



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

JAMES COOK HIGH SCHOOL BOARD OF TRUSTEES

Minutes

January 27th 2022 - Held in Endeavour Room

5.00pm – 7.00pm

1. Opening

1.1 Karakia:

1.2 Present: Waru Clark, Kim Dennis, Jaylene Ball, Eline Peni, Simon Adams, Grant McMillan, Alvin Chand, Philip Doyle.

1.3 Apologies: Eline for running late. **Absent:** Victoria Takawe.

1.4 Declarations of Interest: Nil

1.5 Confirm items of general business: None

2. Election of the board chair

Waru vacated the chair and handed the meeting over to Philip. Philip called for nominations for board chair. Both Jaylene and Kim nominated Waru. Seconded by Simon and was a unanimous vote. Waru accepted.

Chair's opening comments

Waru welcomed everyone back and expressed how great it was for everyone to be together again having not been in the same space together for some time. He also noted that this board was now in place until the next board elections in September of this year. He requested that all board members raise awareness of the elections coming up and keep an eye out for potential board members. Particularly looking for representatives from the Pacifica community.

STRATEGIC REVIEW

3. Tumuaki Principals Report

Grant presented a summary of the NELPS which was discussed in detail. Grant will map school activities against the NELPS and the Charter.

Grant presented a summary of school activities at Red, Orange and Green levels. He also presented a flow chart to help assess school activities against those levels based on the details provided by the Secretary of Education. Grant pointed out that recent letters received from the Secretary of Education provided useful resources.

Grant recounted this week's activities – how our school behaves and functions within the guidelines.

Grateful we have had no Covid cases or Covid transmission within the school. A bit of good look as well as great management.

Grant spoke to the EOTC updates and the effect of Red, Orange and Green levels on the EOTC activities.

2. Policy Review:

Policy 5C Electronic Decision Making

Presented in draft and following a lot of discussion it was requested to be redrafted for resubmission at the February meeting.

4. Draft Charter (Strategic Plan) for 2022 – 24

Draft charter was discussed and moved to resolution. Grants recommendation in his report was that the board approves and adopts the 2022 – 24 charter (Strategic Plan).

Recommendation 1: *"That the Board approves and adopts the 2022-24 Charter (Strategic Plan)"*

Moved: Waru **Seconded:** Kim

Carried Unanimously

6. Vaccine Mandate for Education Employees

The school is extending the monitoring system to capture the third (booster) Covid vaccine mandatory requirements.

7. Red Level Covid Setting

Grant gave an outline of how we might operate with a potential Omicron variant infection spread, there is a need to be visible around how we operate both on and off site within these levels i.e. students being away, staff away (either ill or isolating). We need to get a greater understanding of the mechanics to make all of this work and PLD for our staff may be needed.

11.1 EOTC Summary Report

No major changes considering Red Level implications on activities.

9. Financial Update

Kim reported the current financial status of the school as at the end of December 2021, which is also the summary of the 2021 annual accounts. These accounts are subject to financial audit and final year end adjustments. It was noted that the current finances are currently healthy.

Budget 2022

Budget 2021 has been adopted as Budget 2022. Details attached below.

Banking Staffing

Managing well, predicted to be zero by the end of the school year. Additional staffing is recognised in the accounts as these costs were known and accounted for in the 2021 budget.

Student and school devices

On the basis that the Board seeks to provide a device for every student to support their learning both on and off site, the Board requested the Tumuaki.Principal Finance Committee_and Business Manager to investigate using 2021 unspent CAPEX to potentially purchase devices. In the event that that is not possible for the 2021 CAPEX budget, the Board requests allowance to be made in the 2022 CAPEX budget.

Recommendation 2: *"The Board requested the Tumuaki.Principal, Finance Committee and Business Manager to investigate and secure funding for the necessary devices as soon as possible".*

Moved: Waru **Seconded:** Eline

Carried Unanimously

10. Property Update

The board went on a site visit to view the C Block, Staff Room rebuild and the installation of the zebra crossing outside the school.

Recommendation 3: *"The board receives the Tumkaki Principals report."*

Moved: Grant **Seconded:** Simon

Carried Unanimously

4. General Business

4.1 Start of year Board Function

Christmas / end of year / start of year Board Function suggested date towards end February, Philip to arrange and advise board.

4.2 Student Elections

Thank you to Eline for stepping in and covering this role in the interim. Awaiting advice from NZSTA, if not advice is received before the end of February returning officer to advise and report to be submitted at February board meeting.

4.4 Meeting by Zoom

If board meetings are held by zoom, suggestion that zoom link be sent to the community through social media and or managed through the school website.



4.5 Health and Safety

Discussion regarding TRADE SERVICES level of RAMS provided on site, sites to be reviewed by Lindsay and Cinal which is currently a work in progress. Intention is to work with providers to ensure higher standard of health and safety is in place. Possibility of in-school student health and safety preparation in advance of students going on site for work experience etc... Currently Waru, Cinal and Grant are reviewing what the implication are of being at the Red Light setting.

5. Administration

5.1 Correspondence

James Cook High School Board of Trustees Correspondence Inwards Record				
Date	Type	From	About	Presented at Board Meeting of
27/01/2022	Email	Teachers Council	Teachers Council Data Breach	27/01/2022

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Date	Type	From	About	Approved at Board Meeting of
28/01/2020	Email	Philip Doyle	Teachers Council Data Breach	27/01/2022

5.2 Confirmation of Minutes from August, September, October and November

August, September and October minutes ratified by Jaylene and Kim.
November minutes ratified by Alvin and Simon.

Storage and communication of board information

Philip suggested investigating a "board access only" page on the website to store relevant board information.

General Comments

Waru acknowledged receipt of notices from Grant during recent lockdowns and noted the comprehensive nature of the content and quality of the notices and communications and thanked Grant on behalf of the board and community.

6. Public excluded business / In Committee

The Board Chair, Waru Clark requested that the Meeting move into committee at 7.09pm due to a requirement to protect the privacy of persons to be discussed:

Resolution 4: *"I move that the public be excluded from the whole of the proceedings of this meeting."*

Moved: Grant **Seconded:** Waru

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:

Resolution 5: *"I move that Philip Doyle Business Manager be permitted to remain at this meeting, after the public has been excluded."*

Moved: Grant **Seconded:** Waru

Carried Unanimously

The meeting moved into public-excluded Committee at: 7.09pm.

Whilst in committee various personnel matters were discussed and updated for the Board.

The Chair moved out of Public Excluded Committee at: 7.45pm.

Final comments:

Waru thanked everyone for their attendance and asked Eline to close the meeting. Eline asked everyone to note and share something that they are grateful for.

The meeting closed at 8.00pm.

Signed by: 

Name: Waru Clark

Date: 24/2/22

