



# JAMES COOK HIGH SCHOOL

## BOARD MEETING MINUTES

28 AUGUST 2025

17:00 - 19:00

HELD IN THE ENDEAVOUR BOARD ROOM

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### 1. MEETING OPENING

#### 1.1 Welcome and Karakia

- Siesia Malungahu

#### 1.2 Present

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

#### 1.3 Apologies

- Wilm Goodwin, Charles Matua

#### 1.4 Conflict of Interest Disclosures

- Nil

#### 1.5 Review of Actions at the last meeting

- Tina to make up statements that captures the review that is needed. Collect the data and will present to the board.

1.5..1 *A handout of the statements will be given during in committee*

- Matua Andre to include student achievement data for OTU and PUU separate to overall Māori & Pasifika achievement data, going forward.

1.5..1 *This information has been included in the August Board Report and will continue to be included in future Board Reports.*

#### 1.6 Grant Speaking Rights of Non-Board Members

- Nil

### 2. MATTERS FOR DECISION

#### 2.1 Confirmation of Previous Minutes

#### 2.2 Matters Arising

### 3. MATTERS FOR NOTING

#### 3.1 Correspondence (can be viewed in the Board google drive)

- Term 3 SchoolDocs Update

**MOTION moved by Aroha Matthews:** *That the Board approves the previous meeting minutes from July 31st, 2025.*

**Seconded by Seu Kaisala**

**MOTION moved by Aroha Matthews:** *That the inward correspondence be received, and the outward correspondence approved.*

**Seconded: Seu Kaisala**

## 4. GOVERNANCE (BOARD MATTERS)

### 4.1 Board Elections 2025 and Acknowledgement of Service

- Presented JCHS School Leaver jumpers + gift card to those not running again for Board 2025

### 4.2 Board Induction Process (and Training)

- Discussion on improving the induction process for new board members.
- Identified the need for historical knowledge on what the previous Board has done/approved/or still working on, computer literacy training if members don't know how to use Google Drive where the Board folder is located, and encouragement to speak up; no question is a dumb question.
- Emphasis on understanding governance, legislation, and financial aspects for effective participation.

### 4.3 A Sharper Focus on Attendance

- Analysis of student attendance data, including regular, irregular, and chronic absenteeism.
- Implementation of strategies to improve attendance, such as employing a 'shepherd' to walk the school grounds during class time to encourage class attendance (Jeremiah's current role).

### 4.4 A Sharper Focus on NCEA Achievement

- Focus on improving student achievement through targeted interventions and tracking progress in literacy and numeracy.

## 5. REPORTS

### 5.1 Tumuaki

- Tumuaki Professional Development In Niue
- NCEA Changes- Recent Government Announcement
  - Y9 in 2026 will be the first cohort with the new curriculum
  - Structured Literacy & Numeracy remains the same for other year levels
- Home School Partnerships And Reporting To Parents
  - Learning conversations from teachers to parents need to be stronger – i.e. – what my child is up to, what is my child currently working on, what it looks like for the following year for my child (progression phases for the student in a particular subject – e.g. Visual Art in Year11 and what this looks like if selected in Year 12)
- Junior Curriculum Development
  - Discussion on the upcoming curriculum changes and potential challenges for teachers and students.
  - Concerns about the impact of changes on students and the need for support and resources.
  - Exploration of ways to manage the transition and ensure a smooth implementation process.
- Assessment For Learning

## 5.2 Finance & Property

- Discussion on financial audits, water leak issues, and the need for resource allocation.
- Approval for purchasing new devices for computer labs to enhance digital experiences.
- Consideration of depreciation and budget planning for future technology needs.

## 5.3 Assurance

- Turuki (Nurses) Report
- Health And Safety Report
- Hr And Personnel
- Resignations/Termination

## 5.4 EOTC

- EOTC Approvals
- EOTC Application For Committee Consideration
  - Vietnam approved in principle at this stage. Roydon has been emailed the conditions attached to this EOTC to gain full approval.
- Summary of EOTC Applications & Approvals

**MOTION Moved by Aroha Matthews:** *That the Board receives the August 2025 Tumuaki report.*

**Seconded by Seu Kaisala**

**MOTION moved by Iona Tusa:** *That the Board approves the purchase of up to 60 new devices, at a total cost not exceeding \$80,000 (excluding GST), to ensure the continued delivery of the digital technology curriculum in 2025 and into the future.*

**Seconded: Sie Malungahu**

**MOTION moved by Tina:** *That the Board accept the Property & Finance Report for July 31st, 2025.*

**Seconded: Aroha Matthews**

## 6. POLICY REVIEW

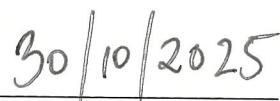
## 7. CONCLUSION / POROPOROAKI

## 8. IN COMMITTEE / PUBLIC EXCLUDED BUSINESS

8.1 The Board went to in committee at 18:02



Board Presiding Member



Date

