



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

## JAMES COOK HIGH SCHOOL BOARD OF TRUSTEES

# Minutes

September 29<sup>th</sup> 2022: 5.00pm – 7.00pm

Held in Endeavour Room

### 1. Meeting Convened

Kim Dennis convened the meeting and welcomed everyone present to the first meeting of the new Board. Kim acknowledged this as the beginning of a new chapter, extending a very warm welcome to the four new Board members.

Kim asked for a volunteer to open the meeting with a Karakia. Wilm offered and said a prayer in Te Reo Maori.

### 2. Nomination and Election of Board Chair

Kim nominated Waru Clark as the next Board Chair, which was seconded by Wilm Goodwin. Kim called for any other nominations. Aroha Matthews then nominated Jaylene Ball, which was seconded by Kim. The Board members voted, and Waru Clark was duly elected as the next Board Chair.

### 3. Opening

3.1 Karakia / Korero timata / Opening word: Wilm Goodwin

3.2 Present:

Waru Clark; Grant McMillan, Jaylene Ball, Kim Dennis, Aroha Matthews, Seu Kaisala, Wilm Goodwin, Tiare Maangi, Maria Coyne, Sa'id Milton, Candice Dennis

3.3 Apologies: Philip Doyle – away in Australia

Absent:

3.4 Declaration/Conflict of Interest: See below

3.5 Items of general business: Confirmed

Unfortunately, the new Student Representative, Tiare Maangi could not attend the previous *Meet and Greet* gathering that was held for the new Board members as he was away on a Services Camp, so Waru asked everyone around the table to briefly introduce themselves to Tiare, which they did.

- Aroha declared her conflict of interest, explaining that she is a Board member at Waimahia Intermediate School and Roscommon School, and Heather Matthews who works as a Teacher at JCHS is her sister-in-law.
- Waru declared his conflict of interest. He currently works in Alternative Education, but as of tomorrow he is leaving Alternative Education and has accepted a new role at Alfriston College.

- Kim declared her conflict of interest as a NZ police employee and a Board member at Waimahia Intermediate School.
- Jaylene declared her conflict of interest as she is also on another School Board and her son in law is contracted to deliver Sport at JCHS as well as being a Tutor.
- Seu declared her conflict of interest as she teaches at MSL Training.

Waru asked if there were any other declarations of interest that needed to be disclosed and he encouraged all members to ask questions, if needed.

Waru asked Candice to prepare some Declaration/Conflict of Interest forms to be signed by the Trustees at the next meeting. **Candice to Action.**

#### 4. **NCEA Update**

##### Year 13 Achievement and UE Tracking to date – Sa'id Milton

- All Year 13 students are either on a UE Pathway, a Level 3 Pathway or in Trades Academy (only 3 students not doing Level 3 course at Year 13).
- All UE and L3 Pathway students have individualised tracking and work plans which are regular updated and discussed throughout the year.
- A significant number of school leavers are required to be included in our statistical analysis due to NZQA regulations.
- Attendance has a significant impact on the likelihood of students achieving success in their different pathways.
- UE candidates are tracking well – still on course for more than 50 students completing this qualification.
- Year 13 overall – currently on course for around two thirds of the active cohort to complete at least Level 3.

##### Overall progress towards NCEA – Maria Coyne

- Maria acknowledged and welcomed all new members of the Board.
- Tabled her report and will return to a future meeting as required.
- Report presented in two parts. Part 1 - NCEA change plan. Part 2 - NCEA progress data.
- Maria highlighted key points of the presentation, as circulated.
- Our school is the only school in NZ that is involved in most of these changes. We are in all of the Ministry's interactive groups therefore we are in a position where we have voice and influence. A very interesting position to be in.
- In summary, Maria has observed that our staff are very engaged and active in the Teacher only days. We have been on the most incredible learning journey with literacy and numeracy assessments.
- Waru pointed out a risk that we end up teaching to assessment.
- JCHS is an insight school for the NCEA change hub.
- Maria advised the Board members to take time to look at page 8, 9 and 10 which is the first lot of data from the Pilot assessments.
- There has been and continues to be significant mahi taking place to make sure that we achieve the goals that have been set.

#### 5. **Tumuaki•Principals Report**

*The Principal's report was tabled as read.*



Waru directed everyone's attention to the proposals and Recommendations on page 3.

Waru asked Grant to speak to the "Strategic Direction" section of his report, and Grant provided everyone with a summary.

Jaylene spoke to her concern about the recent Roll audit and also about losing 100 students from the Roll. Grant explained that the students weren't coded as "F" (learning from home), but instead had been marked absent. After 20 consecutive days of absence, the students are required to be removed from our Roll according to Ministry guidelines.

The conversation continued regarding the proposed staffing requirements for 2023 and as a result of these conversations Jaylene and Waru requested a current and proposed organisational chart showing the existing and proposed staff structure. **Grant to Action.**

#### School Finances

Kim spoke to the finances section of the Tumuaki.Principal's Report and provided a clear summary of how to read and understand the report, explaining that the first two pages of the report are the most important. In closing, Kim encouraged other Board members to join the Finance Committee.

**The Finance report was moved by Grant and Seconded by Aroha.**

#### **Recommendation 1:**

*"That the Board adopts the proposed approach to the drafting and adoption of the 2023-25 Strategic Plan."*

Moved: Grant      Seconded: Aroha

**Carried Unanimously**

Due to various reasons, Waru moved that **Recommendations 2, 3 and 4** of the Tumuaki.Principal's Report be deferred to the October Board meeting.

The Board requested that **Recommendation 5** be amended, and Aroha requested that the amendment is recorded in the Minutes of the meeting.

#### **Original Recommendation 5:**

*"That the Board approves staffing for 2023 on a similar basis to 2022, noting that this includes the new leadership roles and accepts risk in more roll growth than planned for."*

#### **Recommendation 5: (As amended)**

*"That the Board approves staffing for 2023 on a similar basis to 2022, and accepts risk in more roll growth than planned for."*

Moved: Aroha      Seconded: Jaylene

**Carried Unanimously**

**Recommendation 6:**

*"The Tumuaki.Principal is to regularly update the Board as to the staffing and appointments for 2023."*

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

**Recommendation 7:**

*"Should a further approval be required between Board meetings as actual numbers become known, this is to be initially approved by the Finance Committee, with subsequent electronic voting by the Board."*

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

**Recommendation 8:**

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

Moved: Waru      Seconded: Aroha  
**Carried Unanimously**

**7. General Business**

**7.1 Fundraising Resolutions**

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

**7.4 Opting into the MOE Donations Scheme**

Grant explained that the school receives \$154 per student from the MOE Donations Scheme. If we agree to opt in, it means that the school cannot charge any student for any participation in curriculum activities etc...

The Board agreed to opt into the Donations Scheme. ***Moved by Waru and Seconded by Seu.***

**7.6 Update 2022 NZSTA Conference**

Candice provided all Board Members attending the conference with an Information folder containing their Flight details; accommodation; itinerary; taxi vouchers and petty cash.

**General Note**

Please note the following items on the Agenda were deferred to the October meeting due to time constraints:

- 7.2; 7.3; 7.5;
- 8.1; 8.2; 8.3;
- 9.1; 9.2; 9.3; 9.4; 9.5

## 8. Administration

### 8.1 Correspondence

Printed copies of all Inwards Correspondence received is made available at every Board meeting and stored in a Communications Folder. Board members are free to access this at any stage.

James Cook High School Board of Trustees Correspondence Inwards Record					
Date	Type	From	About	For Attention	Presented at Board Meeting of
4/09/2022	Email	NZSTA	Elections Update	All	29/09/2022
6/09/2022	Email	Iona Holsted: Secretary for Education	Bulletin for School Leaders	Principal	29/09/2022
8/09/2022	Letter	Roydon Agent HOF (Acting) Social Sciences Faculty	History, Tourism and Art History Trip to Vietnam 2023 or 2024	Board Chair	29/09/2022
12/09/2022	Email	Iona Holsted: Secretary for Education	Covid 19 Update	Principal	29/09/2022
22/09/2022	Email	NZSTA	Board Matters: Upcoming Events and learning opportunities	All	29/09/2022

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

Due to time constraints, this was deferred to the next Board meeting.

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

None.

### Final comments:

Jaylene closed the meeting in prayer.

The meeting ended at 8:15pm.

Signed:   
Name: Waru Clark

Date: 27.10.22

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

1. Invite Maria Coyne to attend the next Board meeting to complete reporting back to the Board on NCEA progress and students leaving schooling for employment. **Candice to Action**
2. Declaration of Interest forms for Board Members. **Candice to Action**
3. An organisational chart to be created showing the existing and proposed staff plan including SLT; HOFS; HODS and Deans. **Grant to Action**
4. Contact board members to discuss and seek commitment to BAS focus areas. **Waru to Action**
5. A number of items were deferred to the next Board Meeting. Candice to include on the Agenda for October. **Candice to Action**