



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

## JAMES COOK HIGH SCHOOL BOARD OF TRUSTEES

# Minutes

August 25<sup>th</sup> 2022: 5.00pm – 7.00pm

Held in Endeavour Room

### 1. Opening

1.1 Karakia / Korero timata / Opening word: Waru Clark

1.2 Present:

Waru Clark; Grant McMillan, Alvin Chand, Philip Doyle, Jaylene Ball, Kim Dennis, Fetana Leulu; Candice Dennis

1.3 Apologies: Simon Adams

Absent:

1.4 Declarations of Interest: None

1.5 Confirm items of general business:

Board Chair requested two new items be added to General Business, as detailed in GB below.

Waru welcomed everyone present and opened by acknowledging this as being the last meeting with the current Board, before the new Board takes office after the election, on the 14<sup>th</sup> September 2022.

Waru expressed how humbled he felt and went on to summarise how things have changed for the better over the past three years. He thanked the Board members for their hard work and commitment to the school, including Victoria Takawe, Simon Adams and Anne Farmer who were not present. He also acknowledged the support the Board receives from the in school team.

Waru requested that Board members take a moment to reflect back over the past three years and opened for Board members to share their reflections. Everyone spoke of their experience as being very positive and a privilege to have served on the Board of James Cook High School.

Fetana excused herself from the meeting at 6pm as she had another commitment to attend.

### 2. 2022 Board Work Plan

The 2022 Board Work Plan was reconfirmed.

### 3. Tumuaki•Principals Report

The Principal's report was tabled as read.

#### Strategy for Māori Student Achievement

Grant handed out a summary of the Strategic Goals for Maori Student Achievement which outlines the outcomes that we would like to achieve for all Maori learners in our Kura. Kim stated that Puutake

may have a different stance on this and will implement their own views. Grant reported that Karen McClutchie from ERO suggested that it was time for a Puutake Development Plan.

Waru was in favour of a consultation including the Board; Tumuaki.Principal and students. Grant offered to approach Te Iwingaro to see if she's available for a consultation about the Maori Strategic Plan. **Grant to Action.**

*"The board resolved to move the Maori Strategic Plan forward for Consultation."*  
**Moved by Waru and seconded by Jaylene.**

#### *Policy Review*

Policies 11A, 11B and 6B were reviewed this month and accepted as amended. All proposed draft policies were included as Annex B of the Tumuaki.Principal's Report.

#### **Recommendation 2:**

*"That the Board approves Policy 11A as amended – Staff Appointments."*

Moved: Jaylene      Seconded: Kim  
**Carried Unanimously**

#### **Recommendation 3:**

*"That the Board approves Policy 11B as amended – Tumuaki.Principal Appointment."*

Moved: Jaylene      Seconded: Kim  
**Carried Unanimously**

#### **Recommendation 4:**

*"That the Board approves Policy 6B as amended – Analysis of Variance."*

Moved: Jaylene      Seconded: Kim  
**Carried Unanimously**

#### **Recommendation 5:**

*"The Board receives the Tumuaki.Principal's Report."*

Moved: Grant      Seconded: Alvin  
**Carried Unanimously**

- Please note correction of typing error in Section 10 of the Principal's Report – HR and Personnel: James Wairere should read Wairerewaikarakia James.

## **4. General Business**

### **4.1 Fundraising Resolutions**

There were no significant changes. The fundraising resolutions were ratified, following the Finance Committee Meeting.



#### 4.2 Update - Potential School Name Change Initiative

Grant provided feedback to the Board on Fetana's behalf following the recent meeting that was held with the School Name Change Committee. The student's support the name change because they feel it is time for the next step. Cook got us this far, we now need another navigator to take us into the future. They had some ideas of their own e.g. a diverse group of students coming together to agree on possible name options.

Waru used the connection of JCHS and the harbour as a reference point and referred to the naming of Manurewa Marae Committee as an example.

Grant asked Board members if they would like any suggested school names to be noted in the Minutes. It was agreed to wait for the Name Change Committee to table some options to be considered.

The next phase would be to engage with mana whenua. Unfortunately, the election will put a break in the process. Waru suggested that another meeting should be held to discuss possible names prior to the election. **Waru to action.**

#### 4.3 Update - 2022 School Board Triennial Elections

Philip updated the Board and advised that votes are trickling in; the process is working and he encouraged the Board members to do some electioneering.

Grant shared Fetana's suggestion of holding a "Meet the Candidates" evening with kai to encourage more voting from the Pacifica community. There was also a suggestion to publish candidate statements in x4 different languages. Philip noted that adequate quality control around the translation of the statements would be needed to maintain the integrity of this process.

The Board members briefly discussed these ideas and suggested that Zoom should be considered for the "Meet the Candidates" evening.

#### 4.4 Feedback to Architect and MOE re Master Plan presentation at last meeting

The Board discussed the Property Strategic Plan as presented by David Baird and Bernard Cheng at the last meeting. Jaylene spoke about the need for consultation regarding the location of Puutake, and she was concerned that if consultation does not occur, it would be viewed as a dictatorship and not a partnership. Grant explained that the Property Strategic Plan as presented was not definitive and supported the idea of consultation taking place.

Following this discussion, a Recommendation was tabled as below.

##### **Recommendation 1:**

"That the Board endorses the Property Strategic Plan as presented at the last meeting as being on the right track. An additional request is to prepare a design option leaving Puutake and the marae and wharenui where it is currently located (i.e. not moved to the front of the school as per the options presented to date.)"

Moved: Jaylene

Seconded: Waru  
**Carried Unanimously**

An additional request was made by the Board for the Architect to prepare a design option leaving Puutake and the marae and wharehau where it is currently located (i.e. not moved to the front of the school as per the options presented to date.") **Philip to Action.**

Waru suggested that the plan presented for consultation to stakeholders including the community, should be a "draft in development".

#### 4.5 School Policies

Waru added School Policies as a topic to be discussed under General Business. The purpose of this was to inform the Board that as Chair he had signed hard copies of all recently updated policies. There was a list of all policies and their current status for the Board to review. The Board agreed this was an accurate summary of all current policies.

The School Policies should continue to be reviewed over a 3-year cycle.

**Moved by: Waru; Seconded by: Kim**

#### 4.6 Tumuaki.Principal Title

Waru added a motion to amend the title of Tumuaki.Principal to Tumuaki only as the official and only term of reference for our Principal. Following discussions, Jaylene felt that it was selectively inconsistent and suggested consultation was needed. Kim agreed. Grant explained how he was appointed as "Principal" on all correspondence, but felt the name didn't fit for this school. Grant acknowledged the inconsistencies and agreed it is frustrating. Discussions continued and the topic was deferred to the next board meeting.

Jaylene then recommended a consultation plan for all items together. However, Grant didn't think it would work as each item requiring consultation is at different stages.

### 5. **Administration**

#### 5.1 Correspondence

James Cook High School Board of Trustees Correspondence Inwards Record					
Date	Type	From	About	For Attention	Presented at Board Meeting of
29/07/2022	Email	NZSTA	Elections Update	All	25/08/2022
10/08/2022	Email	NZSTA	Board Matters	All	25/08/2022
11/08/2022	Email	Penny Voigt	Polyfest 2023	Principal	25/08/2022
15/08/2022	Email	PEC Consultation	Have your say - Principal Eligibility Criteria for use by School Boards	Board Chair	25/08/2022

#### 5.2 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 Jaylene and seconded by Grant.**



- 5.3 Matters arising from minutes of the last meeting  
None.

**6. Public excluded business / In Committee**

The Chair, Waru Clark requested that the Meeting move into committee at 7:15pm.

**Recommendation 5:**

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

**Moved:** Waru **Seconded:** Kim  
**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 6:** *"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:** Waru **Seconded:** Kim  
**Carried Unanimously**

Whilst in committee the Board discussed one personnel matter.

The Chair moved out of Public Excluded Committee at 7:48pm.

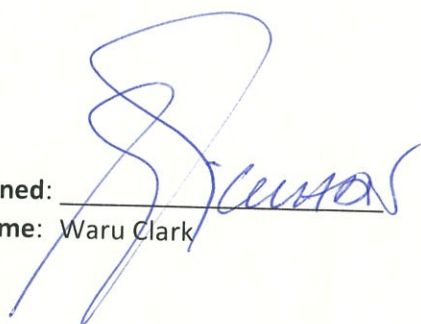
**Moved by Grant and seconded by Alvin.**

**Final comments:**

Alvin closed meeting with some words of wisdom and reflection. Our waka is pointing in the right direction. The way to bring about change is to reflect and model it.

The meeting closed at 7:50pm.

Signed: \_\_\_\_\_  
Name: Waru Clark



Date: 27.10.22

## **Actions Points – August 2022 Meeting:**

1. [Reminder] NZSTA Annual Conference 2022 in Christchurch 7 – 9 October:  
**Candice managing Registration and bookings with new Board.**
2. All Board Members to pencil in 5pm Meet and Greet / Handover in the Endeavour Room on 15<sup>th</sup> September.  
**All to action**
3. Invite Sa'id to next Board meeting to report on Year 13 Achievement and UE tracking to date. **Candice to Action**
4. Advise Master Plan Architect (David) and MOE Property Contact (Bernie) regarding the Board's endorsement of the Property Strategic Plan and also a request to provide an option with Puutuke remaining in its current location.  
**Philip to Action**
5. Grant to approach Te Iwingaro and see if she's available for a Consultation about the Maori Strategic Plan including the Board; Tumuaki.Principal and students. **Grant to Action**
6. Call a meeting for the School Name Change Committee prior to election on the 7<sup>th</sup> September. **Waru to Action**