



# JAMES COOK HIGH SCHOOL

## BOARD MEETING MINUTES

28 November 2024

17:00 – 19:00

Held in the Endeavour Board Room

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### 1. ADMINISTRATION

#### 1.1 Karakia and Welcome

**Present:** Jaylene Ball (Presiding Member), Tina Filipo (Tumuaki), Aroha Matthews, Charles Matua (late), Iona Tusa, Kim Dennis, Siesia Malungahu (late), Seu Kaisala, Wilm Goodwin

#### **Apologies**

Nil

#### **In Attendance**

Jen Lapa (Board Secretary)

#### 1.2 Conflicts of Interest

Nil

#### 1.3 Confirmation of Previous Meeting Minutes

##### **Moved by Tina Filipo:**

*“That the minutes dated 31st October 2024 be accepted as a true and accurate record”.*

**Seconded: Seu Kaisala**

#### 1.4 Actions Schedule

Board members are to continue updating the Board Secretary of any PD training taken so we keep a record of this.

#### 1.5 Correspondence (Inward / Outward)

Nil

## **2. GOVERNANCE**

Analysis of variance and annual implementation plan and board work plan will be in our first report for 2025.

MOE will be tracking attendance closely in 2025.

Child protection policy – some of the wording which was raised at the October Board meeting has now been amended.

Police Vetting for all JCHS staff – we have a strong process in place to police vet support staff, including those who volunteer to coach, drive, manage our students in various sports codes, polyfest, etc.

Delegations of Authority – will bring the final draft to the next Board meeting in 2025

**Motion:** to defer the Appointments Policy to 2025 for the next Board meeting.

**All in favor: 9 Aye's / 0 Nay  
Carried**

## **3. REPORTS**

### **3.1 Tumuaki Report**

We have included a new column in the Staffing section of the report to show the 'destination' of where staff who have resigned, have left to.

### **3.2 Finance & Property Report**

Caretaker property - a conversation will happen with the renter, the union rep, two members of the board, and the principal to negotiate the caretakers pay and their contract before the end of the year.

**Motion:** to write-off \$674.58 owed to Edpay by a former staff member who was overpaid in 2020/21.

**Motion:** to approve a letter addressed to David Bos (MoE Regional Director) to take back the Board ownership of buildings

**Action:** Board members to read the budget and submit any questions to Jen before we adopt in our first meeting back in 2025.

**Motions All in favour: 9 Aye's / 0 Nay's  
Carried**

### 3.3 EOTC

YDU Services Academy Camp – held in March 2025 and submitted on this side of the year. Llikely to be approved, as this is an annual camp held each year. EOTC committee will respond before the year ends.

### Seu Kaisala moved

*“That the Board accept the Tumuaki, Finance & Property, and EOTC reports”.*

**Seconded: Iona Tusa**

### 4. PEB / In-committee

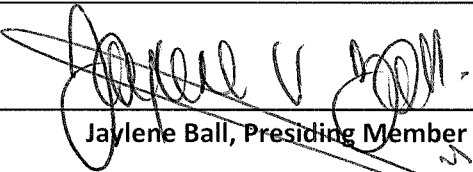
Nil

The Board PM moved that the Board Meeting closed at 6:45pm.

**Carried**

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Confirmed:

  
Jaylene Ball, Presiding Member

Date: 27 February 2025

### BOARD MEETING DATES REMAINING FOR 2024:

Nil