

JAMES COOK HIGH SCHOOL BOARD

Minutes (v1)

Thursday 30th May 2024: 5.00pm – 7.00pm

Held in the Endeavour Room

1. Opening

1.1 Karakia / Korero timata / Opening word: Charles

1.2 Present:

Jaylene Ball, Kim Dennis, Aroha Matthews, Iona Tusa, Tina Filipo, Siesia Malungahu, Wilm Goodwin, Charles Matua (had to leave early), Sei Kaisala

Visitors: HOF's – Jaz Singh, Robin Veeran, Hammond Matua, Cher Pati, DP's - Maria Coyne, Andr'e Whaanga

In attendance: Tania Scarborough

1.3 Apologies: None

1.4 Absent: None

At this time the remaining HOF's are offered the floor, to provide a report from their respective learning areas.

Hammond (Head of Puutake unit) – he showed a slideshow on the unit, pouhono – connecting to the community, and a focus on student achievement. Gave data on student achievement. ERO gave them a glowing report. A haka is being developed. The unit works closely with our woodwork, metal work and digital tech departments (Technology dept).

Jasveer Singh, (Head of Hospitality) – Experienced teaching team now with a focus on getting students into apprenticeships, tech unis and trades. Making planters for hospitality to plant herbs and kumara. Trades academy students getting involved in cooking. Students enjoy making things for other learning areas.

Robin Veeran (Head of Science) – Strong team. Health students well placed in horticulture. Tend to beehives. Introducing hydroponics to Y10 next year. Using live data. Weaving areas of science with numeracy and literacy.

1.5 Declarations of Interest: None

2. Action Items from last Meeting

Jaylene went through the Action Point list from the 30 April Board Meeting, which have now been completed.

- Tina to follow up with the short fall, as total costs were for over \$90,000.
- Aroha asked re 8-week timeframe for PUU kapa haka nationals, Tina to update.
- Aroha would like clarification that 2020 accounts have been audited and we are only awaiting 2021 and 2022 audits.
- Jaylene to follow up to see if there is a conflict of interest re Wilm/EOTC trip.

- Tania to update Board re NZSTA accommodation/travel arrangements.
- Tina handed out envelopes to the four attending – including \$300 for incidentals.

Moved by Jaylene and seconded by Kim

3. General Business

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

Moved by Jaylene and seconded by Aroha

3.2 School name change (Sia)

Met with prefects. Discussed the school's name change. Still want it to go ahead. Positive feedback from senior students. Will meet regularly to discuss going forward. Students voiced James Cook isn't a good representative of the school. How to retire the name respectfully. Will reach out to Tainui again to revisit name change and continue to talk to community.

Uniform also brought up – costs if it is changed. If so, can it be gradually phased out?

Last time name change was discussed, a survey was going to be sent out to all students. Sia to speak to students (24 student leaders) and put this back on the table.

Jaylene gave Sia the background on the gifting of a name, that was given to us by the wrong people.

Charles to speak with correct group of people that will gift us a name and come back to the Board.

It has to 'feel right' and if the name doesn't, another can be requested.

4. Administration

4.1 Correspondence

Ref. Summary attached. Received inwards.

Moved by Jaylene and Seconded by Tina

4.2 Confirmation of Minutes

Received as true and accurate.

Moved by Iona and seconded by Kim.

5. Reports

5.1 Policies and Governance Report

Recommendation:

"That the Board accepts SchoolDocs as a place to keep our school docs and procedures".

Moved: Tina

Seconded: Seu

2024 Schedule handed out. Only policies with (Board) we look at.

SchoolDocs access – **Username:** 100 **Password:** JCHSBoard

Note: Kim checking out Police Vetting – actual meaning of *clean slate* - ACTION

6. Finance Committee Report

Ref: Financial report and fundraising resolutions.

Note: Chair/Rep of the Finance Committee presents this report.
Kim advised that we are grateful to Sandy explaining how the report works.
We are in a good position.
We have taken some funding and put it in an investment account.

Recommendation:

“That the Board receives the Financial Report and approves Fundraising requested as listed”.

Moved: Kim

Seconded: Aroha

The Finance Report was moved by Tina and seconded by Kim

7. Property Report

Ref: Property Update

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

- Shade sail date of completion now 8 June.
- Waiting for Wellington to sign off on Satellite unit.
- Moving some pieces of work.

The Property report was moved by Kim and seconded by Aroha

8. EOTC Committee Report

Ref: EOTC report

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

Update on Vietnam trip included in report.

EOTC Committee met with Andr'e for PUU Nationals trip to be approved.

A number of people were dropped from this trip, PUU will continue to update us with final documentation.

Moved by Jaylene and Seconded by Tina

MOTION: EOTC # 66 PUU Kapahaka Nationals - Approved

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:

- Progress to annual implementation plan added.
- Each Board meeting Tina will update on work on/around the school.
- Oct/Nov have to make up a progress of this for Ministry.
- Healthy Lunch plan – next year will be snack food only.
- Need to employ more teachers due to class sizes. Advertising now for 2025.
- Ben Sa (Mana Room) looking at teaching.
- Support Staff review – had recommendations back from EdSol. We are starting to move in this space. Handout out extra roles to admin staff due to Philip/Candice/Michelle leaving is 'clunky' needs work.
- New level 1 will take longer to get their standards. 5 credits per assessment.
- Paul Fenn coordinates for all HODs to moderate.
- Jaylene wishes to view Admin Support staff review.

- Seu asked – the HOD’s areas of concern What happens here? Tina advised, there concerns go to her to take back to SLT to work on and find solutions. On a Board level, there is nothing the Board needs to do.
- Currently looking at corporate sponsors for Jasveer and Robin.

Received as true and accurate.

The Tumuaki Report was moved by Aroha and seconded by Kim.

9. Public Excluded Business / In Committee

Presiding member, Jaylene Ball brings the meeting to a close at 7.35pm and requested that the Meeting moved to in committee, to discuss matters of a sensitive nature.

Recommendation:

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

Moved: Iona **Seconded:** Aroha

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: Iona **Seconded:** Jaylene

Whilst in committee, members discussed a school related issue.

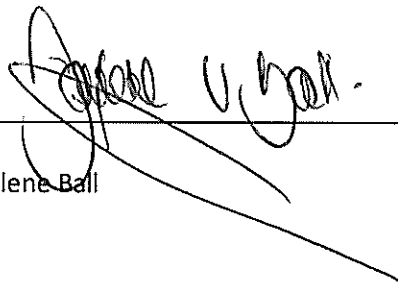
The Chair moved out of Public Excluded Committee at 7.45pm.

Moved by Jaylene and seconded by Tina.

Final comments:

The meeting closed at 7.45pm.

Signed: _____



Name: Jaylene Ball

Date: _____

