



JAMES COOK HIGH SCHOOL BOARD

Minutes (v1)

Thursday 29th February 2024: 5.00pm – 7.00pm

Held in the Endeavour Room

1. Opening

1.1 Karakia / Korero timata / Opening word: Charles Matua

1.2 Present:

Jaylene Ball, Kim Dennis, Aroha Matthews, Iona Tusa, Tina Filipo, Seu Kaisala, Charles Matua, Maharr Tapuai

In attendance: Tania Scarborough

1.3 Apologies: Wilm Goodwin

1.4 Absent:

1.5 Declarations of Interest: None

2. Action Items from last Meeting

Jaylene went through the Action Point list from the February 01 Board Meeting, which have now been completed. All Action Points were requested from Tina.

- Feedback provided to the Board, from PUU shade installer.
- One pager of projects to review for Board.
- Request monthly update of Vietnam trip from Roydon.
- 6 capabilities (of Tina) to be presented to the Board.

Moved by Jaylene and seconded by Kim

3. General Business

3.1 Confirm items of General Business (Confirmed as per Agenda)

3.2 The start time of Board meetings was discussed. Iona requested an earlier start. Most members work so unable to change the start time. It was decided that a 5pm start time would remain.

3.3 Ed Tech training session. First training session is on Monday 4th March at Finlayson Park. Tina sent her apologies; she is attending the Polyfest Launch.

3.4 Jaylene advised the Board was not satisfied with the voting for Presiding Chair 2024 as only a couple of members voted and ALL members are required to provide electronic response, which is why we need to do it again tonight. Tania will carry out Presiding Member election process and calls for Presiding Member nominations.

Jaylene was nominated by Iona and seconded by Kim. Jaylene accepts nomination.

No further nominations were made. Jaylene Ball is duly nominated Presiding Member.

4. Administration

4.1 Correspondence

Ref. Summary attached. Received inwards.

Moved by Jaylene and Seconded by Aroha

4.2 Confirmation of Minutes

Seu Kaisala was not present at January meeting and with noted amendments being made, the minutes of the February 01 Board meeting were received as a true and accurate record. February 01 Minutes attached.

Moved by Iona and seconded by Kim.

5. Reports

5.1 Policies and Governance Report

School Docs – we are now signed up and will be live from 01 April. Tina briefed the Board on what School Docs will do for us. A questionnaire is to be filled out which will enable School Docs to see where we are and what we require.

6. Finance Committee Report

The Finance Committee meeting was held on the 1st February 2024. (Refer to Financial Report and fundraising resolutions).

Kim updated the Board.

- we are using a company called Solutions & Services, Sandy Dunn. Big changes, very transparent. Sandy is very thorough.
- Amanda working with Sandy and Tina. Presented for half an hour on the document she produced.

Tina advised the Board– money is the business of the board. Very happy to have Solutions & Services onboard.

- Brian Tong also from this company. Sandy will oversee the money. Next, we need to approve the budget. Agreed to trial this method for 3 months. Sandy zooms for meetings. She advised we need to look at where money is going – can't run with a deficient budget.
- Work to be done at reducing the budget in all areas, so we can build reserve.
- \$4 million in accounts. \$3 million committed. Not recommended to run under \$1.5m reserve. Tina and Amanda to meet with Sandy. A meeting is being held on Monday to adjust the budget.
- This will come back to Board next meeting. It has been identified (by S&S) that MOE owes James Cook \$220k.
- Advised Chad from MOE Property, close to signing off 2020 then 21 and 22, will follow. Our audited accounts will then be out of draft.
- Doc presented for board approval – Cyclical Maintenance budget so, buildings can be painted. We have money we can pull back and get other buildings painted. Can take \$300k for this to happen.

- Tina advised need to be transparent.

The Board accept the plan of \$330k at the end of year 2023.

Moved by Aroha and Seconded by: Charles

The Finance Report was moved by Kim and seconded by Seu

7. Property Report

Ref: Property Update

Tina advised the Board this was included in her Tumuaki Report.

8. EOTC Committee Report

Ref: EOTC report

Note: Chair/rep of the EOTC Committee presents this report.

Update of the Vietnam Trip (by Roydon Agent)

Roydon reported:

In addition to meeting with parents and students two weeks ago, I have also met with the students on the trip to:

1. Organise group chat on Instagram for communication purposes.
2. Students have self-allocated to follow up on fundraising options. These include:
 - Two students to approach the Principal to see if they can do staff car wash on Teacher Only days.
 - To find out if we can arrange a school social for fundraising.
 - Provide catering options for HSP days.
3. Students agreed to meet every Tuesday in D8.
4. Students given current schedule for depositing money for trip and reminded that, if possible, they should have \$2600 deposited by now. Parents encouraged to contact Mr Agent if this poses a challenge.

Trip #37 Rotorua Geography Trip. 15 students an overnight to Rotorua. 2 staff.

This was discussed and approved.

It was noted that the EOTC printout showed 25 trips listed and the Rotorua trip was #37 so Board are wondering about the other 12 EOTC's? Where is the EOTC grid that we get monthly as this gives Board full picture of all EOTC's, regardless of who (Board or Principal) approve. Tania to check this with Cinal and update the Board at the next meeting.

Moved by Kim and Seconded by Tina

Tumuaki Report

Taken as read. Tina presented this report which progressed through the Board members asking questions and providing responses they may have. Then any recommendations are considered.

The following points were mentioned by Tina:

- Strat Plan – sits on website from tomorrow being March 01. Later on, the Annual Implementation Plan will also be on the website.
- NCEA results – Maria Coyne's work. This was for Senior Leaders to work out why some year levels did so badly. We found some Y11 students had left through the year with 40 credits, dropped out halfway through the year, sadly. What can we do to get these kids over the line? Lots of kids were enrolling halfway through the year and wouldn't get over the line. Some were from overseas and

some were ELL students. Do we enter them, knowing they wouldn't pass? Puutake completely smashed it. They did well in endorsements. Tongan, Samoan and O le Tupu Aga. No difference being in a unit or mainstream. We must make sure students can move and still gain credits they need. Tracking on our SLT table weekly.

- Strat Plan addresses this data, academics and attendance.
- Lots of work to do to get the message through to our kids. It is a complicated issue.

- Covid has had a big impact and ripple through our education system.
- Our truancy person has started with us. Ofa is in the front office. She works with Attendance Service. Upping our texts home from weekly to daily. Jenna is working closely with Ofa. Jenna visited Manurewa High last week to see how they work in this area.
- Our roll is currently 1725. This still needs adjustment. (we believe it will be closer to 1600, I can confirm this number tomorrow). We submit on the 8th March.
- Year 9 students are our highest number attending school. Y11 are attending least.
- We need to put our energy in to the Y9 attendance. Maria is head of this group.
- Deciles now changed to Equity Index. Higher the EI the higher amount of funding from MOE (reflects the more needy students). We will be in the Top 10 in NZ (low decile).
- Phones away for the day – we have been chosen by ERO to be observed how we carry this out.
- Tina advised she is consulting with Staff and students re Phones away for the day. Being rolled out Term 2.
- Strat Plan to go live – detailed annual implementation plan and outcome. Will be reflected in Tina's Board report. To talk more with Jaylene on this.

Property Update

- Drains need replacing (some smelling)
- Upgrades discussed and pointed out by Tina from her report. All under 5YA plan.
- Radiators on classroom walls to be phased out and replaced with aircon units.
- Leaky roof work to be carried out – especially in the staff room.
- Shade sail followed up -Tina to discuss with the owner of the company. It was suggested we erect a marquee and send the bill to the company putting up the sail. Jaylene advised students are running around on hot concrete and getting burnt feet and sunburn. Maybe get a lawyer's advice on what we can do to speed up the process. We have been given the 15th March for more work to be carried out but not completion. Tina to come back to the Board with an update.

HR Update (some of this will be discussed In Committee)

- Principal appraisal – 4 points needed to be appraised on as listed. Tina to talk with Jaylene re her appraisal. The Board are to employ an external facilitator. Goals – Feedback via survey.
- Final summary/report at the end of the year is Tina's suggestion.
- Jaylene contacted NZSTA, they no longer have a list of appraisers. Could use Allan Vester. PCG have taken over contacts.

Health and Safety Committee

- Action Point for Tina – names of those wanting to be on this committee.

Received as true and accurate.

The Tumuaki Report was moved by Tina and seconded by Iona.

9. Public Excluded Business / In Committee

Presiding member, Jaylene Ball brings the meeting to a close at 6.45pm and requested that the Meeting moved to In committee, to discuss matters of a sensitive nature at 6.45pm.

Recommendation:

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

Moved: Jaylene

Seconded: Kim

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 Tania Scarborough – Board Secretary, be permitted to remain at this meeting, after the public has been excluded."

Moved: Kim

Seconded: Tina

Whilst in committee, members discussed several school related matters.

The Chair moved out of Public Excluded Committee at 7.18pm.

Moved by Jaylene and seconded by Kim.

Final comments:

The meeting closed at 7.20pm.

Signed: _____



Name: Jaylene Ball

Date: _____

28 March 2024

