

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

JAMES COOK HIGH SCHOOL BOARD

Minutes (v2)

April 27th, 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:

Tina Filipo, Philip Doyle, Candice Dennis.

Guests:

Iona Tusa and Charles Matua.

1.3 Apologies:

Kim apologised for needing to depart early at 6pm, due to another commitment.

Absent:

NA

1.4 Declarations of Interest:

None.

Wilm opened the meeting with a karakia.

2. Introduction to/by potential Board members

Jaylene welcomed Deputy Principal - Maria Coyne, Associate Principal – Tina Filipo and visitor Charles Matua to the meeting.

Jaylene explained that Charles was one of the candidates from the Board elections held in September last year, and that he was attending this meeting as a guest who has expressed his interest in being co-opted onto the Board.

Charles introduced himself and provided a brief pepeha which included his background and teaching experience, adding that he is also the brother of Hammond Matua who is the HOF of the Puutake Unit and Carlene Matua who is a Teacher at James Cook.

Jaylene paid tribute to his whanau for the work they have done within the Marlins club, and Grant thanked Charles for his recent work done with the students from Puutake who performed on the Māori stage at Polyfest. Charles stepped in to help when we were short staffed due to Covid.

3. 2022 School Report

Deputy Principal, Maria Coyne coordinated the collation of this report and attended the meeting to present the report to the Board. Please note, this is a development from the previous annual HOF reports. The Report is summarised below.

Student Achievement and Progress:

- 2022 was a successful year for our student NCEA Level 1-3 achievement with respect to maintaining our achievement progress towards continuous improvement.
- Our priority learners (Māori and Pacific Peoples) continue to improve their achievement results.
- Our special education learners are being retained at school and many are achieving level 2 NCEA within 5 years (no data presented)
- Dedicated identification and tracking of university entrance students has shown significant improvement in overall outcomes.
- Testing and data collection of Year 9 and 10 student groups is an area of concern and requires further attention.
- Year 9 and 10 student literacy and numeracy levels are several levels behind the national average.

Curriculum Course Design:

A significant amount of work has been done to align specific courses for quality academic qualification and university pathways. Higher level endorsements (Merits / Excellences) are being achieved. A focus on increasing these results is at the forefront of planning.

Recommendations:

- Development of a school-wide literacy and numeracy strategy
- Ongoing adjustment of the NCEA Change Plan Readiness planning for JCHS – to act/react to MoE release of resources and indicative timeline.
- Re-evaluation of Data Manager's tasks
- Staffing of Literacy specialist

Overall, our school has done exceptionally well. Waru suggested this as being a very good opportunity for the Board to recognise our staff for continuing the climb of upward achievement and success and working beyond expectations. Jaylene and Wilm were tasked with finding a way to say thank you to the staff.

Grant acknowledged Maria and her team for their mahi. Jaylene thanked Maria for her report and presentation. Questions were welcomed.

A digital copy of the full Student Achievement Report presented by Maria Coyne will be shared with Board members. The NCEA and NZQA reports (evidence used in HOF reports) will be uploaded to the Board shared drive.

4. Action Items from last Meeting

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

Jaylene apologised for not being able to meet with Sesili Kaufusi to discuss his co-option and invite him to the next Board meeting, as was agreed at the previous meeting.

In the meeting the co-option outcomes were tabled as follows...

- Charles Matua has been invited as a guest to attend a second Board meeting.
- Iona Tusa was formally offered the opportunity to be a Trustee on the JCHS Board.
- Sesili Kaufusi was not present at the meeting but will be offered the same opportunity as Iona before the next Board meeting. Jaylene and Seu will meet with Sesili to extend the offer to join the Board as a Trustee.

Iona accepted the offer to serve on the James Cook High School Board.

Moved by Waru and seconded by Aroha.

Grant agreed to prepare Induction packs for the new co-opted Board members.

Philip offered to arrange access to the Board shared drive for the new co-opted members.

The board agreed that access to attend the NZSTA Conference would be offered to all members, including the newly co-opted members. ***Moved by Waru and seconded by Aroha.***

5. General Business

5.1 Confirm items of General Business

The GB items were confirmed as per the Agenda.

5.2 NZSTA Annual Conference and AGM Call for Remits

The upcoming NZSTA Conference is taking place in Rotorua from 20 – 23 July 2023 at the Energy Events Centre. Registration should be opening soon; earlybird registrations offer a discounted rate until 15th June. Board members that sit on other School Boards should approach their respective schools about sharing the costs to attend Conference, as has happened with past Board members who sat on multiple Boards, as the benefits apply to other schools too. Grant offered to transport Board members in the school van to the conference. Members need to confirm their attendance and preferred day of departure i.e., Thursday or Friday, with Candice by tomorrow morning.

NZSTA is calling for remits to the AGM which will be held at the conference in Rotorua. The closing date for the submission of remits is 5pm on Monday 8th May. At this stage the Board is looking at submitting two remits relating to the following:

- *Student Attendance - enrolment vs employment*
- *NCEA Change Process*

Jaylene, Grant and Waru to keep in touch and meet to finalise the submission of remits for the annual AGM before the due date.

6. Administration

6.1 Correspondence

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

There were two items added to the correspondence, which were not on the list:

- The Draft ERO School Profile Report, accompanied by an email from DP - Laurence Caltaux. The Board briefly discussed the draft ERO report. The Board awaits the confirmed ERO report with anticipation.
- The NZSTA Regional Election results. Jaylene completed the voting form on behalf of JCHS and voted for five out of twenty candidates. NZSTA received 60 valid votes. Votes could be made for up to 9 nominees. The new executive will elect a Chair at their first meeting and will be in touch via the Term 2 Regional Newsletter.

The correspondence was received and approved.

Moved by Jaylene and seconded by Seu.

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

The minutes of the March Board meeting were received as a true and accurate record, with a spelling correction to be made on page 2.

Moved by Seu and seconded by Tiare.

7. Reports

7.1 Policies and Governance Report

Policy #16A – Self Review, was due for review in April and was approved as amended.

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

Board members were reminded to refer to the Work Plan Review Cycle to see what policies are coming up for renewal.

Recommendation

“Policy 16A – Self Review: Policy be approved as amended.”

Moved: Jaylene Seconded: Waru
Carried Unanimously

7.2 Finance Committee Report

The Finance Committee meeting was before the Board meeting, on the 27th April. (Refer to the Financial Report section of the Principal’s Report.)

Philip presented the Finance Report. We are in the process of reconfiguring our asset register. An adjustment was made in the report to account for our normal monthly depreciation. We are expecting the Auditors to visit soon; one of the requirements was for us to clean up our asset register, hence the current mahi. A dedicated asset management software for schools is being introduced. It’s a specialist school asset management programme which works with XERO.

On the statement of financial position, it was pointed out that we have a positive result with banking staffing, which was unplanned but received with thanks.

The MOE determines how many staff will be funded based on our schools 1st March Roll Return, and the Board can choose to fund any additional staff that may be required. The school can lose a lot of money if we don't keep an eye on our banking staffing. Currently, the board funds approximately 14 Teachers, as it has done previously.

Grant explained that we are requesting a formal roll review due the approximate 100 extra students that have enrolled since the 1st March roll count. About half of them are Year 11 and ¼ in Year 12. The delayed arrival of students into schooling is a challenge. The Board's decision to fund extra Teachers was the right thing to do.

The rest of the report is normal tracking. We still have money in the bank. We still have our investments. This month we have paid out a lot of money due to GST.

The Finance Report was moved as a true and accurate record by Aroha and seconded by Seu.

7.3 Property Report

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

There were only a few minor changes since the last report.

- The Puutake canopy unfortunately did not go up during the holidays due to weather delays. We are among 12 schools who were pushed back.
- A follow up meeting with the Master Plan Architect and MOE Property Representative has been arranged for early May.

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

7.4 EOTC Committee Report

The EOTC Committee meeting was held on the 30th March directly following the Board meeting to discuss and consider one EOTC activity that requires Board approval: (Refer to the EOTC Report section of the Principal's Report.)

- JAM Youth Programme overnight noho at the Manurewa Marae on 29 – 30 April.

It was approved in principle by the committee with final approval still required, as the full details (itinerary) are yet to be provided by Bluelight.

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

7.6 Tumuaki Report

The Principals Report which is circulated 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.

One key area of discussion was our school being identified as a school who dealt with Truancy really well. Grant has been interviewed by Radio NZ and James Cook will be featured in a documentary aired on TVNZ. In many ways covid made school optional or very hard for many students to return to school. *Bluelight* work with the students who have not been attending school for extended periods of time. We are working on a pilot with the Ministry, Youth Justice and the Police to see what we can do to address this and get students back into school.

Recommendation:

"The Board receives the Tumuaki Report."

Moved: Jaylene Seconded: Tiare
Carried Unanimously

Charles departed the meeting at this stage and was invited to attend the May Board meeting.

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

Presiding member, Jaylene Ball requested that the Meeting move into committee at 7:15pm.

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: Wilm Seconded: Tiare
Carried Unanimously

Note:

As a recently formally co-opted and accepted Board member, Iona Tusa remained for the in committee part of the meeting.

Whilst in committee, members were given an opportunity to review and approve the in committee minutes from the previous meeting.

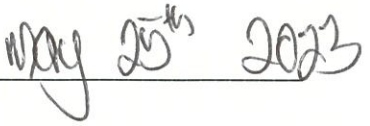
The Chair moved out of Public Excluded Committee at 7:41pm.
Moved by Jaylene and seconded by Grant.

Final comments:

Jaylene closed the meeting with a karakia.

The meeting closed at 7:42pm.

Signed: 
 Name: Jaylene Ball

Date: 

James Cook High School Board of Trustees Correspondence Inwards Record					
Date	Type	From	About	For Attention	Presented at Board Meeting of
30/03/2023	Email	Grant McMillan Tumuaki	Staff Guidelines RE Covid Spike	All	27/04/2023
30/03/2023	Email	NZSTA	Sector Update: Physical Restraint Rules	All	27/04/2023
3/04/2023	Email	NZSTA	Last chance to vote: NZSTA Regional Executive Elections	All	27/04/2023
6/04/2023	Email	NZSTA	Upcoming NZSTA Learning Events	All	27/04/2023

James Cook High School Board of Trustees Correspondence Outwards Record					
Date	Type	From	About	For Attention	Presented at Board Meeting of
	Email	Jaylene Ball Presiding Member	NZSTA Regional Committee voting form		27/04/2023

Action Points – JCHS April 2023 Board Meeting

Action Point Details:	To Action
<ul style="list-style-type: none"> Digital copy of Student Achievement Report / HOF Reports presented by Maria Coyne to be shared with Board members. 	Candice
<ul style="list-style-type: none"> NCEA and NZQA reports (evidence used in HOF reports) to be uploaded to the Board shared drive. 	Candice
<ul style="list-style-type: none"> Iona Tusa to be added to the Board email group and granted access to the Board shared drive. 	Philip
<ul style="list-style-type: none"> Induction Packs for new Board Members to be prepared. 	Grant & Candice
<ul style="list-style-type: none"> Respond to Roydon RE Vietnam Trip - request received Sep 2022. 	Jaylene & Candice
<ul style="list-style-type: none"> Arrange a “Thank you” from the Board to all staff. 	Jaylene and Wilm
<ul style="list-style-type: none"> Remits for the NZSTA AGM to be finalised and submitted by 5pm on Monday 8th May. 	Jaylene, Waru and Grant
Action Points carried forward from the previous meeting:	
<ul style="list-style-type: none"> Upcoming NZSTA Conference: Please confirm your attendance with Candice by tomorrow, Fri 28/04. (Include your preferred leaving day.) 	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"> Meet with Sesili Kaufusi to chat and extend the offer to join the Board. 	Jaylene and Seu
<ul style="list-style-type: none"> All Board members to access shared drive: Complete individual set-up (click “yes” several times) 	All Board members