



JAMES COOK HIGH SCHOOL

BOARD MEETING MINUTES

31 OCTOBER 2024

17:00 – 19:00

Held in the Endeavour Board Room

PRESENT:	Jaylene Ball, Tina Filipo, Wilm Goodwin, Iona Tusa, Seu Kaisala, Siesia Malungahu, Aroha Matthews, Charles Matu
APOLOGIES:	Kim Dennis
VISITORS:	Roydon Agent
IN ATTENDANCE:	Jen Lapa
DECLARATION OF CONFLICT OF INTEREST:	Nil

OPENING

Meeting opened with a karakia – The Board recites the school's waerea

MOTION: Roydon granted speaking rights to report back on the JCHS Vietnam trip 5:05pm

A PowerPoint presentation given by Roydon

Moved: Jaylene

Seconded: Tina

5:20pm – End Of Guest Speaker PowerPoint Presentation and Start Of Board Meeting

MOTION: THAT THE BOARD MOVE TO ACCEPT APOLOGIES.

Moved: Wilm

Seconded: Iona

1. ACTION ITEMS FROM LAST MEETING

1.1 Designated Planning Evenings to Go Over BAS

1.2 Follow Up on Mana Payments

2. ADMINISTRATION

2.1 Confirmation of Previous Minutes

Seu's name missing from the September Board minutes although Seu was present at the time.

MOTION: THAT SEU KAISALA WHO WAS PRESENT AT THE LAST BOARD MEETING BE ADDED TO THE SEPTEMBER REPORT

Moved: Iona

Seconded: Seu

Correspondence

MOTION: THAT THE INWARDS BE RECEIVED, OUTWARDS APPROVED.

Moved: Tina

Seconded: Sia

3. OLD/NEW BUSINESS

3.1 Access to the JCHS Board google drive and emails.

All board members have no problems with receiving Board emails.

Charles still hasn't accessed JCHS Board google drive using his JCHS login information.

ACTION: SEND CHARLES A LINK TO JCHS BOARD GOOGLE DRIVE TO SEE IF HE CAN LOGIN.

3.2 Board Professional Development

- Wednesday 6th - 4:30pm to 6/6:30pm – Jaylene to email Chris France to confirm if the date/time will suit; if not, then for Chris to provide dates and times to circulate to the Board.
- Board members to notify Jen of all their PLD training undertaken so far to be recorded on a the Board PLD spreadsheet available on the JCHS Board google drive.

3.3 Board Xmas Dinner

- The Board decided on Wednesday 11th December at 5/5:30pm at the Manurewa Cossie club

3.4 JCHS Prizegiving Board Member Attendance

Prizegiving held on Thursday 12 December

- Juniors: 10am – 12pm
- Seniors: 6pm – 8pm

List competed and will be returned to Mrs Cinal Chand (AP: School Operations)

3.5 EOTC Paperwork Submissions

- Review EOTC policy, particularly around 'case by case' scenarios on whether the 6-8 week submission will apply. Special cases (e.g. Koroneihana) is an example of a late EOTC submission presented before the Board.

ACTION: EOTC COMMITTEE TO COMMIT TO REVIEWING THE EOTC POLICY AND RETURNING THIS TO JEN A WEEK BEFORE THE NEXT BOARD MEETING.

ACTION: SEND A TEST LINK TO CHARLES. RECEIVING EMAILS BUT HASN'T LOGGED IN TO THE GOOGLE DRIVE WITH LOGIN DETAILS.

ACTION: EMAIL EMPLOYMENT ADVISOR NZSTA – ON WHETHER CHRIS FANCE IS AVAILABLE TO MEET THE BOARD ON WEDNESDAY 6 NOVEMBER FROM 4:30PM – 6:30PM, OR FOR CHRIST TO SUGGEST ANOTHER DATE/TIME.

ACTION: EMAIL THE BOARD TO GIVE JEN A LIST OF WHAT PD THEY HAVE UNDERTAKEN TO DATE

ACTION: COMMIT TO HAVING THE EOTC POLICY REVISED AND GIVEN TO JEN A WEEK BEFORE THE NEXT BOARD MEETING

4. **REPORTS**

4.1 Governance

Strategic Plan

SLT can do the mahi around the strategic plan as a team and provide updates to the Board and extend an invitation to the Board if they wish to attend strategic plan meetings.

Child Matters: Child Protection Policy (CPP)

Amendments to the policy from the Board

- Boards are recognised under 'Boards' not Boards of Trustees
- Safety checking vs Police vetting – adjust the wording, so that Safety Checking includes Police vetting so it's more explicit (1.16)
- 'Nonorganic failure' – clarification, print in brackets on what this means, so our whanau understands terminology.

MOTION: THAT THE CPP BE ADOPTED. INCLUDES THE CHANGE IN WORDING AND CLARIFICATIONS.

Move: Jaylene

Seconded: Wilm

All in favour of the motion, say Aye

– 8 Aye's, 0 No's

4.2 Tumuaki Report

MOTION: THAT THE TUMUAKI REPORT BE ACCEPTED

Move: Tina

Seconded: Seu

4.3 Finance & Property Report

- JCHS is in a healthier financial standing compared to previous years. With this newer management team (Tina and Amanda) the school finances are looking healthy.
- Finance to report only on payments of \$10,000.00 or more to the Board.
- Brian Tong (Solution Services) suggested that the Board only focus on the larger monetary figures.
- Critical Design has been engaged to recycle the desktops of damaged desks in our kura.

RECOMMENDATION: TO ONLY REPORT ON FIGURES OF \$10K OR MORE PAYMENTS TO THE BOARD REPORT, BUT ALL OTHER FINANCE PAPERS WILL BE AVAILABLE ONLINE

ACTION: TINA TO WRITE A THANK YOU LETTER ON BEHALF OF THE BOARD TO 9 LEAF CLOVER

Move: Iona

Seconded: Aroha

4.4 EOTC

- #191 Matatā camp – will be reviewed after the Board meeting
- #197 and #198 – will be reviewed after the Board meeting

RECOMMENDATION: THAT THE EOTC APPLICATIONS NO LONGER BE PRINTED. THE BOARD CAN VIEW ALL EOTC APPLICATIONS ON THE JCHS BOARD GOOGLE DRIVE.

PUBLIC EXCLUDED BUSINESS / IN-COMMITTEE (PEB/IC)

Presiding member, Jaylene Ball brings the meeting to a close at 6.47pm and will go in committee.

Recommendation:

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

Moved:**Seconded:****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:**Moved:****Seconded:****Confirmed:**


Jaylene Ball, Presiding Member

Date:

28/11/24

BOARD MEETING DATES REMAINING FOR 2024:

- November 28