

JAMES COOK HIGH SCHOOL BOARD

Minutes (v1)

Thursday 30th November, 2023: 5.00 – 7.00pm

Held in the Endeavour Room

1. Opening

1.1 Karakia / korero timata /Opening word: Seu - Karakia

1.2 Present:

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

In attendance: Philip Doyle, Tania Scarborough

1.3 Apologies: Charles Matua (was going to join via zoom)

1.4 Absent: Maharr Tupai

1.5 Declarations of Interest: None

2. Action Items from last Meeting

- Philip advised Board as part of the Monthly Financial Report he will advise what teachers are funded from (Teachers' salaries and Operations Grants)
- Jaylene advised that the school name change has been included in the Job Description for new Tumuaki
- Jaylene locked in date of 9th Dec for Tumuaki interviews
- Jaylene to advise dates for Ed Tech training sessions in February 2024
- Jaylene provided a list of 'What the Board does' for Tina's perusal

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: As per Board Annual workplan)

Tina to update Board on any progress to date.

5. Donation Scheme – 2024 (Opted in for TPU and JCHS)

\$150 per student approved for each coming year. All agreed.

Moved by: Seu and seconded by Aroha

6. **Board Christmas Dinner** – Was decided a dinner would be had at the first meeting in 2024. 1st February confirmed. Tania to provide a couple of Restaurants for this and email to members. Also, a calendar for 2024 Board Meetings to be emailed.

7. Administration

- 7.1 Correspondence Summary Attached.
Received inwards and approved outwards.

An incident was discussed where a student had been beaten up and put on Wattle Downs FaceBook page. Iona would like the truth to be known to the public. This was managed the best we could to de-escalate, but some parents refused to remove the post. What other options can we offer students to vent their anger rather than on Facebook pages?

- 7.2 **Confirmation of Minutes** and signing of most recently updated **Board Policies**.
The minutes of the October Board meeting were received as a true and accurate record.

It was also noted that Kim will talk at the Junior and Senior Prizegiving events in Jaylene's absence.

Moved by Aroha and seconded by Iona.

8. Reports

- 8.1 Policies and Governance Report

"Policy #14B Education Outside the Classroom (EOTC) to be reviewed and made in to one document rather than an A and B. This is to be completed electronically in week 10 – Tuesday 12th December 2023.

-Roydon's trip (Vietnam) was emailed to the EOTC Committee. The Board were advised that previous trips to Samoa and Hawaii had a 2 year lead in and met monthly. More work to be done on the Policy.

-EOTC committee to liaise re this in coming weeks if possible. Tina has the Howick Policy which is covers everything. She would like a clause put in that we are not liable for money if trip does not go ahead. This is to protect the school, students and the Board. Fit for purpose for the future. This is also to be discussed further by the EOTC Committee and brought back to the table.

- 8.2 Finance Committee Report

The Finance Committee meeting was held on the 30th November. (Refer to Financial report and fundraising resolutions).

Finance is being discussed at In Committee

Kim presented Finance report.

-There is money in deposit. Advised the pink highlighted figures show waiting for money to come, therefore, pending \$10k.

-A few questions were asked- "What did we do with the donated \$50k?", it wasn't just for sport. Another \$12k to come. Discussion was had. It was split between sport and Trades Academy. Also, "Could some of the money be used for sports uniforms?"

The following items were brought up and discussed:

-We need to apply for Funding earlier than we have been. Can we look at funding for uniforms?

-As Y13 students leave, they take their uniforms with them and we can't replace them.

-Iona going to pass on a contact number of someone who could possibly provide money for uniforms.

-\$10 per sport has been bumped up to \$20 per sport.

-Disparity between different codes.

- Laptops have a 3yr lease. (Philip to advise on this).
- Laptops are now in COWS. Less cost, more effective.
- Accepting the 5YA as signed by presiding Board member on 17th November on behalf of the Board.

The Finance Report was moved by Kim and seconded by Seu.

8.3 Property Report

The property report was presented by Philip.

- 5YA signed off with Ministry. Can activate changes for school.
- Board property ownership – we are still waiting on this
- Puutake shade is supposed to be installed 8th January 2024
- TPU upgrade funds, to be used for JC
- \$5.1m to spend but also some on weather tightening
- Amendments to 5YA see Philip
- Projects are in and out
- Draining and roofing does need money spent on them
- Ministry now engaged
- Tina advised Board will need to decide re cladding and outside look of new build. Important for all of the community.
- Jaylene brought up – if we are thinking the marae should be at front of school, Hammond needs to be in the picture as a life was lost. To keep on the table.

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

8.4 EOTC Committee Report

The EOTC Committee did not meet prior. Trips #200 and 202 were electronically approved by Chair and Acting Tumuaki.

- Timings to tighten up on EOTC applications being accepted.
- Board discussed two applications #200 and #202. Discovery Days and Condor Sevens
- Wilm asked for clarity – 6 weeks Board approved or 4 weeks Principal.
- A question was asked: “Could an EOTC be put in for a sport that makes Nationals before it happens?”
- Also, a question was raised re \$1500 Board funded a trip. Philip to clarify – Tania to add to Action Points.

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

8.5 Tumuaki Report

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

- Discussed data and the reading levels of our students.
- Two goals – intervention and strategies for students and arm teachers with strategies.
- Discussed End of Year data and the use of Writers toolbox (this can be used from Y4 through to Y13). Roscommon have been using this successfully in Years 4-6.
- We are looking at lots of strategies our students can use.
- JC Diploma – students are very engaged in this.

- NCEA – great data coming in.
- Teachers are in a good space. Students realise you can't just come into credit count programme, you have to work throughout the year.
- Lots going on with connecting with the community.
- Diversity Co-Ordinator – funded by MOE – all different cultures.
- Sharing resources with MH
- School waerea – staff practice every Monday and Friday at briefings.
- Leadership coaching started last week. 2 days coaching course. To push staff in the best way.
- Strategy and Annual Plan – discussed the marae diagram. This needs to be professionally put together. Bringing someone in to finish it.
- Q&A
- School roll questioned.
- Had a lot of families from overseas enrolling their children here. An increase in Filipino students.
- Junior Diploma – this can be carried to next year.
- O le Tupu'aga – 5 or 6 families. Wasn't big.
- Good news – autistic student re maths loved Paul Fenn.
- Finlayson grateful for Mike Williams being available to them.
- Physio onsite on Wednesday's \$20. 16 staff members attending.
- Increase in Stand downs. Violence is up. Tina meeting with students who have been bubbling. - Giving students options on conflict.

The Tumuaki Report was moved by Tinas and seconded by Wilm.

9. Public Excluded Business / In Committee

Presiding member, Jaylene Ball brings the meeting to a close and requested that the Meeting move into committee, to discuss matters of a sensitive nature at 7.25pm. Tania was excused.

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

Moved: Seu **Seconded:** Aroha
Carried Unanimously

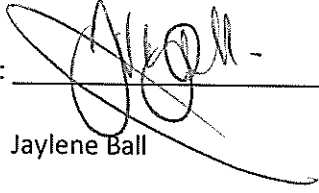
The Chair moved out of Public Excluded Committee at 8:30pm

Moved by Jaylene and seconded by Kim

Final comments:

The meeting closed at 8:40pm

Signed: _____

A handwritten signature in black ink, appearing to read 'J Ball', written over a horizontal line. The signature is stylized and somewhat cursive.

Date: _____

1/2/24

Name: Jaylene Ball

