



JAMES COOK HIGH SCHOOL

BOARD MEETING MINUTES

26 JUNE 2025

17:00 - 19:00

HELD IN THE ENDEAVOUR BOARD ROOM

1. ADMINISTRATION

1.1 KARAKIA AND WELCOME / PRESENT / APOLOGIES

1.1.1 Karakia

School Waerea

1.1.2 Present

Tina Filipo (Tumuaki), Iona Tusa (Chaired Meeting until PM arrived), Kim Dennis, Siesia Malungahu, Wilm Goodwin, Jaylene Ball (Presiding Member-Late), Seu Kaisala

1.1.3 Apologies

Aroha Matthews

1.1.4 Absent

Charles Matua

1.1.5 In Attendance

Jen Lapa (Board Secretary)

1.2 CONFLICTS OF INTEREST

Nil

1.3 ACTIONS SCHEDULE

Confirmation of end of 2023 deficit amount

- Tina received confirmation from Amanda (Finance Manager) that the amount of \$840k was the correct deficit amount. Tina added that a little over a year later, the school had made 2 million, which cleared the deficit.

1.4 GRANT SPEAKING RIGHTS TO NON-BOARD MEMBERS IN ATTENDANCE

Nil

1.5 CONFIRMATION OF PREVIOUS MINUTES

MOTION: Moved by Tina Filipo

"That the minutes dated 29 May 2025 be accepted as a true and accurate record"

Seconded by Kim Dennis

1.6 MATTERS ARISING FROM PREVIOUS MEETING MINUTES

Nil

1.7 CORRESPONDENCE (INWARD / OUTWARD)

SchoolDocs Advisory: End of term updates

- Emergency Management Plan (Harrison & Tew)
 - A link will be provided to School Docs, so the EMP can be viewed

MOTION: Moved by Jaylene Ball

"The Board moves that, having reviewed the key policies supported by Harrison and Tew, the Board approve their Emergency Management Plan."

Seconded: Seu Kaisala

Note- A link will be provided to School Docs, so the EMP can be viewed

2. GOVERNANCE

2.1 Proposed Changes To The Education Act And Implications For The Board (for discussion)

- 2.1.1** School Governance and Accountability
- 2.1.2** Teacher Education and Standards
- 2.1.3** Data, Attendance, and Transparency
- 2.1.4** Charter Schools and Early Childhood Education (ECE)
- 2.1.5** Regulatory and Compliance Measures

2.2 Board Succession Planning (for discussion)

- 2.2.1** We have two Board meetings remaining before the Elections take place on September 10th, 2025.
- 2.2.2** JC has always had 5 parent representatives, and these numbers should be considered again for the upcoming election 2025.
- 2.2.3** There could also be the possibility of Meet the candidates

MOTION: Moved by Seu Kaisala

"That the Board accept 5 parent representatives for the upcoming election 2025".

Seconded by Iona Tusa

2.3 A Sharper Focus on Attendance (for information)

2.4 A Sharper Focus on Pasifika and Māori NCEA Achievement (for information)

3. REPORTS

3.1 Tumuaki Report

3.1.1 Name Change Plan

- A survey was sent out in an email, and we've received some responses. Feedback from the survey will be provided to the Board once it closes.

3.1.2 Behaviour Management Including Suspensions To The Board

- Regular assemblies to message to our students on their behaviours.
- Conditions set on previous suspensions- how is this reported to the Board with updates of the student returning with conditions.

Seu asks what reporting back to the Board looks like, as this is not been done currently. This should include the monitoring of conditions set for those students who are returned to school (with conditions)

ACTION: Tina will investigate what reporting back to the Board in terms of disciplinary cases mean.

ACTION: Tina to seek clarification on if the board can consult when there are multiple hearings held, when there are more than one incident going on (NZSTA)

3.1.3 Winter Illness And Impacts On Relief

3.2 Finance & Property Report

3.2.1 New Fence Line And Landscaping

MOTION: Moved by: Iona

"That the Board approve the new fence and landscaping improvements to the approximate value of \$300K"

Seconded: Kim Dennis

Note- some may fall under the 10YPP and/or the 5YA, but the Board have agreed to fund this project from reserves if need be

3.2.2 New Whare Rebuild 2026

With MoE funding the majority of this rebuild, the Board need to decide if they will fund a shortfall, to ensure movement from the mahau to shade sail is protected from the elements

MOTION: Moved by Jaylene Ball

"That the Board approve the donation of \$17K to the MOE whare rebuild to allow the mahau roof to sit under the shade sail"

Seconded: Iona Tusa

3.2.3 Property Manager Change

MOTION: Moved by Seu Kaisala

"That the Board accept the appointment of Sequinc as their new property manager"

Seconded: Tina Filipo

MOTION: Moved by Tina Filipo

"That the Board accept the appointment of Amanda Schoeman and Tina Filipo as the IRD points of contact (IR 401 form) for James Cook High School (replacing the former Business Manager and Principal)"

Seconded: Iona Tusa

3.3 Assurance Reports

3.3.1 Report From Health And Wellbeing Coordinator

3.3.2 Report From Turuki

3.3.3 HR And Personnel

3.3.4 Kahui Roles Disestablished

3.4 EOTC Report

3.4.1 EOTC Approvals

3.4.2 EOTC Application For Committee Consideration

3.4.3 Summary of EOTC Applications & Approvals

3.5 Policy Review

3.5.1 Physical Restraint Policy And Procedure

3.5.2 SchoolDocs Policy Review

MOTION: Moved by Kim Dennis

"That the Property & Finance Report of March 27, 2025, be accepted."

Seconded by Iona Tusa

MOTION: Moved by Wilm Goodwin

"That the Tumuaki report be accepted."

Seconded by Kim Dennis

- The Board meeting concluded at 6:26pm to prepare to go into In-Committee.
- The Board Secretary left at this time.

Signed: _____

Jaylene Ball, Presiding Member

Date: _____

31/07/2025

-OR-

Signed: _____

Board Member Chairing

Date: _____

ACTIONS LIST

| Action Task | Assigned to | Due by |
|--|-------------|--------------------|
| Tina will investigate what reporting back to the Board in terms of disciplinary cases mean. | Tina Filipo | July Board meeting |
| Tina to seek clarification on if the board can consult when there are multiple hearings when there are more than one incident going on (NZSTA) | Tina Filipo | July Board meeting |

BOARD MEETING DATES REMAINING FOR 2025:

Term 3 meetings

July 31st

August 28th

Term 4 meetings

October 30th

November 27th