and they will meet as and when required. Waru will communicate the upcoming meeting details when needed.
- **Student Suspensions / Disciplinary Committee**  
There were no changes made to this Committee. This area requires support and assistance from ALL Board members.

#### 4.3 Upcoming ERO Visit

A Special Board Meeting (Re BAS) was held with Board members and the school's Senior Leadership Team on the 16/02/2023 to prepare for the ERO review taking place from 27<sup>th</sup> February – 1<sup>st</sup> March.

Board members were advised that ERO is likely to hold a feedback session on Wednesday afternoon, 1<sup>st</sup> March.

Hard copies of the BAS Document and School's Improvement Framework document were sent by courier to all Board members prior to the Special Board Meeting taking place.



Grant requested that electronic copies of completed BAS Document and School's Improvement Framework document to be emailed to Board members – **Candice to action.**

#### 4.4 Clarification of Donation Scheme

The Donation Scheme / Operations Grant is designed to cover all school curriculum costs. A ministry document was circulated to all Board members at the meeting which outlined what whanau need to know about school donations.

The school Board needs to decide each year whether it should opt-in or not to the Government's School donations scheme. The Government will pay the school \$154.13 per student per year if the Board agrees to opt-in to the scheme and to **not** ask for any donations / gifts / koha from whanau throughout the year.

It does get tricky when extra-curricular activities such as Polyfest come up. If the activity leads to curriculum credits, the school cannot charge. It is our school's ambition to eventually have a cultural group that continues throughout the year, which would make it easier to secure funding for a group instead of trying to secure funding for an event.

### 5. **Administration**

#### 5.1 Correspondence

All correspondence received since the January Board meeting had been emailed out to all Board members and was available to view in a clear folder at the meeting. The correspondence summary list for the month of February had not been updated at the time of the meeting. Summary to be updated and forwarded to all Board members – **Candice to action.**

*Please note - Updated correspondence summary available on page 7.*

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

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

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

### 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.*

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

- Grant Formally acknowledged and congratulated Wilm on his new role as Acting HOD Health and PE.
- Grant reported on the School Roll. With the 1<sup>st</sup> March roll return coming up, we are actively following up on the students who have not yet turned up for school. We have seen significant growth in Years 10, 11 and 12 which is very interesting.

- The Health and Safety report is looking good however, a few Covid positive staff and students are appearing again.
- Waru had some questions relating to student suspensions and stand downs. Is there a clear set of consequences for things like vaping and lateness etc...? and suggested that it would be nice to receive some feedback on the interventions being used / tools in place to avoid bad behaviour escalating and eventually resulting in stand downs or suspensions.

**Recommendation:**

*"The Board receives the Tumuaki Report."*

Moved: Grant

Seconded: Aroha  
**Carried Unanimously**

## 6.2 Finance Committee Report

The Finance Report was presented by Kim, referring to the summary page of the Finance Report. Kim noted a correction to page 8 of the finance report. **YTD Total of \$4411 should read zero.**

Philip drew attention to the payments section of the report and reminded everyone to ask questions at any time, at any stage.

Jaylene questioned banking staffing, which should hopefully be at zero by pay period 26. Grant is confident that this is managed really well. Kim thanked Philp for fine tuning the banking staffing within our school.

The Grant Funding summary has been updated with only one funding application being made so far this year.

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

## 6.3 Property Report

Philip presented the Property Report.

No real progress at this stage. Recently discovered some rooms not on the plans. The special needs room is with QS at the moment. The Puutake shade sail is going ahead, still scheduled for the easter holidays. The recent weather has not affected the "holes" which is good.

## 6.4 Policies and Governance Report

Policy 13A was reviewed in October 2022 and had some proposed amendments. This was held over by the Board at the request of a Board member so he and Grant could meet to discuss it further. The revised policy is much crisper and clearer and is now recommended for approval by the Board. Jaylene thanked Wilm for his time spent meeting with Grant.

Policy 14 was due for review in February. It was proposed that the current single policy be replaced by two policies:

- Policy 14A – Board EOTC Committee
- Policy 14B – Education outside the Classroom (EOTC)



Grant went over the changes that had been proposed. (Refer to the Policy and Governance section of the Principal's Report.)

**Recommendation**

*"Policy 13A – Curriculum: Policy be approved as amended."*

Moved: Wilm      Seconded: Grant  
**Carried Unanimously**

**Recommendation**

*"Policy 14A – Board EOTC Committee: Terms of Reference to be approved as amended."*

Moved: Jaylene      Seconded: Tiare  
**Carried Unanimously**

**Recommendation**

*"Policy 14B – Education outside the classroom: Be approved as amended."*

Moved: Aroha      Seconded: Kim  
**Carried Unanimously**

6.5 Health and Safety / EOTC Report

We are transitioning from the previous approach under the existing policy to a new approach.

There are two activities so far this Term that require Tumuaki and Board approval.

Refer to the EOTC report section of the Principals Report, as a new way of reporting. The aim of this report is to give the Board more ownership and transparency.

7. **Public Excluded Business / In Committee**

Presiding member, Jaylene Ball requested that the Meeting move into committee at 6:47pm.

**Recommendation:**

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

Moved: Jaylene      Seconded: Waru  
**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:**

*"I move that Philip Doyle, Business Manager and Candice Dennis, Board Secretary be permitted to remain at this meeting, after the public has been excluded.*

**Moved:** Tiare    **Seconded:** Seu  
**Carried Unanimously**

Whilst in committee the Board discussed three matters of HR appointments.

The Chair moved out of Public Excluded Committee at 6:56pm.

***Moved by Jaylene and seconded by Kim.***

**Final comments:**

Tiare closed the meeting with a karakia.

The meeting closed at 7:00pm.

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

Name: Jaylene Ball

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

4 May 2023

**James Cook High School Board of Trustees Correspondence Inwards Record**

Date	Type	From	About	For Attention	Presented at Board Meeting of
Saturday 28/01/2023	Email	Director of Ed. Deidre Alderson	Tamaki Makaurau State of Emergency Communication	All	23/02/2023
Monday 30/01/2023	Email	Tumuaki Grant McMillan	Quick Staff Newsletter 30 <sup>th</sup> January	All	23/02/2023
Monday 30/01/2023	Email	ASSPA Greg Pierce	Important News RE Start of the 2023 School Program	All	23/02/2023
Monday 30/01/2023	Email	Tumuaki Grant McMillan	Updated info RE School being open	All	23/02/2023
Monday 30/01/2023	Email	Tumuaki Grant McMillan	Last Update for Today	All	23/02/2023
Tuesday 31/01/2023	Email	Secretary for Ed. Iona Holsted	Special Bulletin for Auckland 30 January	All	23/02/2023
Tuesday 31/01/2023	Email	Secretary for Ed. Iona Holsted	Special Bulletin for Auckland 31 January	All	23/02/2023
Tuesday 31/01/2023	Email	NZSTA	Elections for NZSTA Regional Executive	All	23/02/2023
Tuesday 31/01/2023	Email	Tumuaki Grant McMillan	Quick Staff Newsletter 31 <sup>st</sup> January	All	23/02/2023
Wednesday 1/2/2023	Email	Tumuaki Grant McMillan	Secretary for Ed. Decision to be announced	All	23/02/2023
Tuesday 7 February	Email	Tumuaki Grant McMillan	ERO Visit 27 Feb – 1 March	All	23/02/2023
Thursday 9 February	Email	NZSTA	Board Matters – Term 1	All	23/02/2023
Friday 10 February	Email	JCHS Board Sec. Candice Dennis	Invitation to attend Celebration of Excellence Evening	All	23/02/2023
Sunday 12 February	Email	Secretary for Ed. Iona Holsted	Special Bulletin 12 February	All	23/02/2023
Sunday 12 February	Email	Tumuaki Grant McMillan	FYI === Special Bulletin 12 Feb	All	23/02/2023
Sunday 12 February	Email	Tumuaki Grant McMillan	JCHS Closed tomorrow and Tuesday	All	23/02/2023
Sunday 12 February	Email	Tumuaki Grant McMillan	FYI ONLY == Message for Auckland Principals	All	23/02/2023
Monday 13 February	Email	NZSTA	Membership Matters Cyclone Gabrielle	All	23/02/2023
Tuesday 14 February	Email	Director of Ed. Deidre Alderson	Emergency Management general information and links	All	23/02/2023
Friday 17 February	Email	NZSTA	Elections for NZSTA Regional Executive	All	23/02/2023
Friday 17 February	Email	JCHS Board Sec. Candice Dennis	Celebration Excellence Evening	All	23/02/2023
Thursday 23 February	Email	Presiding Member Jaylene Ball	Invitation to Board Meeting	All	23/02/2023



## Action Points – JCHS February 2023 Board Meeting

Action Point Details:	To Action
<ul style="list-style-type: none"> <li>Create calendar of meetings for all Board Committees formed</li> </ul>	Grant and Candice
<ul style="list-style-type: none"> <li>Send an electronic copy of completed BAS Document sent to Board members on Fri</li> </ul>	Candice
<ul style="list-style-type: none"> <li>Send an electronic copy of completed School Improvement Framework document to Board members on Fri</li> </ul>	Candice
<ul style="list-style-type: none"> <li>Board Shared Space: send instructions for how to join and gain access to Board members</li> </ul>	Philip
<ul style="list-style-type: none"> <li>Board Shared Space: Complete individual set-up (click “yes” several times)</li> </ul>	All Board members
<ul style="list-style-type: none"> <li>Correspondence list to be updated and sent to Board</li> </ul>	Candice
<b>Action Points carried forward from the previous meeting:</b>	
<ul style="list-style-type: none"> <li>Jaylene and Grant to confirm the 2023 Board Work Plan</li> </ul>	Jaylene and Grant
<ul style="list-style-type: none"> <li>Annual School Plan to be confirmed</li> </ul>	Grant