



JAMES COOK HIGH SCHOOL

Board Meeting Minutes

October 30TH, 2025

17:00 – 19:00

Held in the Endeavour Boardroom

1. MEETING OPENING

1.1 Welcome

Karakia Richard and Matina

1.2 Present

Aroha Matthews (Board PM), Richard Maiava, Seu Kaisala, Matina Grace, Pane Timiiti (Deputy Board PM), Jomanadah Sagato Felise, Filipo Luamanu, Tina Filipo (Tumuaki)

1.3 Apologies

Nil

1.4 Visitors

Nil

1.5 In Attendance

Jen Lapa (Board Secretary), Ofa Tuiono, Luke Doubleday, Andre Whaanga

1.6 Conflict of interest disclosures

Nil

1.7 Review of Actions at the last Meeting

No actions to record.

1.8 Board PM Notices

1. The Board PM invited each person in attendance to introduce themselves at our first official Board meeting held since elections

2. Code of Conduct: which objective does each Board member identify with:
 - Matina responded with #1- pono and tika- things will fall into place when you follow these things
 - Aroha responded with #2- Culturally responsive
 - Richard responded with #3- Speak freely and not weak to speak'
 - Filipo responded with #7- constantly learning, want to stay on the path of learning

- **Seu responded with #10-** having the documentation out on time for board meetings, being prepared before board rolls around
- **Jomanadah responded with #9-** set a good direction for our students, help students to succeed
- **Pane responded with #1-** Confidential in korero (stays in the board meeting), being responsible with korero, new to board position and separating the role of parenthood and board
- **Tina responded with #1-** maintaining people's mana, principal responsibilities

3. Leadership Style: Birds of Different Feathers assessment

- Almost everyone has completed their assessment. A couple of board completed prior to the meeting starting. It was discussed around the table on what their results were, which gave an idea of personality traits for each of us. Everyone made aware that this is not being used for anything, other than a fun activity for everyone to get to know each other better in how we are / work together as a Board.

1.9 MATTERS FOR DECISION

1. Confirmation of Previous Minutes
2. Matters Arising
3. 2026 Donation Scheme- Opt in
4. Committee Decisions
 - **EOTC** (explained to Board by Tina on what an EOTC involves at governance level)
 - Seu
 - Richard
 - Filip
 - Matina
 - **Finance & Property** (explained to Board by Tina on what an Finance & Property involves at governance level)
 - Jomanadah
 - Aroha
 - Pane
 - Filip

The Board agreed unanimously in approval of the committees and its members.

2. MATTERS FOR NOTING

2.1 Correspondence

1. PPTA/MOE/NZEI Strike information emails
 - a. Att: Board PM only- all emails received were forwarded on to the Board PM

3. GOVERNANCE BOARD MATTERS

1. A Sharper Focus On Attendance

- Across all schools, Boards will be more involved with attendance
- Regular attendance gone up 5%
- Board will need to decide on what can be considered justified absences vs unjustified/explained absences for cultural or group/event or individual/family activities not related to school
- LSM explained to the Board by Tina
- Aroha questioned how Board can help the kaupapa. Luke responded there is work to be done before we break for Christmas
- Matina questioned if we (the Board) define absence codes for the schools use, is this then sent MOE, if so, what happens with this information? Luke responded that defined codes will be set for kura use only. A possible discussion to be held in the next Board meeting or in early 2026 to define absent codes for cultural, group/individual attendances

2. A Sharper Focus On NCEA Achievement

- 1 in 3 students passed literacy in 2024 that were Year 11 (who are now Year 12 now)
- Andre spoke to the stats that were given 2 weeks ago, and provided real-time updates to Lit. and Num. from today
- Y11 students will now stay on until 26th November
- We will try to keep seniors on to help them gain credits
- There is still work to do, we need system and process changes, as well as adult behaviours, to help us meet targets for NCFA

NOTE: Matua Andre invited Board members to contact the Board Secretary any information and/or data you'd like to see included for future Board meetings

MOTION: That the Board approves the previous meeting minutes from August 28, 2025.

Moved: Seu

Seconded: Tina

MOTION: That the Board approve for our kura to continue participating in the Ministry of Education's 2026 Donation Scheme.

Moved: Seu

Seconded: Filipo

MOTION: That the inward correspondence be received, and the outward correspondence approved.

Moved: Pane

Seconded: Filipo

ACTION: Luke to provide definitions and threshold on what is acceptable on attendance coding either by the next Board meeting in November or in the first Board meeting in 2026

Luke and Andre exited the Boardroom after speaking to their sections of governance.

3. Planning And Reporting

- a. Strategic Saturday held on November 15th will be in the staffroom

4. Budgets 2026

- a. A focus will be on keeping buildings warm, safe, and dry come next winter season.

5. Property Plan: The 10ypp

6. Changing Our Name To Kiwa Process

- a. Has the last of the Intermediate/Primary school tours to talk KIWA
- b. An update to KIWA video will be on our social media and website. This was played while visiting schools
- c. Discussions are being had about uniform- e.g. colour, material, etc.
- d. Logo concepts and survey online- emailed link to students, whānau, and staff

7. Principal Appraisal Update

- a. It was great feedback from the person conducting the principal's appraisal, to see a lot of staff engagement

8. Board HR Committee Follow Up

- a. See missing from the list of board members mentioned who voted- will update our minuted record of this

REPORTS

Tumuaki

- Alternative Education Contract Terminated 2025
- Enrolment And Feeder School Visits
- Deciding Our Destiny Walls
- Teacher Professional Growth Cycle
- Appraisal Of Non-Teaching Staff
- EOTC
- HR And Personnel
- Finance

Assurance Reports

- Stand Downs And Suspensions
 - Discussions being held around targeted mentoring programmes
- Counselling Services
- Nurses Report
- Health & Safety

MOTION: That the Board receives the Tumuaki report.

Moved: Pane Timiiti

Seconded: Matina Grace

MOTION: That the Board accept the Property & Finance Report for September 2025.

Moved: Pane Timiiti

Seconded: Jomanadah Sagato Felise

MOTION: That the Board approve offsite study leave for all Year 11 students to prepare for their external examinations.

Moved: Aroha Matthews

Seconded: Matina Grace

POLICY REVIEW

- Finance And Property Policy

CLOSING

Board meeting closed at 6:48pm to go in committee. Ofa and Jen exited the boardroom.

ACTIONS

Action Task	Who	Due
Provide attendance definitions and threshold on what is acceptable re attendance coding.	Luke Doubleday	November board meeting or in the first Board meeting in 2026

Signed:



Board Presiding Member

27.11.2025

Date

