



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

JAMES COOK HIGH SCHOOL BOARD

Minutes (v1)

August 31st, 2023: 5.00pm – 7.00pm

Held in the Endeavour Room

1. Opening

1.1 Karakia / Korero timata / Opening word: Iona Tusa

1.2 Present:

Jaylene Ball, Kim Dennis, Aroha Matthews, Charles Matua, Iona Tusa, Wilm Goodwin, Seu Kaisala and Grant McMillan.

In attendance: Tina Filipo; Philip Doyle and Candice Dennis.

1.3 Apologies: Waru Clark – Email received from Waru was shared with Board members.

1.4 Absent: Tiare Maangi

1.5 Declarations of Interest: None

Special note:

Once again, a very big thank you to our hospitality students for the outstanding catering provided for this meeting.

2. Action Items from last Meeting

Jaylene went over the Action point list from the July Board meeting which had mostly been completed.

- Some slides have been stored in the Board Shared Drive for members to access. See folder labelled "Discipline Hearing Information".

Moved by Jaylene and seconded by Kim.

3. General Business

3.1 Confirm items of General Business

The GB items were confirmed as per the agenda.

4. Draft Strategic Plan Development

Associate Principal, Tina Filipo prepared and circulated a document outlining the preparation for our schools strategic and annual plans 2024 – 2025.

The Board had a good korero around this as summarized below:

- Schools and kura need to intentionally plan and evaluate their performance.
- WHY the change is needed.
- A key thing is the real focus on learners and community, ensuring the voices of all ākonga and whānau are heard.
- The importance of consultation and asking our people / the community what they think has been emphasized.
- There is a real shift to pay more attention to Te Tiriti o Waitangi and how the MOE will be holding us accountable.
- We need to be more deliberate in our accountability.
- Everything will need to be published publicly.
- Reporting back to the community to let them know how we have used their feedback is required.

Grant shared some insight about the importance of consultation which has been made very clear and is likely to be audited next year, describing this as a new and interesting process.

Board members were reminded about the Strategic Planning Day "*Strategic Saturday*" coming up soon and were encouraged to attend if possible. Heads of learning and the Senior Leadership Team will also be in attendance. Kim put in her apologies in advance, as she won't be able to make it.

5. 2023 Student Election

Philip updated the Board on the progress of the Student Election. Communications went out last week with five students expressing their interest so far. Nomination forms have been made available today. Tiare and Wilm will begin promoting. Wilm will go around and chat to the various year groups and will ask Tiare to do a promotional video. Voting day is set for 20th September.

6. Administration

6.1 Correspondence

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

The Correspondence Summary still needs to be updated. Candice to action.

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

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

Moved by Aroha and seconded by Seu.

7. Reports

7.1 Policies and Governance Report

Jaylene reminded Board members to please reply to emails that require a response, as Grant had not received any feedback for the review of Policy #1. Grant suggested that the Board re-start the annual review cycle from February next year instead of now, due to the next few months ahead being very busy. The Board agreed and the Board Secretary is to set a reminder to circulate Policy #1 in February 2024.

“Policy #11B Tumuaki.Principal appointment” is not due for review until 2024 but will be reviewed this month as it coincides with the appointment process of a new Tumuaki. To be discussed further as an In-Committee item.

7.2 Finance Committee Report

The Finance Committee meeting was held on the 29th August. (Refer to the August **Finance Report** for detailed information.)

Kim thanked Aroha for presenting the finance report last month and she welcomed Iona to the Finance Committee. There has not been much change over the past few months. Banked staffing is still noted as being in a positive balance.

The Finance report was tabled for approval by the Board.

Moved as a true and accurate record by Kim and seconded by Wilm.

7.3 Property Report

The property report was presented by Philip. (Refer to the August **Property Report** for detailed information.)

Property is an area that does not change very often.

- The Board property ownership is still on the table. Discussions continue regarding the recognition of Board owned property versus MOE owned property in both the MOE property systems and the schools accounts.
- Blennz and Rosehill new satellite piece is still in progress. Meetings and discussions continue with the MOE, Architect, BLENNZ and Rosehill teams regarding the go-forward plan for this project. Current discussions are focused on the internal layout of the rooms.

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

7.4 EOTC Committee Report

The EOTC Committee meeting was held on the 14th August. (Refer to the August EOTC Report for detailed information.)

Grant advised that we have purchased an emergency locator beacon for the school.

EOTC 163 was discussed briefly and suggested for electronic approval. Board members need to email their approval to Candice. **All EOTC committee members to action.**

Shared by Wilm on behalf of Ratima Rolleston from the Services Academy:

At a two week induction programme held at the beginning of the year - Christian from JCHS walked away with the Top Award. We have not had a student from our school win that award since 2016. Well done, Christian! Success story to be published on the school website. **Candice to action.**

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

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.

The following points were mentioned in discussion:

- The last Covid restrictions have now been removed. Covid is no longer regarded as disregarded sick leave.
- Grant spoke about attendance which is an ongoing issue and the pastoral trends amongst many schools at the moment – mostly seen in Year 10 and 11 students where there seems to be a lot of discontent and unrest.
- Process starting next week to retrieve student laptops.
- Grant asked Tina to speak to the SLT Responsibilities for Term 4 which include:
 - Trying to integrate some of the values that we need to be looking at;
 - Preetika being asked to come back to the SLT table to look after the care of our students which includes new enrolments and inductions;
 - Preetika and Cinal being offered a fixed term position until the end of 2024.

Recommendation:

"The Board receives the Tumuaki Report."

Moved: Grant

Seconded: Seu
Carried Unanimously

8. Public Excluded Business / In Committee

Presiding member, Jaylene Ball requested that the Meeting move into committee at 7:45pm.

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

Moved: Aroha

Seconded: Seu
Carried Unanimously

Whilst in committee, members discussed several school related matters.

The Chair moved out of Public Excluded Committee at 8:33pm.

Moved by Jaylene and seconded by Seu.

Final comments:

Philip closed the meeting with a beautiful Irish prayer.

The meeting closed at 8:35pm.

Signed: _____

Name: Jaylene Ball

Date: _____

27th Sep 2023

James Cook High School Board of Trustees Correspondence Inwards Record					
Date	Type	From	About	For Attention	Presented at Board Meeting of
27/07/2023	Letter	Grant McMillan Tumuaki	Formal Resignation	All	27/07/2023
28/07/2023	Email	NZSTA	Student Representative Elections 2023	All	31/08/2023
31/07/2023	Email	NZSTA	Board Matters – Term 3	All	31/08/2023
02/08/2023	Email	Jaylene Ball Presiding Member	Selection of Consultant	All	31/08/2023
03/08/2023	Email	Candice Dennis Board Secretary	Subject Selection Info Evening	All	31/08/2023
03/08/2023	Email	PPTA	Government accepts arbitration panel recommendations	All	31/08/2023
04/08/2023	Email	NZSTA	Edit to announcement – Results of NZSTA President and Board Elections	All	31/08/2023
07/08/2023	Email	PPTA	Banked staffing, MOE Leadership work, STCA settlement details, Responding to vaping webinars.	All	31/08/2023
07/08/2023	Email	Tina Filipo Associate Principal	Invite for Board Members to attend Tues Strategic Planning Meetings with SLT for the month of Aug.	All	31/08/2023
08/08/2023	Email	Iona Holsted Secretary for Education	Issue 162: Ministry Bulletin for School Leaders	All	31/08/2023
09/08/2023	Email	NZSTA	STAnews – July 2023 Issue 330	All	31/08/2023
09/08/2023	Email	Grant McMillan Tumuaki	JCHS Alternative Education Provider to be featured in the Education Gazette	All	31/08/2023
09/08/2023	Email	Jaylene Ball Presiding Member	Consultant Profiles	All	31/08/2023
11/08/2023	Email	Jaylene Ball Presiding Member	Appointment of Consultant	All	31/08/2023
11/08/2023	Email	Jaylene Ball Presiding Member	Consultant Role	All	31/08/2023
11/08/2023	Email	Tina Filipo Associate Principal	Invitation for Board Members to attend a Strategic Planning Day	All	31/08/2023
15/08/2023	Email	Grant McMillan Tumuaki	Taonga TPU in The-Spin-Off today	All	31/08/2023
17/08/2023	Email	NZSTA	Upcoming NZSTA Learning Events	All	31/08/2023
21/08/2023	Email	Grant McMillan Tumuaki	We have replaced a toilet block with Portaloos for the Next 5 Weeks	All	31/08/2023
22/08/2023	Email	Candice Dennis Board Secretary	Invitation: Farewell for our Tumuaki	All	31/08/2023
29/08/2023	Email	NZSTA	Sector Update – Collective Agreements and Other Updates	All	31/08/2023

James Cook High School Board of Trustees Correspondence Outwards Record					
Date	Type	From	About	For Attention	Presented at Board Meeting of
10/08/2023	Email	Jaylene Ball Presiding Member	Publishing of Book	Roydon Agent	31/08/2023
11/08/2023	Email	Jaylene Ball Presiding Member	Appointment of Consultant: Education Plus	Bernadine Vester	31/08/2023

Action Points – JCHS August 2023 Board Meeting	
Action Point Details:	To Action
<ul style="list-style-type: none"> Success of Services Academy student Christian Dalton-Shine to be published on the school website. 	Candice
<ul style="list-style-type: none"> Please remember to RSVP to Candice for STRATEGIC SATURDAY. Note the date change: 16th Sep from 09:00 – 12:00pm. 	All Board Members
<ul style="list-style-type: none"> Please remember to RSVP to Candice for Grant's Farewell. Friday 22nd Sep from 12:30pm – 2:30pm. 	All Board Members
<ul style="list-style-type: none"> Share Principals JD with Board members. 	Philip
<ul style="list-style-type: none"> Clarify the degree of involvement from MOE attached to the PRA benefit. 	Jaylene
<ul style="list-style-type: none"> Share electronic copies of existing Policy 11B; Suggested changes to Policy 11B and Memo to the Board RE Policy 11B. 	Candice

