



JAMES COOK HIGH SCHOOL BOARD

Minutes (v1)

Thursday 30 April 2024: 5.00pm – 7.00pm

Held in the Endeavour Room

1. Opening

1.1 Karakia / Mihi mihi: Charles Matua

Charles also acknowledges our new papa – Wilm and welcomes Hiwa I te rangi to our world, Jaylene acknowledges Seu and whanau with the passing of her brother Kaisala Kaisala (former JCHS Board member and student)

1.2 Present/ Apologies

Board members:

Tina Filipo, Seu Kaisala, Charles Matua, Kim Dennis, Wilm Goodwin, Aroha Matthews, Jaylene Ball

Visitors: HOF'S: Paddy O'Rourke, Jude Hartstone, Roydon Agent, Paul Fenn, Lindsay Knipe
DP: Andre Whaanga

Apologies: Iona Tusa, Tania Scarborough (Board secretary) Charles Matua (for early departure)

Absent: Seisia Malungahu

At this time HOF's are offered the floor, to provide a report from their respective learning areas.

NOTE - ANNEX ONE: This forms part of the minutes from the Board meeting held 30 April 2024 and sits alongside copies of the presentations from our HOD's.

The Heads of Faculty from Arts, Social Sciences, English, Maths and PE/Health presented their annual reports 2023. The strengths across all faculties were that they had strong teams who worked well together to support student success. Development areas and/or challenges ahead were identified by all; the NCEA changes in Level 1 and the new curriculum. The introduction of the new curriculum would affect the junior curriculum and HoFs are mindful to start preparing their departments for these changes. Another challenge is the literacy and numeracy test that demands our teachers to use strategies explicitly with our students to improve student achievement. HoFs are mindful that this all takes time and working with great teams will help us move in the right direction.

1.3 Declarations of Interest: None

2. Action Items from last Meeting

Conference attendance – Charles wants to attend, Seu signaled she is not going, Kim being supported by Te Matauranga

Jaylene to email out PD procedure.

Appraiser to be contacted, Tina happy to use Allan Vester and Jaylene will make contact.

Water pipe leak has been sorted and Council has sorted out discounted rates.

All other action points from 29 March meeting completed.

3. Confirmation of Agenda Items

Additional - Invitation to all, to next Finance Committee meeting

Additional – Funding application to Life 101 for 63 students. The course is noted by Jenna as digital launch pad, teaching comprehensive life and financial skills at the cost of \$18585 (on behalf of Jenna Reiri).

4. Correspondence (List presented)

Additional – NZSTA Conference delegates nomination for

Additional – Electronic approvals for EOTC applications (Application #'s 54 / 56/ 57, 62)

Check to see if add-ons sent last week to Tania are on list (Chad – MoE property)

Moved: *That the inwards correspondence be received and the outwards approved*

Moved by: Aroha Matthews

Second: Charles Matua

Matters arising from correspondence

Reminded that Puutake's previous request was to submit funding applications to three different funders as suggested by Go Fund. Applications will go to Trillian Trust for \$16,000, \$18,585 to Grassroots and \$20,000 to Pub Charities Ltd totalling \$54,585-00.

ACTION: Tina will follow up with the short fall, as total costs were for over \$90,000
Tina has put an advert for a Funding co-ordinator, as we do apply for a lot of funds.
Aroha asks about EOTC paperwork for Puutake and timeframe being 8 weeks prior to travel to attend Kapa Haka nationals in Nelson. Tina has met with the team, and it is almost there (awaiting the small stuff). The event is not until July so they will still submit before due deadline.
Wilm declared conflict of interest with EOTC # - as he is involved with trip.

ACTION: Jaylene to follow up to see if he needs to declare conflict, as we don't feel there is a conflict

ACTION: Tania to update Board with travel/accommodation arrangements
NZSTA AGM nomination form. Others offered the role as delegate.

MOTION: *That Jaylene Ball be nominated as the JCHS representative for NZSTA AGM, including voting rights*

Moved by: Charles Matua

Second: Kim Dennis All in favour

NZSTA AGM Minutes from last year included 2 submissions on behalf of JCHS. Submission re: For NZSTA to advocate to government to look at payment to all Board members, but it was noted that NZSTA were to feedback in a 6-month timeframe. This should be brought up at this year's AGM, as no feedback has been received.

ACTION: Kim to get the name of the alternative organisation that provides services like NZSTA

Confirmation of minutes from March 2024 meeting

Moved: *That minutes from March 2024 are a true and correct record with the addition of Aroha Matthews who was in attendance*

Moved by: Jaylene Ball

Second: Tina Filipo

Matters arising from Minutes

Charles has confirmed with Tania, that he would like to attend 2024 NZSTA conference in Wellington, but we need to check if arrangements are made. Jaylene being funded by Finlayson Park School, Kim funded by Te Matauranga, Aroha funded by Roscommon School.

Noted from Seu that 3.5 in minutes was moved by Jaylene, with no second. For everyone's information, motions can be moved from the Chair, without a seconder. Here at JCHS, it has been usual practice to second all motions, so Aroha agrees to second.

Aroha asks what happens with incidental costs (meals/ transport to/from airport). We have previously received Taxi chits, received a 'petty cash' amount of cash, make payment out of your own pocket and then get reimbursed.

ACTION: Tina will follow up with Amanda

Policy & Governance portfolio report

No Policy review this month.

Tina confirms JCHS team have provided all relevant information to School Doc's, who will have JCHS site completed by the end of May.

Finance Committee Report

Amanda to provide March monthly report.

Drainage work carried out here shows that our savings have been \$18,000.

Kim suggests all Board members attend meeting next week – Monday 5th May to get a better understanding of new reporting. Sandy Dunn SES accountant will be in attendance.

Email received from Jenna, who apologies for lateness of request (delayed from provider). Details comprehensive

life and financial skills organization by digital launch pad for 63 students. Tina apologised that the paperwork is not available as she was away yesterday.

MOTION: *That the Board approve an application to Pub Charities Ltd for the amount of \$3,560.87 to cover the cost of 63 Launch pad subscriptions for a selection of senior students*

Moved by: Kim Dennis Second: Tina Filipo All in favour

Panui distributed capturing what Chad Britton's email refers to. This means we can review our current budget in approx. (paper money)

Aroha wants clarification that 2020 accounts have been audited and we are only awaiting 2021 and 2022 audits.

MOTION: *That the Board approve the amendments outlined in the letter received from Chad, to write down the value of the building improvements*

Moved by: Kim Dennis Second: Aroha Matthews All in favour

9. **Property Report** has been incorporated into Principal Report

10. **EOTC Report** has been incorporated into Principal Report

Royton has been updating Board of Vietnam arrangements as requested.

11. **Principal Report**

As presented by Tina Filipo

The inquiries will progress the implementation plan which will be driven by DP's with their respective teams, looking for outcomes that will be reported. A lot will inform system changes.

School roll is looking healthy, and attendance is improving.

Tina working on achievement statistics which will be presented at another Board meeting, as she wants to ensure it is reported with clarity.

H&S Committee meeting held (10 members). Sa'id is working on an online incident reporting template which will identify to the Board, what measures we need to take to keep our school people safe.

Pictures now included.

Cameras/screens worked well, as also reported by Wade of Harrison Thew

Shade Sail is due to be completed around 15 May, but we will keep agitating.

Looks like BLENNZ Satellite Unit will go ahead according to MoE Property team.

Drainage work happened in the holidays.

Water tightness work also being done. Asbestos found but is OK unless it is disturbed.

Moved: *That Principal Report be received and accepted*

Moved by: Tina Filipo

Second: Seu Kaisala

12. **Matters arising from Principal Report**

Kim and Jaylene attended a network meeting with Kainga Ora. It was confirmed that there 20 developments will be built within a 2km radius of JCHS, which will built within the next 18months. Each development will have between 4 – 8 'units'. Tina will signal this to Kainga Ora/ MoE, as there is funding available to schools.

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:


Whilst in committee, members discussed several school related matters.

At 7.17pm, Board members moved into in committee to discuss personnel matters.

Moved by Jaylene and seconded by Kim.

Final comments:

The meeting closed at approximately 7.40pm.

Signed: 
Name: Jaylene Ball

Date: 30 May 2024