



## JAMES COOK HIGH SCHOOL BOARD

# Minutes (v2)

Thursday 26<sup>th</sup> October 2023: 5.00pm – 7.00pm  
Held in the Endeavour Room

### 1. Opening

1.1 Karakia / Korero timata / Opening word: Wilm - Karakia

1.2 Present:

Jaylene Ball, Kim Dennis, Aroha Matthews, Iona Tusa, Wilm Goodwin, Seu Kaisala, Maharr Tapuai and Tina Filipo.

In attendance: Philip Doyle, Tania Scarborough

1.3 Apologies: Charles Matua

1.4 Absent:

1.5 Declarations of Interest: None

### 2. Action Items from last Meeting

Jaylene went over the Action Point list from the September Board Meeting:

- Resolution of delegated authority for Tina Filipo (in acting Principal role) to be placed on school letterhead by Tania and signed.
- School name change initiative to be included in the Job Description for the new Tumuaki by Jaylene.
- Policy 11B – Tumuaki Appointment. All Board members to provide feedback to Jaylene via email by Wednesday 4 October, 5pm. Not yet completed.

**Moved by Jaylene and seconded by Kim**

### 3. General Business

3.1 Confirm items of General Business Confirmed as per Agenda.

### 4. Draft Strategic Plan Development

Ref: Ref to P2 of the Tumuaki Report

Tina advised that out of the Strategic Saturday 5 annual goals have come about and will be focused on next year. Feedback was discussed. Jaylene commented it was a good recall of everyone's korero. The design is our pou. Tina will report back on the 5 goals Strategy due 01 Jan 2024.

There was discussion re the inclusion of Te Tiriti o Waitangi (known as the Treaty of Waitangi) was questioned. Does this need to be implicit in what we do? It was also noted that it is 'bicultural partnerships' that guides school culture.

Tina to action the rewording of the Strategic Goals to include Te Tiriti o Waitangi.

Further discussion was made around the data taken from Y10's and it was noted that the girls have been quite violent lately. Our Y11 students have been leaving in higher numbers than we would like. This is an issue at the moment and is currently being looked at.

## **5. Onsite Visit to Puutake by Te Pati Maori Party prior to Election Day**

The visit was discussed and pros and cons brought up:

- Board members were disappointed to hear gang members were onsite and had followed the politicians to JC and on to the campus.
- Rawhiri and Natasha (from Manurewa Marae) part of the convoy. Gang members jumped onboard. Charles requested patches be removed as he was here onsite at Puutake.
- Tina attended a powhiri for Manurewa Marae and advised it was supposed to be a small group of 10 at the time, going to Puutake and it grew. Really important to let our visitors know - no patches, we are a safe school they should feel safe.
- SLT are doing a review and have talked about this at our SLT meeting. Processes are to be tightened. We will make sure an SLT member is at the gate if we have groups through again.
- Tina advised Puutake were performing Ahurea bracket. Rangi was up dancing. Was amazing to see and be part of.
- Jaylene mentioned that the Manurewa Marae could have staged this visit as it coincided with government elections. As manuhiri and kaumatua, they could've easily asked patched members to remove their patches as a sign of respect.
- In future Hammond to connect and put word out for future PUU events and has since been back and spoken to the Marae.
- Members agreed that it didn't look good for the school. We need to sharpen up on our processes.

## **6. School Name Change**

Last discussed at the September Board Meeting.

- Wilm did not realise the school name change was going to be parked until the new Principal is employed, this will be added to Principal's appointment.
- With Waru resigning from the Board, there was concern the school's name change committee would disappear.
- Wilm advised he would like to be on the School Name Change committee. Jaylene advised we will revisit this – Bring up in Term 1, 2024.
- Jaylene also advised the Board that the school's name change was gifted to us by Kingitanga – the rightful place to receive new name change as our school sits within Tainui whenua.
- Mahaar said that students he knows want the name to stay as James Cook. Concerns around costs of uniform etc. if the name change went ahead.
- Jaylene suggests putting out a survey to students re name change to get student voice. All agreed. Iona thinks the younger students should have a voice too, not just senior students.

There was discussion around packaging a plan for Maharr re name change referendum.

**7. Administration**

**7.1 Correspondence**

Ref. Summary attached.

Received inwards.

Waru Clarks resignation has been accepted.

*Moved by Kim and seconded by Iona.*

**7.2 Confirmation of Minutes and signing of most recently updated Board Policies.**

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

*Moved by Aroha and seconded by Iona.*

**8. Reports**

**8.1 Policies and Governance Report**

8.2 Policy #2B Board Member Code of Conduct, #12A Tumuaki Performance, Development and Wellbeing. #14A Board EOTC Committee, #14B Education Outside the Classroom (EOTC), #16 Self-Review, #17A School Timetable were signed off by Jaylene electronically.

**9. Finance Committee Report**

The Finance Committee meeting was held on the 26<sup>th</sup> October. (Refer to Financial Report and fundraising resolutions).

Kim presented finance report and advised we are in a good position. The report was explained to Maharr for clarity.

Banked Staffing was moved to In Committee.

Philip requested to re investigate 'pending' funding resolutions and report back to the Board.

Bottom line – we are looking healthy.

*The Finance Report was moved by Seu and seconded by Maharr.*

*Jaylene advised the Board she met with Ed-Tech (at her workplace) where they were walked through how to read Finance Reports. Ed tech did a great job with a simple walk through. A session could be organized if any Board members would like to join a 1-hour session with Paul Wright. Date to be advised. Jaylene to advise Board members.*

**10. Property Report**

Ref: Property Update

Philip spoke on this report.

The property report was presented by Philip.

Currently working through an audit of school site. We are working through the mechanics – this is a work in progress.

Will bring back to table for next meeting.

Tina, Jaylene and Philip had a meeting with MOE property teams with regards to what can happen here re buildings. 20, 21, 22 audit reports to come.

***The Property Report was moved by Kim and seconded by Iona.***

**11. EOTC Committee Report**

Ref: EOTC report

There were two EOTC's that were electronically approved by the EOTC Committee.

***The EOTC Report was moved by Jaylene and seconded by Wilm.***

**12. Acting Tumuaki Report**

Taken as read. Acting Tumuaki Tina presented this report which progressed through the Board members asking questions and providing responses they may have. Then any recommendations are considered.

The following points were mentioned:

- Principals Panui – School newsletter going out this week.
- Maharr advised re toilet upgrade. No crowds gathering, due to the new window. Only 2 toilets, a couple more are required.
- Manaaki room –for new student's inductions who need-a place to go. Overseas students that enrol, now go to the Manaaki Room for more wrap around support. The Ministry has been approached for funding for this area.
- TPU has also applied for funding from MOE for crisis management support and special courses.
- With the new Government be aware - there will be changes and we need to be mindful of our students and kura. Will discuss further at Nov meeting, re credits.
- Wilm brought up stand downs – Tina advised what has been happening and the rippling effects. Will present in November, how we manage our pastoral system, which should help next year.
- Wilm advised he has heard that the Board was asked to slow down on stand down, no one believes this was said at a Board Meeting. Tina clarified that the Board have nothing to do with Stand downs, only Suspensions.
- Jaylene to communicate what the Board does and will forward this to Tina.
- First Aid – do we have a Staff list of current First Aiders? Philip to check this. Trips must have a certain number of First Aiders. Jaylene asked - Is it not compulsory? We do send First Aiders on our school trips.
- Jaylene asked re Truancy service - can we use this? Tina advised that we can and will get the names of the 2 attendance officers assigned to JC. Tina will update the Board at the next meeting.

Received as true and accurate.

***The Acting Tumuaki Report was moved by Tina and seconded by Kim.***

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

Presiding member, Jaylene Ball brings the meeting to a close at 7.23pm and requested that the Meeting moved to In committee, to discuss matters of a sensitive nature at 7.35pm.

**Recommendation:**

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

**Moved:** Jaylene      **Seconded:** Seu

**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 Tania Scarborough – Board Secretary, be permitted to remain at this meeting, after the public has been excluded."*

**Moved:** Aroha      **Seconded:** Seu

Tina left the meeting at 7.25pm.

Whilst in committee, members discussed several school related matters.

The Chair moved out of Public Excluded Committee at 8:58pm.

***Moved by Jaylene and seconded by Seu.***

**Final comments:**

Wilm closed the meeting with a karakia.

The meeting closed at 8:35pm.

Signed: \_\_\_\_\_

Name: Jaylene Ball

Date: \_\_\_\_\_

30/11/23

