



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

## JAMES COOK HIGH SCHOOL BOARD

# Minutes

October 27<sup>th</sup> 2022: 5.00pm – 7.00pm

Held in Endeavour Room

### 1. Opening

1.1 Karakia / Korero timata / Opening word: Aroha Matthews

1.2 Present:

Waru Clark; Wilm Goodwin, Tiare Maangi, Jaylene Ball, Kim Dennis, Aroha Matthews; Seu Kaisala and Grant McMillan.

In attendance:

Philip Doyle, Candice Dennis

1.3 Apologies: None

Absent: NA

1.4 Declarations of Interest:

Conflict of Interest forms were circulated to all Board members. Waru asked all Board members to complete the form, even if they have nothing to declare. The forms were completed and submitted to the Board Secretary at the meeting. Board records to be updated – **Candice to action.**

1.5 Confirm items of general business:

Waru welcomed everyone present and explained that the Principals Report had now been moved to the end of the Agenda, to allow enough time for Board members to address more important matters earlier in the meeting. The Principals Report which is circulated on the Friday prior to every meeting will be *taken as read* at each meeting, and Board members (as always) were encouraged to ask questions if needed.

### 2. 2022 New Board in Office

2.1 Feedback from NZSTA Conference

Waru asked the Board members who attended the recent NZSTA Conference in Christchurch to share their thoughts and feelings about the conference.

Jaylene thanked Grant for his wonderful hospitality and for looking after the Board members so well.

Waru thanked Grant, Philip and Candice for their help with the coordination and planning of all organisation required for the Conference.

Key learning areas shared by the Board members included:

- Many found the Powhiri opening very interesting
- Learning how to speak up more
- Official Information Act
- Conflict of Interest
- Declaration of Independence signed 5 years before the Treaty
- It was suggested that a mana whenua should be on every School Board
- Schools should not be using the phrase Maori in mainstream, instead English medium should be used.

Some Board members felt there was an information overload. Overall, they all seemed to enjoy connecting and getting to know each other better.

Waru brought up the opportunity for Board members to attend the upcoming NZSTA Journey to Te Tiriti taking place at the end of November, and asked for any indications of interest. Wilm would like to attend. Candice to arrange registration for Wilm. **Candice to action.**

## 2.2 Board Routines

Waru provided an explanation for each Board routine including the format of the monthly Agenda, Minutes of Meetings; Electronic Voting and the Annual Work Plan.

He explained that electronic voting is only used when an urgent response is required, and Jaylene reminded everyone that electronic voting requires 100% response rate.

Waru suggested that next year the Board should revisit the online meeting forum / Zoom meetings to ensure that all Board members are familiar and comfortable with holding Board meetings via Zoom, should this be required again.

## 2.3 Agreement to Monthly Meeting times

All Board members are happy to continue meeting on the last Thursday of every month from 5pm – 7pm. The December Board Meeting is usually a short gathering which is then moved to a restaurant for kai.

## 2.4 Selection of Committee Members

Waru asked all Board members to complete a form indicating their availability and areas of interest which included focus areas such as finance, policy and governance, health and safety, human resources and curriculum. Waru also mentioned the disciplinary / student management area which had not been included on the form but was an equally important part of the Board's service to the school. Seu asked for more information, and Grant explained the suspension process. Grant encouraged all Board members to attend a suspension hearing, even if only to observe, as it provides valuable insight and is a great learning experience. The information completed on the forms will be collated into a Board document outlining who is available to assist (when required) in the various focus areas. This document will be shared with all Board members and will be reviewed regularly.

## 2.6 Co-option

We have a very good Maori representation on our current School Board. Our Board can co-opt up to four additional members. It was agreed that it would be a good idea to invite other members of our Pasifika community to join the Board. Seu asked how co-option works and Grant explained the difference between co-option and appointment.



It was decided this area requires further discussion. Waru asked for this to be placed as a topic on the Agenda for the next meeting. In preparation for that discussion Board members were asked to take time to consider co-option and to forward their ideas for consideration to Candice by next week Friday 4<sup>th</sup> November.

2.7 Support for the Board

*Support for the Board* refers to any Board member who may need a mobile phone, device, WIFI etc... to be able to effectively perform their Board member duties. Board members were asked to communicate with Candice if there are any needs in these areas.

3. **General Business**

3.1 Fundraising Resolutions

There were no significant changes. The fundraising resolutions were ratified, following the recommendation of the Finance Committee Meeting held that afternoon.

3.2 Request from HOF Social Sciences trip to Vietnam 2023/2024 discussion

This request was put to the Board previously and it was granted in principle, but did not go ahead. Grant explained that the Teacher is seeking approval in principle so that he can consult with stakeholders and plan further. The Board requested more information to support decision making. A more detailed concept / plan would need to be presented to the Board before progressing. The Board deferred this decision and asked for this to be included as a topic in the February 2023 Board meeting. Candice to communicate this outcome to Roydon. **Candice to action.**

3.3 Update - Potential School Name Change Initiative

Since the last meeting there have not been any further changes. The students who were driving this initiative are currently in exam mode. The name change initiative is a “work in progress”. The Board has agreed in principle to go ahead, and the next step is to engage with mana whenua.

A detailed discussion followed regarding the mana whenua of Manurewa.

Wilm asked for the two suggested names that had been put forward, which Waru provided:

- *Te manukanuka o hoturoa*
- *Uenuku*

Jaylene suggested the Student Council getting involved with this. Grant offered to arrange a meeting with Sa'id, Gina and Tiare to progress this further. **Grant to action.**

3.4 Title of Tumuaki•Principal

The use of the title Tumuaki•Principal was revisited following a meeting earlier this year. Board members were asked to consider changing the title Tumuaki•Principal to Tumuaki (only). Grant explained the background of this title, noting that the position was advertised as Principal. However, immediately following his Powhiri he realised that Principal is not the correct term for his role at JCHS.

Following further discussion, Waru tabled a motion to amend the title of Tumuaki•Principal to Tumuaki (only) as the official term of reference for our Principal.

**Moved by Waru, seconded by Kim.**

#### 4. Administration

##### 4.1 Correspondence

James Cook High School Board of Trustees Correspondence Inwards Record					
Date	Type	From	About	For Attention	Presented at Board Meeting of
12/10/2022	Email	NZSTA	Board Matters: Welcome on Board Sessions	All	27/10/2022
20/10/2022	Email	NZSTA	Board Matters: Payment of new pay equity rates for school admin	All	27/10/2022
21/10/2022	Email	NZSTA	Journey to Te Tiriti	All	27/10/2022
21/10/2022	Email	NZSTA	Term 4 Board Matters	All	27/10/2022

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

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

***Moved by Jaylene and seconded by Grant.***

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

***Moved by Jaylene and seconded by Kim.***

Final copies of Policies 11A, 11B and 6C were signed by the Board Chair at this meeting.

##### 4.3 Matters arising from minutes of the last meeting

None.

#### 5. Tumuaiki•Principals Report

The Principal's report was tabled as read, and questions were welcomed.

##### Financial Update

The Finance Report was presented by Kim who discussed the actual staffing vs entitlement staffing. It was noted the school has significant term deposits with our bank. Kim drew attention to the fact that learning resources which is student focused spending is where the majority of our funding is spent.

Grant outlined the effect of the reduction in student numbers on the annual operating funding for 2022. We have recently been subjected to a roll return audit in which the MOE auditors challenged approximately 100 students being included in our funding models. Negotiations continue with the MOE to resolve this anomaly.

Kim briefly summarised the funding applications and highlighted all the successful and approved applications. Progress is definitely being made. All declined funding applications will be reapplied for elsewhere. So far, we have applied for \$230,000 and have been approved for \$106,000.



Philip mentioned that Jaylene has identified a few funding opportunities which she has brought to our attention, and he encouraged other Board members to do the same. Aroha made us aware that Air NZ offers scholarships and funds overseas trips, which we will definitely keep in mind for future.

#### Property Update

Philip provided the Property update explaining that there have not been many changes and that the Property area does not move very quickly as they are big projects and strategic in nature.

Grant offered to reformat his Principal's report going forward, starting with Finance, followed by Property, for ease of reference at future Board meetings.

#### Recommendations

The Principal's report included the following Recommendations...

The Board noted there were several items requiring community consultation, including the strategic plan and the Maori Education Strategy.

Grant requested that it be noted in the minutes that the content for these consultations' hui and fono needed to be carefully considered and planned for.

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

*"That the Board adopts the proposed draft 2023-25 Strategic Plan"*

Moved: Grant      Seconded: Jaylene  
**Carried Unanimously**

##### **Recommendation 2:**

*"That the Board will consult with the community by: **(Date TBC)**, noting that the Tumuaki Principal assisted by the Staff and Student Board members will ensure consultation occurs within the school."*

Moved: Aroha      Seconded: Wilm  
**Carried Unanimously**

#### ***Policy Review***

The details of Policies 12A, 12B, 13A and 13B were discussed and reviewed this month. All proposed draft policies were included as Annex E of the Tumuaki Principal Report.

Policy 12A - There was some debate regarding the use of the word "designate" which was resolved by amending the wording of the policy.

Policy 12B - Revoked, as recommended.

Policy 13A - The board had an in-depth discussion over Policy 13A – Curriculum, and decided to defer it to November. Grant will have an interim discussion with Wilm. **Grant to action.**

Policy 13B - Approved as amended.

**Recommendation 4:**

*"That the Board approves Policy 12A as amended – Tumuaki.Principal performance management."*

Moved: Seu      Seconded: Kim  
**Carried Unanimously**

**Recommendation 5:**

*"That the Board revokes Policy 12B – Tumuaki.Principal Appraisal."*

Moved: Seu      Seconded: Kim  
**Carried Unanimously**

**Recommendation 7:**

*"That the Board approved policy 13B, as amended – Information Technology."*

Moved: Seu      Seconded: Kim  
**Carried Unanimously**

***Proposed Leadership Developments***

Referring to Annex F - Proposed Leadership Developments, Grant provided a brief summary of the proposal in his report.

A discussion occurred about the Pasifika Plan, approaching the Pasifika community and a historic role of Pasifika Coordinator. Grant and Seu agreed to meet to discuss these things further. **Grant to action**

Waru expressed his deep concern about the lack of progress made towards the strategy for the Development of Pasifika within the school. (Refer to Charter & Strategic Goals 2022) He noted that ideas were still being talked about, and no action has yet occurred. In the recent past, representatives of the Pasifika community have been in discussions with the previous staff representative, as Maori Board members did not believe it was their place to drive these discussions. Grant acknowledged he wasn't happy about this and would consult further with the Board in the coming months.

The following Recommendations regarding these roles were tabled...

- Associate Principal
- Assistant Principal; Maori Student Achievement
- Assistant Principal; Principal's Nominee and Timetabler
- Assistant Principal; School Operations

**Recommendation 8:**

*"That the Board approves the Appointment of an Associate Principal from the start of 2023, this being a permanent fulltime position."*

Moved: Jaylene      Seconded: Grant  
**Carried Unanimously**

**Recommendation 9:**

*"That, in accordance with the Māori Student Achievement strategy, the Board approves the appointment of an Assistant Principal responsible for Māori Student Achievement from the start of 2023, this being a permanent fulltime position."*

Moved: Grant      Seconded: Wilm  
**Carried Unanimously**

**Recommendation 10:**

*"That the Board notes the continuation of the current combined Principal's Nominee and Timetabler roles as being an Acting Assistant Principal role for a further year, this being fixed term for 2023."*

Moved: Grant      Seconded: Kim  
**Carried Unanimously**

**Recommendation 12:**

*"That the Board notes the continuation of the current role of Acting Assistant Principal with responsibility for School Operations as extended for a further year, this being fixed term for 2023."*

Moved: Kim      Seconded: Seu  
**Carried Unanimously**

A point was raised regarding the use and investment in school issued student devices. Waru requested a review of this initiative. This is to be added to the 2023 Board Work Plan on the anniversary of the devices being issued. **Candice to action.**

**Recommendation 13:**

*"The Board receives the Tumuaki •Principal Report."*

Moved: Grant      Seconded: Jaylene  
**Carried Unanimously**

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

The Chair, Waru Clark requested that the Meeting move into committee at 7:58pm.

**Recommendation 14:**

*"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 15:**

*"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 received and approved the August In Committee Minutes which covered one personnel matter.

The Chair moved out of Public Excluded Committee at 8:01pm.

***Moved by Jaylene and seconded by Kim.***

**Final comments:**

Wilm closed the meeting with a karakia and thanked everyone for their patience and willingness to answer all his questions.

The meeting closed at 8:10pm.

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

Name: Waru Clark

Date: 23.11.22



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

1. Tiare and Grant to meet with Gina and Sa'id to discuss the re-establishment of the Student Council. **Grant to action.**
2. Set dates with Grant for Community consultation. **Candice to action.**
3. Feedback from the school RE Student devices to be added to Annual Work Plan for 2023. **Candice to action.**
4. Seu and Grant to meet to discuss Pacifica coordination. **Grant to action.**
5. Forward considerations for co-option to Candice by next Friday 4<sup>th</sup> November, or earlier if possible. **All Board members to action.**
6. Grant and Wilm to meet to discuss Policy 13A – Curriculum, prior to November Board meeting. **Grant to action.**

