



# JAMES COOK HIGH SCHOOL

## BOARD MEETING MINUTES

31 JULY 2025

17:00 - 19:00

HELD IN THE ENDEAVOUR BOARD ROOM

### 1. ADMINISTRATION

#### 1.1 KARAKIA AND WELCOME / PRESENT / APOLOGIES

##### 1.1.1 Karakia

Charles Matua

##### 1.1.2 Present

Tina Filipo (Tumuaki), Aroha Matthews, Iona Tusa, Siesia Malungahu, Wilm Goodwin (late), Jaylene Ball (Presiding Member), Seu Kaisala

##### 1.1.3 Apologies

##### 1.1.4 Absent

##### 1.1.5 In Attendance

Jen Lapa (Board Secretary), Luke Doubleday (CAP-late), Andre Whaanga (CAP)

#### 1.2 CONFLICTS OF INTEREST

Nil

#### 1.3 ACTIONS FROM THE LAST BOARD MEETING

- 1.3.1 Tina to seek what role governance has on what 'reporting back to the Board' means, after a suspension has been lifted and conditions set for the student. Will reach out to Chris France for advice on this.
- 1.3.2 Tina to seek clarification from Chris France on whether the Board can consult when there are multiple hearings running on the same day at the same time.

- Tina will speak to both action points in the Tumuaki report.

#### 1.4 GRANT SPEAKING RIGHTS TO NON-BOARD MEMBERS IN ATTENDANCE

Nil

#### 1.5 CONFIRMATION OF PREVIOUS MINUTES

**MOTION: Moved by Jaylene Ball**

*"That the minutes dated 26 June 2025 be accepted as a true and accurate record"*

**Seconded by Seu Kaisala**

#### 1.6 MATTERS ARISING FROM PREVIOUS MEETING MINUTES

Nil

#### 1.7 CORRESPONDENCE (INWARD / OUTWARD)

- 1. Kim Dennis emailed the Board of her resignation, effective immediately of the email sent, dated Tuesday 1st July 2025.
  - a. Flowers and gift basket arranged to be sent- not many good florist options to choose from

2. NZSBA- change of parent representatives for school elections from four (4) to five (5) confirmed
3. SchoolDocs Term 3 Review & Board Assurances

**MOTION: Moved by Tina Filipo**

*"That the inward correspondence be received, and the outward correspondence approved."*

**Seconded: Charles Matua**

## **2 GOVERNANCE**

### **2.3 Strategic Plan (26-29) Planning Community Consultation (For Discussion)**

### **2.4 Board Induction Process (For Discussion)**

- 2.4.2 Reviewing the strategic plan and framework, focusing on attendance, achievement, teaching, and learning.
- 2.4.3 Discussion on how to effectively consult with the community, staff, and students to gather input and feedback.
  - 2.4.3.1 Wilm suggested a QR code in classrooms for students
  - 2.4.3.2 A focus group with staff- possibly Monday after school, or during faculty meetings.
- 2.4.4 Exploring various methods for consultation, including focus groups, surveys, and social media engagement.
  - 2.4.4.1 Statement survey may be useful for all groups (staff, students, community) using a points system and not responding with typed replies

### **2.5 A Sharper Focus On Attendance (For Information)**

- 2.5.2 Addressing declining attendance rates and exploring potential interventions
- 2.5.3 Implementation of a 'catch-up' program for students who are late or miss class, requiring them to make up lost learning time.
- 2.5.4 Focus on addressing the root causes of absenteeism and providing support to families and students in need.

- Tina- we will do our best to get students to school by offering help, but we cannot control we can't control.
- Charles- some issues are deeply rooted and services like having a bus/van to do pickups may not help in some situations.

### **2.6 A Sharper Focus On Pasifika And Māori NCEA Achievement (For Information)**

- 2.6.2 Discussion of student achievement data, particularly in literacy and numeracy.
- 2.6.3 Implementation of literacy and humanity coordinators to provide oversight and target support for students.
- 2.6.4 Focus on improving student engagement and addressing the needs of specific student groups, including those requiring ELL support.

**ACTION:** Board PM has requested that Matua Andre provide data for OTU and PUU separate to the overall Pasifika & Māori student achievement data.

**ACTION:** Tina to make up some statements to capture the review that's needed, and will collect that data, and put the data on the table with the new Board that takes office.

## **3. REPORTS**

### **3.1 Tumuaki Report**

- 3.1.1 Name Change Focus Groups
- 3.1.2 Suspensions To The Board And Outcomes
  - 3.1.2.1 If there are a number of students suspended for the same incident, it's best to run hearings with individual outcomes made, rather than wait for all hearings to be made and a decision made for the group of students involved.
  - 3.1.2.2 Suspension hearings will be stacked in order of severity from major to minor reasons

- 3.1.2.3 A verbal update can be given by Tina to the Board should they wish to know the progress of a student returned to school after their suspension has been lifted, or this can be included in the Tumuaki report.
- 3.1.2.4 Tina mentioned that we have included a 'support intervention' page to the suspension pack to make it clearer to members on measures that JC has taken to work with the student.
- 3.1.3 Stand Down And Suspension Monthly Trends
  - 3.1.3.1 Stand down is high
  - 3.1.3.2 Physical assault is the main reason for stand downs
  - 3.1.3.3 Suspensions are a result of physical assault
  - 3.1.3.4 We could look at possible anger management courses, etc.
- 3.1.4 Winter Sports

**MOTION: Moved by Tina Filipo**

*"That the Board receives the Tumuaki report."*

**Seconded: Iona Tusa**

**3.2 Finance & Property Report**

*Due to no quorum, the Finance & Property report was discussed in the Board meeting.*

- 3.2.1 Mid-Year Budget Review
  - 3.2.1.1 We're 50% into the year but have only spent 44% of YTD budget
  - 3.2.1.2 We're seeing more income coming in
- 3.2.2 Financial Commentary – June 2025
- 3.2.3 Trust Funding Report – 2024
- 3.2.4 Trust Funding Report - 2025

**MOTION: Moved by Aroha Matthews**

*"Due to no quorum on Thursday 31<sup>st</sup> July no Finance & Property committee meeting held, that the Board accept the Property & Finance Minutes for June 26th, 2025."*

**Seconded: Iona Tusa**

**MOTION: Moved by Tina Filipo**

*"That the inward correspondence be received, and the outwards approved"*

**Seconded: Charles Matua**

**MOTION: Moved by Aroha Matthews**

*"That the committee move the June payments and reports be ratified"*

**Seconded: Iona Tusa**

**MOTION: Moved by Tina Filipo**

*"That the Board supports the trust fund application for the trip to Kurangaituku Rotorua 12-15 September for \$7000.00."*

**Seconded: Iona Tusa**

**Note-** Jaylene stated that from Board perception, that the EOTC application for the trip to Kurangaituku that each student is not paying the \$325.00.

**3.1 Assurance Reports**

- 3.3.1 Report From Health And Wellbeing Coordinator
- 3.3.2 Report From Turuki
- 3.3.3 HR And Personnel
  - 3.3.3.1. Moved the SLT Roles & Responsibilities again based on ERO focuses
- 3.3.4 Kahui Roles Disestablished



### 3.4 EOTC Report

#### 3.4.1 EOTC Approvals

#### 3.4.2 EOTC Application For Committee Consideration

3.4.2.1. EOTC committee still need to go through applications and will respond in due course

- Kurangaituku Netball
- Hunua Tramp
- Vietnam History trip (will be reviewed for August Board meeting)

#### 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

## 4. PEB / IC (PUBLIC EXCLUDED BUSINESS / IN-COMMITTEE)

- The Board meeting concluded at 6:29pm to prepare to go into In-Committee.
- The Board Secretary left at this time.

Signed: \_\_\_\_\_

*Jaylene Ball, Presiding Member*

Date: \_\_\_\_\_

*28 August 2025*

-OR-

Signed: \_\_\_\_\_

*Board Member Chairing*

Date: \_\_\_\_\_

## ACTIONS LIST

Action Task	Assigned to	Due by
Tina to make up statements that captures the review that is needed. Collect the data and will present to the board.	Tina	August Board meeting
Matua Andre to include student achievement data for OTU and PUU separate to overall Māori & Pasifika achievement data, going forward.	Andre	August Board meeting

## BOARD MEETING DATES REMAINING FOR 2025:

### Term 3 meetings

August 28<sup>th</sup>

### Term 4 meetings

October 30<sup>th</sup>

November 27<sup>th</sup>