

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

JAMES COOK HIGH SCHOOL BOARD

Minutes

March 30th, 2023: 5.00pm – 7.00pm

Held in the Seminar 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:

Tina Filipo, Sesili Kaufusi and Iona Tusa.

1.3 Apologies:

Charles Matua

Absent:

NA

1.4 Declarations of Interest:

None.

Wilm opened the meeting with a karakia.

Jaylene acknowledged and passed on a special thank you to Tu'u Bell for the generous and delicious catering that had been provided for the Board members.

2. Introduction to/by potential Board members

Jaylene welcomed everyone and asked all members to introduce themselves to the invited guests who were present at the meeting:

- Sesili Kaufusi, a parent at JCHS who has expressed his interest in joining the Board, attended his second meeting.
- Iona Tusa, a parent at JCHS who has expressed his interest in joining the Board, was in attendance for the first time.
- Tina Filipo, newly appointed Associate Principal.

3. Action Items from last Meeting

Jaylene went over the Action point list from the February Board meeting, reminding all Board members to please access the shared drive. Philip will resend the link to everyone again.

4. General Business

4.1 Confirm items of General Business

The GB items were confirmed with one new addition:

- Waru asked for the current status of Covid in the School to be added, and asked Grant if he could comment on this.

Grant explained that a small spike in Covid had been identified earlier in the week. Our Kura is being proactive and safe, choosing not to ignore and suppress the risk of spread. The school's orange level precautions (i.e., masks, sanitiser etc...) were brought back immediately with the intention of being continued until the end of term to keep our school a safe space.

There was some concern about how this would affect the Maori stage at Polyfest, but Board members were assured that Puutake is managing the situation. Philip advised that only 22 students were infected at this stage, that we are aware of.

Furthermore, Grant has assured the staff that there is still provision for covid discretionary leave which won't come out of sick leave.

4.2 NZSTA Annual Conference and AGM Call for Remits

The NZSTA Conference is taking place in Rotorua the weekend of 22nd July 2023 at the Energy Events Centre. At this stage, only the date has been released. We are still awaiting further info from NZSTA and will hopefully be able to provide an update at the next meeting. Board members need to confirm their attendance with Candice as soon as possible please.

NZSTA is calling for remits to the AGM which will be held at the conference in Rotorua. Jaylene reminded Board members about a remit relating to *payments made to Board members* which was submitted by JCHS a few years ago, (yet to be actioned) and asked if the Board would be happy to progress / re-submit this.

The closing date for the submission of remits is 5pm on Monday 8th May. Please do some thinking around this and it will be brought up for discussion again at the next meeting. In the interim, Jaylene will make an enquiry into the previous remit submitted by JCHS and provide feedback.

5. Administration

5.1 Correspondence

All correspondence, inwards and outwards since the February Board meeting had been emailed out to all Board members and was available to view in a clear folder at the meeting.

Prior to the Board meeting we received written apologies from Charles Matua who was unable to make tonight's meeting as he was assisting Te Kapunga with preparation for next week's ASB Polyfest.

It was requested that the recent correspondence received from Manurewa Marae be moved for discussion in-committee.

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

Jaylene requested to revisit point 2 at the top of page 4 - RE guidelines template used for student stand downs and suspensions:

Grant explained that the Act written in 2020 conflicts with the 1990 Regulations. Unfortunately, the Ministry guidelines don't tie up with the act. He went on to acknowledge that since the school has had very few suspensions in the past 6 years, we are out of practice, and agreed that an updated guideline template would be helpful. Waru reiterated that having someone present to take minutes at the disciplinary hearings has proven to be incredibly helpful.

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

Moved by Kim and seconded by Seu.

6. Reports

6.1 Policies and Governance Report

Policy #15 – Intellectual Property, was due for review in March and was approved as tabled without amendments.

(Refer to the Policy and Governance section of the Principal's Report.)

Recommendation

"Policy 15 – Intellectual Property: Policy be approved as amended."

Moved: Wilm Seconded: Aroha
Carried Unanimously

6.2 Finance Committee Report

The Finance Committee meeting was held on the 28th March. (Refer to the Financial Report section of the Principal's Report.)

Kim presented the Finance Report. Things are looking good, and all is on track with what happened in previous years.

Waru asked Kim to elaborate on what Staff Banking means, for the benefit of those who may not understand. Banked staffing refers to the commitment the Board has made to employ extra staff as we are only allocated 86 FTE staff members. The FTE staff entitlement is determined by the number of students on our 1st March roll return. The banked staffing amount fluctuates throughout the year, but the aim is always to reach a zero balance by the end of the year.

Jaylene questioned the DP salary attached to Alt Ed, which Philip confirmed is fully funded by Alt Ed.

The Grant Funding summary has been updated to include a donation of \$14,000 received last week from UP Education, includes NZMA. UP Education is a leading multi-sector education group delivering Vocational Education & Training, Higher Education, University Partnerships and Online Education across Australasia. Their initiative is to support and partner 8 (lower decile) schools in 2023, providing funding for sports initiatives and general initiatives.

Kim thanked Philip for his eagle eye on our school's accounts.

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

6.3 Property Report

Philip presented the Property Report. (Refer to the Property Report section of the Principal's Report)

On the Property front, there is not much to report back on this month.

- The Puutake sail is going in during the holidays.
- Site investigations in various forms has commenced for the Satellite unit who are having a heap of assessments done.

Overall, there are small developments happening behind the scenes.

The Property Report was moved by Grant and seconded by Waru.

6.4 EOTC Committee Report

The EOTC Committee meeting was held on the 13th March and considered three EOTC activities that require Board approval. (Refer to the EOTC Report section of the Principal's Report.)

Parents and caregivers must give informed consent for ALL activities. There has been superb mahi from the EOTC committee members. Teacher PD to cover the following changes is being arranged for the first day back at school:

- Staff will receive a new template for all HIGHER-RISK (Board approval level) applications i.e., overnight stays / water activities.
- Staff will receive an improved template for all LOWER-RISK (Tumuaki approval level) applications.

The EOTC Report was moved by Jaylene and seconded by Kim.

6.5 School Name Change Committee Report

The School Name Change Committee meeting was held on the 23rd March. It was requested that the Report be moved for discussion in-committee.

6.6 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.

- Annual HOF reports will be ready and sent out early next week from Maria and Grant. The reports will be discussed at the April Board meeting.
- Grant spent a few minutes going over Annex B of his report – 2022 NCEA Results.

There was a discussion around the significant number of students who left school for employment last year, which greatly impacted on our results. Previously a Principal could sign off a plan for a student to work and still be able to study. This is no longer allowed; it now has to be approved by the Secretary of Education.

Waru asked if the Board could investigate *challenging the status quo of enrolment vs employment*, and it was agreed that this would be a good remit to put forward for the

conference. Tina mentioned that Tangaroa College is doing something similar in this space and suggested that we consider working together.

There are many positive shifts in our data. Overall, we are progressing well, our schools results are positive when compared with other local and “benchmark” schools.

- The ASB Polyfest is occurring in two parts this year. From 8th – 11th March we had groups participating in the following categories; Samoa, Tonga, Cook Islands and Diversity. Our Diversity Group placed 3rd in the Asian Continent category. Our Tauolunga girls - Tongan group, won again! Jaylene congratulated all the groups who performed so well. There was TV coverage for the Diversity and Cook Island group. Kim complimented the Diversity Group who agreed to perform at the last minute for a local event and did such an outstanding job. Huge thanks and congratulations to all the Tutors and their families for the hard work, dedication, and support.

From 3rd – 5th April our Puutake Unit has three teams competing on the Māori stage, one group in each division. We wish them all the best.

Recommendation:

“The Board receives the Tumuaki Report.”

Moved: Grant

Seconded: Kim

Carried Unanimously

Iona and Sesili - visiting parents, departed the meeting. They both thanked the Board for the invitation to attend the meeting, and for the lovely feed that was provided.

7. Public Excluded Business / In Committee

Presiding member, Jaylene Ball requested that the Meeting move into committee at 7:06pm.

Recommendation:

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

Moved: Jaylene

Seconded: Seu

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 Tina Filipo - Associate Principal, Philip Doyle - Business Manager, and Candice Dennis - Board Secretary be permitted to remain at this meeting, after the public has been excluded.

Moved: Jaylene **Seconded:** Seu
Carried Unanimously

Whilst in committee the Board discussed three unrelated matters.

The Chair moved out of Public Excluded Committee at 7:57pm.

Moved by Jaylene and seconded by Grant.

Final comments:

In closing, Grant asked Tina to reflect on her day spent at James Cook for her Powhiri. Tina expressed her heartfelt gratitude and is feeling very positive about joining James Cook High School next Term.

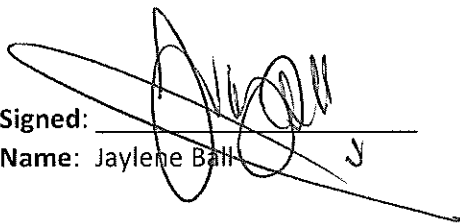
Grant said that he was reminded today just how special James Cook High School is, and he thanked the Board for the work they do. He felt extremely proud.

Aroha closed the meeting with a karakia.

The meeting closed at 8:03pm.

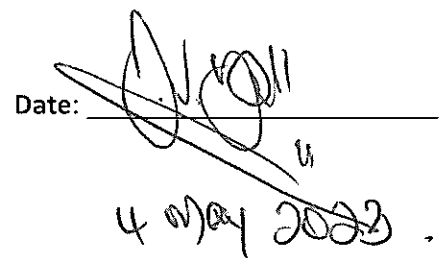
Signed: _____

Name: Jaylene Ball



Date: _____

4 May 2023



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

Date	Type	From	About	For Attention	Presented at Board Meeting of
Friday 24/02/2023	Email	JCHS Board Sec Candice Dennis	BAS Document and School's Improvement Framework document	All	30/03/2023

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

Date	Type	From	About	For Attention	Presented at Board Meeting of
28/02/2023	Email	Iona Holsted Secretary for Education	Bulletin for School Leaders	All	30/03/2023
1/03/2023	Email	NZSTA	STA news – Jan/Feb 23 Issue	All	30/03/2023
2/03/2023	Email	NZSTA	Membership Matters	All	30/03/2023
6/03/2023	Email	NZSTA	Elections for NZSTA Regional Executives	All	30/03/2023
14/03/2023	Email	Manurewa Marae	Advocating for name change of James Cook High School	MOE & All Board Members	30/03/2023
15/03/2023	Email	NZSTA	Membership Matters: Call for Remits to the NZSTA AGM	All	30/03/2023
15/03/2023	Email	Grant McMillan Tumuaki	New ERO National Report	All	30/03/2023
17/03/2023	Email	NZSTA	NZSTA Regional Executive Elections – Voting Form	All	30/03/2023
22/03/2023	Email	Jaylene Ball	Consultation on Schools' planning and reporting regulations and supports	All	30/03/2023

Action Points – JCHS March 2023 Board Meeting

Action Point Details:	To Action
<ul style="list-style-type: none"> Upcoming NZSTA Conference: Please confirm your attendance with Candice. 	All Board members
<ul style="list-style-type: none"> Enquiry into previous Remit submitted to NZSTA by JCHS a few years ago, still not actioned. 	Jaylene
<ul style="list-style-type: none"> Funding spreadsheet shared with Philip and Candice. 	Jaylene
<ul style="list-style-type: none"> HOF Reports shared with Board members next week. 	Grant
<ul style="list-style-type: none"> Meet with Sesili Kaufusi to chat and extend the offer to join the Board. 	Jaylene and Seu
<ul style="list-style-type: none"> Iona Tosa to be invited to attend the next Board meeting. 	Candice
<ul style="list-style-type: none"> Charles Matua to be advised that the offer is still open for him to attend two Board meetings. 	Jaylene
Action Points carried forward from the previous meeting:	
<ul style="list-style-type: none"> Board Shared Space: Re-send instructions for how to join and gain access to Board members 	Philip
<ul style="list-style-type: none"> Board Shared Space: Complete individual set-up (click “yes” several times) 	All Board members