



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

JAMES COOK HIGH SCHOOL BOARD

Minutes (v1)

May 25th, 2023: 5.00pm – 7.00pm

Held in the Seminar Room

1. Opening

1.1 Karakia / Korero timata / Opening word: Charles Matua

1.2 Present:

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

In attendance:

Philip Doyle

Guests:

- Clare Curtice: Senior Advisor ECP
- Roshyn Lyons: Integrated Services Manager in Te Herenga Waka
- David Baird: Associate Principal - Babbage Consultants Limited

1.3 Apologies:

Iona Tusa & Bernard Cheng

Absent:

Candice - not in attendance due to Covid.

1.4 Declarations of Interest:

None.

Charles opened the meeting with a karakia.

2. New MOE Introductions to the Board

The visitors arrived (unfortunately delayed due to traffic issues) and were welcomed by the Chair who introduced herself and invited the Board to introduce themselves individually, which they did.

The visitors were invited to introduce themselves. Roshyn introduced himself through his pepeha, outlining his background in education and in the MOE.

- Explained the new MOE structure.
- The structure is integrated, coordinated, and linked up services focusing on our young people.
- JCHS is a priority school and the purpose for Roshyn and Clare being there is to determine how they bring the services they offer into our Kura.

- As an example, there are a new team of curriculum leaders who are now part of the MOE's local structure. They are specialists in their areas and are available for schools to connect with if needed.
- We have access to these and all other services and are encouraged to use them.

Clare introduced herself through her pepeha.

- She has been an education advisor for many years.
- Was previously a rural school Principal.
- Has history working in South Auckland.
- Is available to provide assistance and guidance as needed.

(At 5:30pm David Baird joined the meeting.)

Roshyn went on to talk about the current key areas of focus for his area, which are attendance and engagement.

He noted there was funding available to fund *outside the box* initiatives. A key way of doing this is to connect the Ministry, the Board and the school, and he noted there was a lot we can do together. In particular, looking at best practise, new initiatives and being clear about what support and assistance is needed. He put out a very clear invitation to engage and work together and was open to ideas of requests for support and would help facilitate funding opportunities.

Jaylene expressed her appreciation for the early connection with the Board and acknowledged that Clare and Roshyn were new in their roles. It was very timely to form early connections. The Board thanked Roshyn and Claire for their attendance and invited them to stay for the Property / Master Plan presentation.

3. School Property Development Master Plan and the new satellite building

David introduced a progress report on the Master Plan process and an update on progress with the satellite unit.

Grant outlined the background of how the Property Development plan has arrived at this place and reiterated many of the details that were shared previously with the Board, however, were of particular interest to new Board members. It was noted, the plan to be presented is in essence *landscape with buildings* details specifications will change as the development of the plan progresses.

- David presented the preferred master plan (Option 1) outlining key features and opportunities.
- David progressed to present the details of the new Satellite Unit (Blenzz and Rosehill). Discussion followed to what the specific details for the Blenzz and Rosehill students would be as well as the general needs of JCHS students.
- The current status of the project is preliminary design has been completed and is being signed off and costed.
- Several points were raised by various Board members. There were many points of clarity and points of input.
- Jaylene spoke specifically to moving the Marae to the front of the school and Seu thought the placement of the Fale should be reconsidered, as it sits right next to the marae. The Board requires input into the cultural elements of the design of the school and will take responsibility to ensure that the community are involved and have the ability to input into the designs specifications details etc...

- The Board Chair noted that community consultation was important.
- David summarised the presentation by saying *“The direction for the future is to stop making mistakes in the present.”*
- The discussions continued and other Board members spoke to the possibility of onsite preparation of school lunches which would need specific facilities and requested it to be included in the thinking.
- A question of noise was raised as cultural activities take place in the wharehau and in the Pacifica studies building / area at various times of the year.

The Chair thanked the Ministry representatives and the Architect for attending and presenting and updating the Board. She then requested of Roshyn that going forward the entire Board and not just the Board Chair be invited to attend MOE / Board Meetings.

4. **Action Items from last Meeting**

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

- The Chair has responded to Roydon RE Vietnam Trip and requested that future ongoing communications are with the Principal in the first instance.
- The *thank you* from the Board to all staff had been arranged for Friday 2nd June at 11am.
- All other Action Points had been completed.

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 Update and AGM Submission of Remits

Board members discussed the transport arrangements to attend the conference. Kim and Wilm Thursday morning, the remaining Board members will travel together in the school van with Grant. Final arrangements still to be confirmed closer to the time.

In finalising the arrangements for the upcoming NZSTA conference, Jaylene requested that Aroha and Kim approach their respective Boards about sharing the costs of the conference, as Jaylene was in the process of doing, and to let Philip know how the cost would be shared.

It was also noted that the remits had been submitted to NZSTA.

6. **Administration**

6.1 Correspondence

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

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 April Board meeting were received as a true and accurate record, and it was noted that the minutes of the meeting are now at a very high professional standard.

Moved by Waru and seconded by Seu.

7. **Reports**

7.1 Policies and Governance Report

Policy #17A – School Timetable, was due for review in May and was approved as amended.

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

The three-year policy cycle is now completed. Two options were tabled:

- Pause until early next calendar year **OR**
- Re commence the cycle immediately.

The Board opted to recommence the cycle immediately.

Recommendation

"Policy 17A – School Timetable: Policy be approved as amended."

Moved: Jaylene Seconded: Kim
Carried Unanimously

7.2 Finance Committee Report

The Finance Committee meeting was held on the 23rd May. (Refer to the Financial Report section of the Principal's Report.)

The committee tabled their report outlining we are in a good financial position at this stage of the year. It was noted that depreciation is being influenced by moving the Asset register onto a new platform. The new platform is known as Asset Annie which is a Xero add on and will be used to manage out asset register going forward.

The Finance Report was moved as a true and accurate record by Kim and seconded by Grant.

7.3 Property Report

The property report was presented by Philip. (Refer to the Property Report section of the Principal's Report.)

The Property Report was moved by Seu and seconded by Sesili.

7.4 EOTC Committee Report

The EOTC Committee meeting was held on the 8th May to discuss and consider one EOTC activity that requires Board approval: (Refer to the EOTC Report section of the Principal's Report.)

- PSSP Student Leader Camp, taking place from Monday 15th – Friday 19th May.

The committee approved the application in full.

A request out of the discussion was to evaluate the cost of transport versus the purchase of vehicles. Philip to provide details of Go Fund to Jaylene.

A review of the Tumuaki approved EOTC's to be made available / shared with the Board for transparency. A request was made to add a sample of Tumuaki approved EOTC paperwork to the Board Shared Drive.

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

7.5 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.

Grant noted that he was looking at revising and making some changes to reporting going forward. To be discussed with the Board as appropriate.

Recommendation:

"The Board receives the Tumuaki Report."

Moved: Grant

Seconded: Jaylene
Carried Unanimously

8. **AOB**

- Jaylene suggested that it would be a good idea for Board Members to be familiar with the overall process of student suspensions as it is helpful for all to know what to do before an incident occurs. Jaylene requested that Grant arrange "suspension hearing PD" for Board members.
- Charles Matua was formally offered the opportunity to be a Trustee on the JCHS Board. Charles accepted the offer to serve on the James Cook High School Board.
Moved by Jaylene and seconded by Grant.
- It was noted that Sesili Kaufusi had also received and accepted a formal offer in writing to be a Trustee on the JCHS Board prior to the Board Meeting.

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

Presiding member, Jaylene Ball requested that the Meeting move into committee at 7:30pm.

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, be permitted to remain at this meeting, after the public has been excluded."

Moved: Jaylene **Seconded:** Waru

Carried Unanimously

Note:

As recently formally co-opted and accepted Board members, Charles Matua and Sesili Kaufusi remained for the in-committee part of the meeting.

Whilst in committee, members discussed a Personnel matter.

The Chair moved out of Public Excluded Committee at 7:40pm.

Moved by Jaylene and seconded by Kim.

Final comments:

Jaylene closed the meeting with a Te Reo version of thee Our Father / Te Karakia O Te Atua.

The meeting closed at 7:45pm.

Signed: _____
Name: Jaylene Ball



Date: 29 June 2023

James Cook High School Board of Trustees Correspondence Inwards Record					
Date	Type	From	About	For Attention	Presented at Board Meeting of
1/05/2023	Email	NZSTA Admin Alison Watkins	TToW Workshop - Manukau	All	25/05/2023
2/05/2023	Email	NZSTA	Final Reminder to have your say! NZSTA AGM	All	25/05/2023
2/05/2023	Email	NZSTA	STAnews – April 2023 Issue 327	All	25/05/2023
3/05/2023	Email	Candice Dennis Board Secretary	O Le Tupuaga Achievers Night 2023 Invitation	All	25/05/2023
3/05/2023	Email	Candice Dennis Board Secretary	PPTA Strike Action Update	All	25/05/2023
3/05/2023	Email	Candice Dennis Board Secretary	PPTA Strike Action Update	All	25/05/2023
3/05/2023	Email	NZSTA	Call for Nominations: NZSTA President and Board Elections	All	25/05/2023
4/05/2023	Email	NZSTA	Board Matters – Term 2	All	25/05/2023
5/05/2023	Email	NZSTA	Sector Update: Guidance for Term 2 PPTA and NZEI Teacher Strike Action	All	25/05/2023
5/05/2023	Email	Candice Dennis Board Secretary	PPTA Strike Action Update – 5/5/23	All	25/05/2023
8/05/2023	Email	Grant McMillan Tumuaki	PPTA Strike Notification	All	25/05/2023
9/05/2023	Email	Grant McMillan Tumuaki	Rain event – Staff needing to leave early	All	25/05/2023
10/05/2023	Email	Candice Dennis Board Secretary	Reminder – All Year levels rostered home tomorrow.	All	25/05/2023
12/05/2023	Email	Candice Dennis Board Secretary	Strike Action Update – 12/5/23	All	25/05/2023
12/05/2023	Email	Candice Dennis Board Secretary	Newsletter – Term 2, Week 3.	All	25/05/2023
16/05/2023	Email	NZSTA	Auckland Region: Journey to Te Tiriti – 17 & 18 June 2023	All	25/05/2023
18/05/2023	Email	Iona Holsted Sec for Education	Bulletin for School Leaders	All	25/05/2023
19/05/2023	Email	NZSTA	Reminder – Nomination Time for NZSTA President & Board Elections	All	25/05/2023
21/05/2023	Email	Sesili Kaufusi	Acceptance of Board Membership	Presiding Member	25/05/2023

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

Date	Type	From	About	For Attention	Presented at Board Meeting of
8/05/2023	Email	Jaylene Ball Presiding Member	NZSTA 2023 AGM Remit: Board Fees	All	25/05/2023
8/05/2023	Email	Jaylene Ball Presiding Member	NZSTA 2023 AGM Remit: NCEA Change	All	25/05/2023
8/05/2023	Email	Jaylene Ball Presiding Member	NZSTA 2023 AGM Remit: Attendance	All	25/05/2023
19/05/2023	Email	Jaylene Ball Presiding Member	Offer to Sesili Kaufusi Board Membership Confirmed	All	25/05/2023

Action Points – JCHS May 2023 Board Meeting

Action Point Details:	To Action
<ul style="list-style-type: none"> <i>"Suspension hearing PD. I will look on NZSTA website, as we can arrange one of their peoples to come out to walk us peoples through that, but we may need to open it up to a few other schools which we have done in the past to make things lucrative for NZSTA as well..."</i> 	Jaylene
<ul style="list-style-type: none"> Provide GO fund details to JB 	Philip
<ul style="list-style-type: none"> Samples of EOTC forms to be uploaded to Drive for board to familiarise themselves with paperwork 	Candice and Grant