



JAMES COOK HIGH SCHOOL BOARD

Minutes (v1)

Thursday 28th March 2024: 5.00pm – 7.00pm

Held in the Endeavour Room

1. Opening

1.1 Karakia / Korero timata / Opening word: Tina

1.2 Present:

Jaylene Ball, Aroha Matthews, Iona Tusa, Tina Filipo, Siesia Malungahu, Wilm Goodwin (via Zoom)

In attendance: Tania Scarborough

1.3 Apologies: Kim Denis, Seu Kaisala, Charles Matua

1.4 Absent:

1.5 Declarations of Interest: None

2. Action Items from last Meeting

Jaylene went through the Action Point list from the 29 February Board Meeting, which have now been completed.

- Check with Cinal re EOTC list (Excel sheet ends #25, Rotorua trip #37, 12 trips not on list). Advise Board where the other 12 trips are. (Tania)
- Confirm actual number on school roll. (Tina)
- Update to Board regarding PUU shade sail (Tina)
- Student rep to replace Maharr. (Tina)

Moved by Jaylene and seconded by Aroha

3. General Business

3.1 Confirm items of General Business (Confirmed as per Agenda)

3.2 NZSTA: Governance and Leadership resources available

<https://www.nzstaresourcecentre.org.nz/> This is a very useful resource re Governance and School management. Boards make the decisions and then hand to the Principal to carry out.

Donation scheme was discussed and clarified by Tina how this works for our school. We opted into this. We receive \$140 per student who participate in certain activities. This is optional. ie sports events and cultural events, and only if credits are not involved. Cultural groups can apply for external funding. Tina showed the Board on TV screen 'How we can help you' NZSTA site. Effective way of helping Boards and Principals, especially around Board Governance.

NZSTA Conference this year – 6-9 June. Held in Wellington. Board budget has been cut to \$6,000. We will need to develop a procedure with a limit on numbers attending. PD may sit separately from staff PLD to go to conference. Number attending this year 2-3 members. (\$1599pp).

Tania to check with Charles and Seu if they are interested in attending. Jaylene and Aroha will be attending but funded through their School Boards not James Cook.

Jaylene to write up a procedure called Board PLD Procedure. Approving two members to attend conference. Feedback report to come back to the Board.

Moved by Jaylene and seconded by Aroha

3.3 Draft Strategic Plan Development

The Strategic Plan and Annual implementation plan to go on to the website.

A handout was given to the Board which is the Strategic/Action plan for the year. This will then be presented to the Board.

Surveys to go out to students.

Teacher observations.

Look and feel of the school is all part of the Strategic property plan.

Moved by Iona and seconded by Sia

3.4 Date of next meeting 24th April to be changed to 30th April if everyone agrees. Tania to put out an email to confirm.

3.5 OIA NCEA email from Maria Coyne. Tania to put in Correspondence and minute-ed.

Received and approved

Motion moved by Jaylene

4. Administration

4.1 Correspondence

Ref. Summary attached. Received inwards.

Add OIA to correspondence (Tania to add)

Electronic approval of PUU funding approval (Tania to add)

Moved by Iona and Seconded by Tina

4.2 Confirmation of Minutes

Amendments made removing Philip and Seu's name from previous minutes.

Moved by Tina and seconded by Iona.

5. Reports

5.1 Policies and Governance Report

Jaylene thanked Tina for the lengthy time it took to set up School Docs.

6. Finance Committee Report

The Finance Committee meeting was held on Monday 25th March 2024. (Refer to Financial Report and fundraising resolutions).

Sandy from Solutions and Services zoomed in at 530pm. Shared and went through documentation and her findings. Sandy advised she finished all 368 accounts today and noted:

- 2023 wasn't great. Operating deficit of \$823k
- A large amount is depreciation.
- Statement of financial position – working capital surplus
- Sandy advised the board should pass a motion.

“To approve this budget with operating surplus of \$608981k and capital expenditure of \$140817k as the budget for 2024 with proviso to review after July.”

Questions and Answers from the Board to Sandy. The Finance committee were happy with figures.

Tina advised she is trimming budgets but not those directly related to students.

Tina requested the budget be approved.

A question was asked regarding the 2020/2021 budget that was still in draft. Sandy advised that she contacted the Ministry and are waiting on a letter from MOE Property.

The Board budget has been cut from \$12k to \$1k. This was discussed and decided that Tina would adjust this. (Action)

Tina pointed out to the Board that the Board is there to care about the money.

Motion: “To approve this budget with operating surplus of \$608981k and capital expenditure of \$140817k as the budget for 2024 with proviso to review after July”

Moved by Jaylene and seconded by Aroha

Tina then discussed the February accounts.

- Fixed assets – Sandy working on
- Chasing up Chad (MOE) re letter/Property team MOU
- Water rates – massive leak. Amanda chasing this up.
- Manurewa High owed us \$90k from Trades Academy which was overlooked but once Pete is back, this will be paid.
- Some money we have had had to be gifted ack to our AE providers.
- Banked staffing is looking healthy at the moment.

The Finance Report was moved by Tina and seconded by Sia

7. Property Report

Ref: Property Update

Tina advised the Board this was included in her Tumuaki Report.

- Single story buildings – not as big
- Relocatables (similar to prefabs)
- MOE advised we will be eligible for more classes due to roll increase, so may be 5 relocatables.
- Decks can be added to these relocatables, so permanent.
- C block will be JC property again
- When BLENNZ/Rosehill move we get 3 classes back plus the relocatables will give us 8 extra classes
- Working with MOE re a strategy plan for classes and fit for purpose etc.
- 5YA update going ahead.
- 5 classes could be music or OTU (O le Tupu Aga)
- Once shade is up, Hammond will do a blessing.

The Property report was moved by Tina and seconded by Aroha

8. EOTC Committee Report

Ref: EOTC report

Note: Chair/rep of the EOTC Committee presents this report.

Update of the Vietnam Trip (by Roydon Agent)

Electronic Approval for PUU seeking funding for Kapa Haka Nationals

Electronic Approval for JAM – Kim and Jaylene to approve. Not yet seen the EOTC.

Moved by Aroha and Seconded by Jaylene

Tumuaki Report

Taken as read. Tina presented this report which progressed through the Board members asking questions and providing responses they may have. Then any recommendations are considered.

The following points were mentioned by Tina:

- HOF's to report to Board at next meeting.
- Iona asked re roll numbers on senior students and why are they leaving? Tina responded, mainly for employment.
- We are being funded for 1603 students not for 1641, we will keep monitoring this.
- Looking at policies Government have given us and making sure we are on point with those.
- Attendance – graph done by Laurence re Y12-13 attendance has gone down. We are looking at why this is happening.
- HR – need to appoint an appraiser for Tina (Jaylene to action).
- Phones away for the Day – students have to go to office to phone home. Preetika will ok if a student requires their phone for learning needs.
- Consequences – email to Dean and DP if phone is not put away. After that to DP or Principal. This information will go on our website and to students next week at assembly.
- Drop point if students want to. This policy will go on the website.

Aroha and Iona moved to adopt this, Policy.

Received as true and accurate.

The Tumuaki Report was moved by Aroha and seconded by Sia.

9. **Public Excluded Business / In Committee**

Presiding member, Jaylene Ball brings the meeting to a close at 7.30pm and requested that the Meeting moved to in committee, to discuss matters of a sensitive nature at 7.35pm.

Recommendation:

"I move that the public be excluded from the whole of the proceedings of this meeting."

Moved: Iona

Seconded: Aroha

MOTION: RESOLUTION TO EXCLUDE THE PUBLIC

Section 48, Local Government Official Information and Meetings Act 1987

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and

Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

Recommendation:

"I move that Tania Scarborough – Board Secretary, be permitted to remain at this meeting, after the public has been excluded."

Moved: Iona

Seconded: Jaylene

Whilst in committee, members discussed several school related matters.

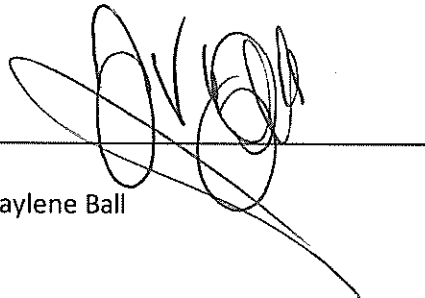
The Chair moved out of Public Excluded Committee at 7.45pm.

Moved by Jaylene and seconded by Tina.

Final comments:

The meeting closed at 7.45pm.

Signed: _____



Name: Jaylene Ball

Date: _____

30 April 2024

