

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

JAMES COOK HIGH SCHOOL BOARD

Minutes (v2)

July 27th, 2023: 5.00pm – 7.00pm

Held in the Endeavour Room

1. Opening

1.1 Karakia / Korero timata / Opening word: Wilm Goodwin

1.2 Present:

Jaylene Ball, Waru Clark, Aroha Matthews, Charles Matua, Iona Tusa, Wilm Goodwin, Tiare Maangi, Seu Kaisala Philip Doyle and Grant McMillan.

In attendance: Tina Filipo

1.3 Apologies: Kim Dennis and Candice Dennis.

1.4 Declarations of Interest: None

Special note:

A sincere thank you is extended to the hospitality students for catering for this meeting. Jaylene offered to send a thank you note to Mahara Honey Head of hospitality to pass onto the students involved.

2. Action Items from last Meeting

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

- The Board is still interested in arranging some Suspension PD. Jaylene has consulted with Chris France from NZSTA who is happy to arrange specific training as needed.
- Board members still need to advise Candice if you wish to receive hard copies of the Board Pack via courier prior to each meeting, **OR** if you prefer to review all reports on the Board Shared Drive.
- All other Action Points had been completed.

Moved by Jaylene and seconded by Aroha.

3. General Business

3.1 Confirm items of General Business

The GB items were confirmed as per the agenda.

3.2 NZSTA AGM + Conference Feedback

- Sincere thank you to Candice from all attendees for all her arranging and organising mahi.

- Thank you to all who attended and supported the conference.
- Several huge days with lots of topics covered.
- Jaylene queried whether all presentation slides were coming, and she would follow up and post information in the shared drive once available.
- Overall feedback was that the conference met or exceeded most people's expectations.
- The AGM lacked good content, ran over time and wasn't well managed.
- Jaylene and Grant attended AGM and voted for President and Board Members as authorised at previous board meeting.
- Wilm reported his favourite workshop was *Procedures for Standdowns* where they used great examples and certainly included the human elements of the process.
- Charles reported it was a very valuable conference and he learned a lot especially in his role as an acting Tumuaki. His favourite was Calvin Davies who was very culturally appropriate and applicable. He spoke to his personal experiences showing what a good Principal could and should look like.
- Aroha wasn't blown away by the conference she felt Te Reo Māori sessions were lacking and could have been more in Te Reo Māori. She noticed the majority of people at the conference were Māori and Pacifica and felt it was a lost opportunity as Pacifica were not recognised more. Looking forward to the conference in Wellington next year.
- Seu felt it was a let down from last year. Fono was focussed on Te Reo and not Pacifica which was missing. Pacifica options were not offered. Best workshops were Discipline at understanding jargon.
- Grant reported it was great to get to know people. Missed opportunities with not offering the usual options as has been available at previous conferences. Some workshops were good but could have been better.
- Iona reported the need for topics such as finance. Noting it was great to catch up with people and a great team building exercise. Appreciated Tiare's attendance.
- Tiare reported it was not as good as the last conference. Food was great and it was fun getting to know other people on the team.
- Jaylene noted that when Pio became the MC the energy changed. Always uses these opportunities to learn new things and enjoyed the conference overall especially the conference accommodation and getting to know the team better. As a point of note, requested that at next year's AGM more representation was required.

3.3 Staff Survey

The topic of surveys was discussed in detail following the previous board meeting.

Jaylene had circulated a document which listed the offer and proposals from several survey providers. Grant spoke to the history of the school's involvement with Ask Your Team.

Tina gave an outline of The Education Group which she would recommend. She noted that they provide training about asking good questions, coaching and monitoring and can do "deep dives" where and when necessary. Their qualitative data and investigations are invaluable from her current and past experience.

Action:

A group was to convene regarding taking staff surveys forward. The group included Aroha, Tina, Kim and Jaylene. Philip was asked to convene this group.

4. **Administration**

4.1 Correspondence

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

The incoming correspondence was received, and outgoing correspondence was approved.

Moved by Seu and seconded by Aroha.

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

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

Moved by Grant and seconded by Charles.

5. **Reports**

5.1 Policies and Governance Report

Policy #1 – *Treaty of Waitangi Te Tiriti o Waitangi* was due for review in July. (Deferred to the August Board meeting.)

5.2 Finance Committee Report

The Finance Committee meeting was held on the 25th July. (Refer to the July **Finance Report** for detailed information.)

Aroha tabled the Finance report for approval by the Board, which included a proposal to increase the School Credit Card credit facility limit from \$20,000 to \$40,000:

Recommendation

"That in accordance with Bank advise the board approves an increase the credit from \$20,000 to \$40,000".

Moved: Waru

Seconded: Iona
Carried Unanimously

The Finance Report was moved as a true and accurate record by Waru and seconded by Iona.

5.3 Property Report

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

Jaylene raised the issue of the Shade structure installation at the Puutake area. The board expressed their deep concern and disappointment at the suppliers for failing to complete this project. Jaylene requested contact information as she planned to express the Boards' dissatisfaction with the suppliers.

Additional information regarding the topics below was provided at the meeting and has been stored in the Board shared drive.

The following two points were outlined by Aroha:

➤ **Resolving School Property value with MOE.**

Further progress reports/updates will be advised to the board regarding this important development when available.

➤ **Use of Wharenuī and Marae for overnight accommodation.**

A recent review of the Puutake facilities as part of the MOE weather tightness program has identified that whānau sleeping on the Marae is potentially outside the current building code, mainly due to the lack of sprinklers in the applicable area.

A building modification plan is being developed and will be shared with the Board for input once available (likely to be early 2024).

As this is current practice and the rules regarding fire safety requirements are open to interpretation, the recommendation is that current arrangements continue in place until the development plan is signed off by the Board.

Recommendation

“That the Board acknowledges that from time to time the wharenuī is used as a sleeping space and although a sprinkler system would be desirable, the current emergency evacuation facilities and procedure are accepted as adequate as has been recognized by the building WOF, Argest and the MOE. Staff are to be reminded that every group which overnights on the Marae are to be made aware and reminded of the evacuation procedures and plan.

That the Business Manager continues to engage with the MOE to determine what else may be legally required and if anything else is legally required, what could be done over and above the legal requirements and how the Ministry and other agencies could assist with this.

That the Board review this situation and above recommendations in June 2024”

Moved: Waru

Seconded: Iona
Carried Unanimously

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

5.4 EOTC Committee Report

The EOTC Committee meeting was held on the 29th June to discuss and consider one EOTC activity that requires Board approval: (Refer to the June **EOTC Report** for detailed information.)

- Waru and Grant reported they had attended the JAM camp recently held in Taupo.
- Trip to Totara Springs was discussed. Final details of this activity are to be emailed to the Committee members once complete.

Grant noted that EOTC training had been had taken place with all relevant faculties and staff regarding how to complete the required EOTC paperwork and also to ensure they understand and abide by the requirements of any and all EOTC activities.

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

5.5 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 **Akonga Māori Achievement Strategy** document as tabled was discussed:-

Grant gave an outline of the strategy and gave some background as to the construction of the document. He knows that Jenna was collecting voice from various sources which would inform this plan and strategy.

Board members were requested to forward any questions regarding this strategy they may have for Whaea Jenna through Candice.

School Roll:-

An update of the school roll was provided by both Grant and Tina. It was noted that students with high needs are currently an area of concern. As new students join our kura it can be a culture shock and ways of welcoming and making transition easier for these students are being developed. An example of this is to hold a Powhiri at the beginning of each term to demonstrate our value of manaakitanga.

It was noted many of these students come with ESOL/ELL needs as well as learning needs and difficulties. In some cases, these needs are coupled with both behavioural and emotional needs which need to be addressed to help students integrate.

The roll remains fluid and flexible at the current time however this is being reviewed to gain understanding of the effect this may be having on current students and staff.

PPTA:-

Arbitration has now been completed and the recommendations will be shared on Monday next week. A vote by PPTA members will be held in the coming weeks and it is hoped a decision will be reached as quickly as possible. Details will be circulated as soon as they are available.

Attendance:-

Attendance remains an area of concern and is being focused on by many and various members of staff.

Strategic Planning:-

Tina outlined the process the school is currently engaged in which she is leading. The SLT are preparing inputs for the strategic planning process focusing on succinct goals and detailing ways in which monitoring and reviewing can be strengthened. Tina provided a background to the new developments highlighting the need for voices from many places including board members, staff, students, Māori community, Pacifica community. The themes from this input will inform the overall strategic planning process.

The SLT are currently meeting for the next three weeks on Tuesday mornings from 8.00am – 9.30 am to work on developing the strategic and annual plan inputs. Board members are invited to attend these meetings. Philip was asked to invite all board members.

A workshop comprising Board member, the SLT, key middle management was suggested in the near future. More details to follow in due course.

Recommendation:

"The Board receives the Tumuaki Report."

Moved: Grant

Seconded: Wilm
Carried Unanimously

6. 2023 Student Election Returning Officer Appointment

Philip Doyle was appointed as the Returning officer for the 2023 Student Election. The board has agreed by resolution that the date for this election will be 20th September 2023.

7. Public Excluded Business / In Committee

Presiding member, Jaylene Ball requested that the Meeting move into committee at 7:07pm.

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 and Philip Doyle, Business Manager, be permitted to remain at this meeting, after the public has been excluded."

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

Whilst in committee, members discussed several school related matters.

The Chair moved out of Public Excluded Committee at 7.34pm.

Moved by Jaylene and seconded by Seu.

Final comments:

Jaylene invites those present to speak to something they are grateful for.

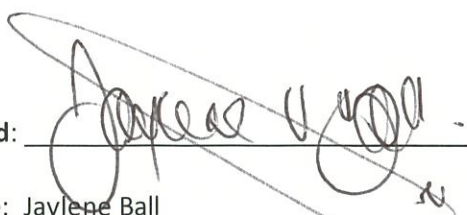
- **Jaylene** - 8th grandchild recently arrived and how aware she is of some ex-students achieving both in NZ and overseas.
- **Wilm** – Appreciation of Grants leadership and his personal relationship with Grant and his gratefulness for the learnings he had received so far.
- **Charles** – grateful for his recent connection with Grant particularly on a personal level. Thankful for the chance to build a personal relationship. Applauded Grant for prioritising JCHS above his own family and appreciation and thank you to Grant's iwi with a particular appreciation to Jane for **supporting** (??) Grants to be here in Auckland and at JCHS.

- **Aroha** - surprised by this news. Still processing and is grateful that Grant had the opportunity to go home. Supported what others have said.
- **Seu** - news was completely unexpected. There is a Samoan saying "Tu'u isi mea lelei ae fai isi mea lelei" which means *sacrificing something good for something good* and she appreciates Grant for all his contributions to the school, culture and his interest and concern for her family.
- **Grant** - thank you to everyone, very humbled and moved by everything everyone had said. Noted he had many opportunities and learnings and being in this role was a real privilege. Deciding to move on was the most difficult thing he had ever had to do.
- **Tina** - grateful to be here. Humbled by Grant opening of the doors for her and allowing her to take space while also acknowledging who she is. Noted that there certainly was negotiation around "ways of working" however was very clear there is a shared desire to do the best for everyone at this kura.
- **Iona** - thankful to Grant for everything that he has done. Is very surprised by this news but understands Grant knows when the time is right. Appreciation to the board and staff team. And a "thank you" to board members for all they do and continue to do.
- **Waru** – humbled and appreciative to hear feedback from the conference weekend. It is a reminder of how the conferences used to be. To Grant - appreciation for the mahi and hard work for his leadership in all the things that have changed and that needed to change. Acknowledgement to Grant for enabling the board to look at what needed to be done. JCHS is now looked at by many people through a different lens than it used to be. Appreciation for Grants family and acknowledged that now is the time for him to step out.
- **Tiare** - appreciated the opportunity to get to know Grant as in the past he used to spend his time avoiding Grant (as Principal) but now he believes he's pretty amazing.... Thanked Grant for giving him the fatigues and helping him to look after his mum while away at conference.
- **Philip** – lost for words and supported what others had said.

Charles said a Final Prayer/Karakia in Te Reo Māori.

The meeting closed at 7.54pm.

Signed:



Name: Jaylene Ball

Date:

31 Aug 2023

Correspondence details...

| James Cook High School Board of Trustees Correspondence Inwards Record | | | | | |
|---|-------|-----------------------------------|---|------------------|-------------------------------|
| Date | Type | From | About | For Attention | Presented at Board Meeting of |
| 30/06/2023 | Email | Grant McMillan Tumuaki | Protected Disclosures | All | 27/07/2023 |
| 4/07/2023 | Email | Grant McMillan Tumuaki | Reminder to Vote: NZSTA President and Board Elections | Presiding Member | 27/07/2023 |
| 10/07/2023 | Email | NZSTA | STAnews – June 2023 Issue 329 | All | 27/07/2023 |
| 13/07/2023 | Email | Candice Dennis Board Secretary | School Newsletter T3 – 13 th July 2023 | All | 27/07/2023 |
| 17/07/2023 | Email | Heather Gage Safetynaction | Take Charge of Safety / Health and Safety Compliance | All | 27/07/2023 |
| 19/07/2023 | Email | Lindsay Knipe | Notice of thanks | All | 27/07/2023 |

| James Cook High School Board of Trustees Correspondence Outwards Record | | | | | |
|--|-------|----------------------------------|---|-------------------|-------------------------------|
| Date | Type | From | About | For Attention | Presented at Board Meeting of |
| 30/06/2023 | Email | Jaylene Ball Presiding Member | Confirmation of Sabbatical Endorsement from School Board | Preetika Krishnan | 27/07/2023 |
| 30/06/2023 | Email | Grant McMillan Tumuaki | Confirmation of Sabbatical Endorsement from School Principal | Preetika Krishnan | 27/07/2023 |

Action Points – JCHS July 2023 Board Meeting

| Action Point Details: | To Action |
|---|-------------------|
| <ul style="list-style-type: none"> Email copy of Jaylene's Staff Survey information to Board members | Candice |
| <ul style="list-style-type: none"> Convene group to evaluate surveys (Jaylene, Aroha, Tina, Philip) | Philip |
| <ul style="list-style-type: none"> Send NZSTA voting forms - | Philip |
| <ul style="list-style-type: none"> Any questions for Whaea Jenna re Māori Achievement Strategy update to Candice | All Board Members |
| <ul style="list-style-type: none"> Invitation to Board Member s to attend SLT Strategy Meeting, Tuesdays 8.00 -9.30 am for 1st, 8th & 15th August | Philip |
| <ul style="list-style-type: none"> Circulate Tumuaki Recruitment Policy | Candice |
| <ul style="list-style-type: none"> Circulate list of possible recruitment consultants | Jaylene |
| Action Points carried forward from the previous meeting: | |
| <ul style="list-style-type: none"> Please advise Candice if you still wish to receive hard copies of the Board Pack via courier prior to each meeting, OR if you are happy to review all reports on the Board Shared Drive? | All Board Members |
| <ul style="list-style-type: none"> Suspension hearing PD - Check with Auckland Regional. | Jaylene |

