



# JAMES COOK HIGH SCHOOL

Board Meeting Minutes  
Endeavour Boardroom

Thursday 27 November 2025 | 5:00pm – 7:00pm

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## WELCOME AND KARAKIA

Waerea was said by all

## PRESENT

Aroha Matthews (Board PM), Tina Filipo (Tumuaki), Jomanadah Sagato Felise, Pane Timiiti, Filipo Luamanu

## APOLOGIES

Seu Kaisala, Matina Grace, Richard Maiava

## IN ATTENDANCE

Jen Lapa (Board Secretary), Luke Doubleday (Co-Associate Principal), Ofa Tuiono (E.A to CAPs)

## CONFLICT OF INTEREST DISCLOSURES

Nil

## REVIEW OF ACTIONS AT THE LAST MEETING

Luke provided Attendance coding information and will speak to this in the Tumuaki report: A Sharper Focus On Attendance.

## GRANT SPEAKING RIGHTS

**MOTION:** That the Board to grant speaking rights to Amanda Schoemann to speak to the Finance and Budget.

**Moved:** Filipo Luamanu

**Seconded:** Pane Timiiti

## CONFIRMATION OF PREVIOUS MINUTES

**MOTION:** That the Board approves the previous meeting minutes from October 30th, 2025.

**Moved:** Pane Timiiti

**Seconded:** Jomanadah Sagato Felise

## MATTERS ARISING

Nil

## CORRESPONDENCE

Letter to Min. Erica Stanford

Tina thanked and acknowledged the board for their understanding and support for upholding Te Tiriti o Waitangi. The letter that was emailed to Min. Erica Sandford.

Also briefly discussed the prizegiving invitations that went out to the Board from the main JCHS prizegiving and the TPU prizegiving (as noted in the Correspondence table)

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

**Moved:** Tina Filipo

**Seconded:** Filipo Luamanu

## GOVERNANCE BOARD MATTERS

1. Tumuaki Appraisal
2. A Message From The Minister
3. A Message To The Minister
4. Consultation With The Community- Our Logo
5. Board Meeting Dates For 2026
6. A Sharper Focus On Attendance
  - a) Consistently and clarity on threshold for cultural reasons, including tangihana
  - b) It is responsibility of the Board to define the coding for our kura
7. A Sharper Focus On NCEA Achievement
  - a) Great news in Lt Num compared to last year 30.9% in 2024 vs 40.1 in 2025
  - b) Bad news: meet L3 vs 2024, L2 and UE we will be behind
  - c) Keeping Y11 this year has made a difference and will repeat this in coming years.
  - d) 2026 focus- across the board (Andre provided strategies)
  - e) Week 5- with tutor teachers (HSP) to talk parents through student current status with ncea
  - f) Term 2 week 1- parents will receive tracking report for achievement and attendance

**MOTION:** That the board endorses the concept 4 (top right logo) as the logo of to guide Te Haikura a Kiwa into the future.

**Moved:** Jomanadah Sagato Felise

**Seconded:** Pane Timiiti

**RESOLUTION:** The board to pass the resolution for trust fund administrator Jenna Young to move forward with applying to The Dragon Community Trust, Indian Cultural Group costumes, ASB Polyfest 2026, \$2,804.35 (excluding GST), Roop Darshan

**Moved:** Filipo Luamanu

**Seconded:** Aroha Matthews

## REPORTS

### Tumuaki

1. Library
2. Leadership Review- The Education Group
  - a) Roween will be speaking to the Board to report back about Tina's approval
3. HoF Retreats
  - a) Speaking to our schools direction
  - b) Looking ahead for 2026
4. Faculty Inquiry Presentations
5. EOTC

6. Finance
  - a) Amanda gave a breakdown of the budget for 2026- furniture, plants, painting, etc.
  - b) Leasing of devices
  - c) Explained capital budget
7. Property

**ACTION:** Tina will do something nice for the library team for all their mahi they do  
Leadership Review- Education Group

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

**Moved:** Filipo Luamanu

**Seconded:** Pane Timiiti

**MOTION:** The Board authorises the Presiding Member and Principal to sign the Statement of Responsibility for the 2025 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

**Moved:** Jomanadah Sagato Felise

**Seconded:** Pane Timiiti

**MOTION:** That the Board receives and approves the draft budget for 2026 and authorizes Tina Filipo (as Tumuaki) to execute and take reasonable actions to carry out the provisions of this approved budget. If there is a material deviation from the approved expenditure allocation (exceeding 10% of a major item line), the Board will need to review and approve.

**Moved:** Aroha Matthews

**Seconded:** Filipo Luamanu

**MOTION:** That the Board receives the Tumuaki report which includes the assurance reports for October 2025.

**Moved:** Aroha Matthews

**Seconded:** Pane Timiiti

## ASSURANCE REPORTS

1. Counselling Services
  - a) In the process of appointing another counsellor
2. Nurses Report
3. Health & Safety

## JC HIGHLIGHTS

A collage of photos to highlight what's been happening with our students since the last board meeting.

## IN COMMITTEE

The Board went to in-committee once Roween Higgin arrived a little after 6:20pm.

## CONCLUSION / POROPOROAKI

Next Board Meeting: **Thursday 26<sup>th</sup> February 2026**

## ACTIONS

Action Task	Assigned To	Due
Tina to do something nice for the Library team	Tina	Before next board meeting

Signed:   
Presiding Member Name

Date: 26/02/2026