



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

JAMES COOK HIGH SCHOOL BOARD

Minutes (v1)

June 29th, 2023: 5.00pm – 7.00pm

Held in the Seminar Room

1. Opening

1.1 Karakia / Korero timata / Opening word:

1.2 Present:

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

Deputy Principal, Laurence Caltaux. (Guest)

In attendance:

Tina Filipo

Candice Dennis

1.3 Apologies:

Waru Clark

Seu Kaisala

Philip Doyle (away on annual leave).

1.4 Declarations of Interest:

Iona declared that his wife has just been offered a Teaching position at James Cook, and that he regularly plays golf with a staff member Renay Kippen, HOD Technology.

2. Pasifika Student Achievement Strategy Update

Deputy Principal, Laurence Caltaux attended the meeting to present the **Pasifika Student Achievement Strategy Update**. Board members were provided with a hard copy of the report at the meeting.

The purpose of this update is to update the Board on what we have learnt and observed over the past year, and to let the Board know where we are at with the progress of our Pasifika Student Achievement Strategy at James Cook.

Please refer to the report for further information. Note, an electronic copy can be found in the Board shared drive.

3. Digital Devices Update

Laurence also provided and spoke to the provision of **Student Digital Devices**. An update of the current status of this initiative was presented to the Board, and members were provided with a

hard copy of the report at the meeting. A detailed discussion took place, and the Board is looking forward to further updates as they become available.

Please refer to the report for further information. Note, an electronic copy can be found in the Board shared drive.

4. Action Items from last Meeting

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

- Jaylene reminded Board members to please be mindful of your commitment when offering to be part of an ad hoc committee such as the recent disciplinary hearings. A set number of board members are required for these hearings to go ahead. If you are not available to attend, a possible result could be that the hearings could not proceed.
- The Board is still interested in arranging some Suspension PD. Jaylene will get in touch with Auckland Regional NZSTA to see what training is available.
- All other Action Points had been completed.

Moved by Jaylene 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 Voting Delegate for the AGM and Conference Update

All members were in favour of Jaylene being nominated as the voting delegate for the AGM. The decision was unanimous.

Board members discussed the transport arrangements to attend the conference. Iona, Seu, Tiare, and his Mum will travel with Grant in the school van, departing from JC at 12:00pm. Wilm and Aroha will travel with Charles, who will leave a little later in the day.

5.3 Board Portfolio's and Committees

This document requires updating when there is any change to Board Membership.

- Iona indicated his interest in joining the Pasifika Strat Plan portfolio and the Finance Committee.
- Charles indicated his interest in joining the Policy and Governance portfolio as well as the School Name Change Committee.

Candice to update the *Board Portfolio's and Committees* document, share with all Board members and upload to the Board Shared Drive.

6. Administration

6.1 Correspondence

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

A question was raised about the recent rolling strike action. Grant explained that although the strike notices are not being used at the moment, legally they are still in effect and could be restarted at any time. The board are hopeful that a lot of mahi will take place over the next few weeks to avoid this from happening.

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

Moved by Jaylene and seconded by Wilm.

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

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

Moved by Aroha and seconded by Wilm.

7. Reports

7.1 Policies and Governance Report

Policy #2B – *Board Member Code of Conduct*, and Policy #12A – *Tumuaki Performance, Development and Wellbeing*, was due for review in June. (Refer to the June **Policies and Governance Report** for detailed information.)

- The School Annual Plan was revised to reflect the changes made within the SLT structure (roles and responsibilities) and some reshaping of key activities. An updated copy of the **School Annual Plan** was distributed to all Board members.

Recommendation

“That the Board notes the update to the School Annual Plan, and it’s subsequent re-issuing.”

Moved: Grant Seconded: Jaylene
Carried Unanimously

- At the May Board meeting it was decided that the Policy Review cycle should re-start again this month (June) rather than wait several meetings before it did so - as was scheduled in the Board Work Plan. An updated copy of the **Board Work Plan** was distributed to all Board members.

Recommendation

“That the Board adopts the revised Board Work Plan for the remainder of the year.”

Moved: Grant Seconded: Jaylene
Carried Unanimously

- The Minister of Education recently issued a legally binding Code of Conduct for Board Members. (Refer to the Policy and Governance section of the Principal’s Report.)

Recommendation

"Policy 2B – Board Member Code of Conduct: Policy be approved as amended."

Moved: Jaylene

Seconded: Kim

Carried Unanimously

- Board members discussed Policy 12A – *Tumuaki Performance, Development and Wellbeing*.

Arising from the recent Secondary Principal's contract settlement and several changes made by the Teaching Council, a new set of requirements is now in place for the managing/supporting of Principal performance, development, and wellbeing.

An in-depth discussion followed, as summarised below:

- The Board needs to consider obtaining feedback from staff and questioned how best to do so.
- Ideas such as an annual survey using an external company were discussed.
- There were some questions around when the last full school survey had been carried out and some Board members felt that now would be good time to do one.
- ***Me and my school*** tool which was used previously had been dropped when false data was being received from students.
- ***Ask your Team*** is a survey tool which was recommended by ERO. It's managed by an external company, so the school can't see who says what.
- The Board agreed that it would be a good idea to do a staff survey, and Jaylene offered to investigate the different external survey tools which are available to schools.
- It was suggested that the school look at adopting SchoolDocs once again, as it links to many resources and the relevant procedural info. Grant has no objection with the Board considering SchoolDocs as an option, but reminded the Board that it didn't work well for JC in the past, as it did not accommodate for the complexity of our kura.
- Jaylene advised that SchoolDocs would have a display at the conference and encouraged Board members to take a good look and to ask questions while at the conference.

Recommendation

"Policy 12A – Tumuaki Performance, Development and Wellbeing" be approved as amended, with the intention of reviewing this at year end."

Moved: Iona

Seconded: Kim

Carried Unanimously

7.2 Finance Committee Report

The Finance Committee meeting was held on the 27th June. (Refer to the June **Finance Report** for detailed information.)

Kim tabled the Finance report for approval by the Board, outlining the depreciation of fixed assets is still being manually updated. When Asset Annie (software) is fully up and running a year-to-date adjustment will be made to bring the depreciation up to date.

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

7.3 Property Report

The property report was presented by Grant, on behalf of Philip. (Refer to the June **Property Report** for detailed information.)

The finance team at the MOE have contacted the Boards Presiding member regarding the responsibility for signing off the school's annual accounts for 2020, 2021 and 2022 which are currently on hold.

Over the last few years, a great deal of communication between the school, the MOE finance team and the MOE property team regarding the accounting treatment of BoT owned property/assets has occurred. Unfortunately, we have not been able to settle on a workable solution to date.

Following recent communications there is renewed energy within the MOE to resolve the outstanding issues and move forward.

To that end a meeting is being arranged in the coming weeks between the school, the MOE property team, the MOE finance team and the school's financial advisors to investigate the reasons why the accounts have not been signed off and establish a plan to find resolution. The outcome of that meeting will be advised to the board for the July Board meeting.

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

7.4 EOTC Committee Report

The EOTC Committee meeting was held on the 25th May to discuss and consider one EOTC activity that requires Board approval: (Refer to the June **EOTC Report** for detailed information.)

- Services Academy Bushcraft Camp, taking place from 19th – 23rd June.

The committee approved the application on condition that when the NZDF itinerary for the camp and the NZDF RAMs are received, the Tumuaki and Chairperson consider both and have the authority to approve the activity if satisfied by these documents.

The activity was approved in accordance with this delegated authority and the camp is currently underway. ***The EOTC Report was moved by Grant and seconded by Kim.***

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.

Recommendation:

"The Board receives the Tumuaki Report."

Moved: Grant

Seconded: Iona
Carried Unanimously

8. Public Excluded Business / In Committee

Presiding member, Jaylene Ball requested that the Meeting move into committee at 7:46pm.

Recommendation:

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

Moved: Jaylene

Seconded: Wilm

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 Candice Dennis – Board Secretary, be permitted to remain at this meeting, after the public has been excluded."

Moved: Jaylene

Seconded: Wilm

Carried Unanimously

Whilst in committee, members discussed three Personnel matters.

The Chair moved out of Public Excluded Committee at 8:08pm.

Moved by Jaylene and seconded by Grant.

Final comments:

The meeting closed at 8:10pm.

Signed: _____

Name: Jaylene Ball

Date: _____

27/7/2023

James Cook High School Board of Trustees Correspondence Inwards Record					
Date	Type	From	About	For Attention	Presented at Board Meeting of
29/05/2023	Email	Emma Holmes NZSTA	NZSTA AGM 2023	All	29/06/2023
31/05/2023	Email	Candice Dennis Board Secretary	Strike Action Resumes Again – Update Wednesday 31/05/2023	All	29/06/2023
1/6/2023	Email	NZSTA	Nomination time for NZSTA President and Board Elections	All	29/06/2023
2/6/2023	Email	Candice Dennis Board Secretary	Important Reminders	All	29/06/2023
6/6/2023	Email	Candice Dennis Board Secretary	PPTA Strike Reminder	All	29/06/2023
9/6/2023	Email	PPTA	STCA and ASTCA offers rejected	All	29/06/2023
12/6/2023	Email	Philip Doyle Business Manager	PPTA Strike Notice – week of 12 th June 2023	All	29/06/2023
12/6/2023	Email	NZSTA	STAnews – May 2023 Issue 328	All	29/06/2023
13/6/2023	Email	Emma Holmes NZSTA	NZSTA AGM 2023	All	29/06/2023
14/6/2023	Email	Candice Dennis Board Secretary	Pride Week 12 th – 16 th June 2023	All	29/06/2023
14/6/2023	Email	NZSTA	Sector Update – Code of Conduct for School Board Members	All	29/06/2023
15/6/2023	Email	Candice Dennis Board Secretary	PPTA Strike Notice – week of 19 th June 2023	All	29/06/2023
16/6/2023	Email	Grant McMillan Tumuaki	Last 3 wks T2 as at 1300 Thurs 15 June (002)	All	29/06/2023
16/6/2023	Email	Grant McMillan Tumuaki	Auckland Regional Newsletter	All	29/06/2023
16/6/2023	Email	PPTA	FYI Only == STCA negotiations update	All	29/06/2023
21/6/2023	Email	Candice Dennis Board Secretary	PPTA Industrial Strike Action Called off immediately	All	29/06/2023
21/6/2023	Email	Sesili Kaufusi Board Member	Resignation	All	29/06/2023
22/6/2023	Email	PPTA	Withdrawal of PPTA Strike notices	All	29/06/2023
22/6/2023	Email	NZSTA	Upcoming NZSTA Learning Events – Auckland	All	29/06/2023
29/6/2023	Email	NZSTA	NZSTA Annual Report	All	29/06/2023

Action Points – JCHS June 2023 Board Meeting

Action Point Details:	To Action
<ul style="list-style-type: none"> Electronic copies of Pasifika Student Achievement Strategy update and Digital Devices update to be uploaded to the Board shared drive. 	Candice
<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"> Send instructions to Iona and Charles RE how to access the Board Shared Drive. 	Candice
<ul style="list-style-type: none"> Update Board Portfolio's and Committees Document + share with all. 	Candice
<ul style="list-style-type: none"> Gather more info RE the "Ask your team" survey tool (and others) that are available. 	Jaylene
<ul style="list-style-type: none"> Gather more info RE recent suspension hearing feedback. 	Grant
Action Points carried forward from the previous meeting:	
<ul style="list-style-type: none"> Suspension hearing PD - Check with Auckland Regional. 	Jaylene