

JAMES COOK HIGH SCHOOL BOARD

Minutes (v1)

Thursday 27th June 2024: 5.00pm – 7.00pm

Held in the Endeavour Room

1. Opening

1.1 Karakia / Korero timata / Opening word: Wilm

1.2 Present:

Jaylene Ball, Kim Dennis, Iona Tusa, Siesia Malungahu, Wilm Goodwin, Seu Kaisala, Tina Filipo

Visitors: Jenna Reiri

In attendance: Tania Scarborough (left prior to in committee)

1.3 Apologies: Charles Matua, Aroha Matthews

1.4 Absent: -

At this time Jenna is offered the floor, to present her inquiry to the Board.

Points noted:

- Pg 29 of Principals report shows her inquiry
- Will update the Board each month
- Data driven
- Attendance is improving
- Jenna advised she has a more holistic approach – speak to students asking them what stops them from coming to school? And why, when at school are they not in class?
- Attendance officer – Ofa. Also tracking attendance. Finding patterns of absenteeism
- Keep in touch with Manurewa High Attendance Officer
- Met with Green Meadows several times
- Improved data input – coding now is clearer
- Pastoral care – no hard data numbers yet but will advise when they have
- Simplifying attendance process and tutors understand their role
- Revising use of Attendance codes. Found some are being incorrectly used
- Patterns of in-school truancy and why not in class? /Why late to class? This is being investigated
- Over next few meetings you'll see the work we (DP's) will be doing
- Tutor time is also being looked at
- Back of report p45 lots of bullet points on observations made.
- Manurewa Attendance officers, Chris, Tee and one other. We are able to make use of them. 61 of our students were referred to them. 21 have left school, 10 are still under kura. (Ofa keeping a spreadsheet)
- The process to checking in our late students: 10am on – sign in to Mana room. 840am until 10am students go straight to class. Teacher to log them as late
- Question asked: Is one Attendance Officer enough – do we need two. Jenna responded, maybe that is an option in the future

1.5 Declarations of Interest: None

2. Action Items from last Meeting

Jaylene went through the Action Points from the 30 May Board Meeting. These two points are to be carried over to the next meeting.

- Kim to update Board on Police vetting term 'clean slate'.
- Charles to update the board re contacting Maori leaders in the area re the school's name change.

Moved by Jaylene and seconded by Kim

3. General Business

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

4. Administration

4.1 Correspondence

Ref. Summary attached. Received inwards.

Moved by Jaylene and Seconded by Tina

4.2 Confirmation of Minutes

Received as true. Spelling of Seu's name incorrect. (Had Sei in error).

Moved by Iona and seconded by Kim.

5. Reports

Finance Committee Report

Ref: Financial report and fundraising resolutions

Note: Chair/Rep of the Finance Committee presents this report

Kim advised the Board:

- that the first page is where our money has come from
- 41% of budget is all that has been spent
- Funding application
- Statements on P5
- Repayments means pay for the following year ie. Airfares, Polyfest deposits etc
- We are in a healthy position
- Amanda doing an amazing job
- Banked staffing remains at 90.85, this shows an overuse of 4.05 over. This is picked up by the Board to fund 3 FFTE
- Tina asked re above, chart incorrect saying fund 3 should show 4
- PUU had whanau fundraising \$11k went through. Tina confirmed this
- Tina advised we are in a transition phase
- We need to advertise for more teachers
- The Kaimai trip was declined, this is being postponed not cancelled

The Finance Report was moved by Kim and seconded by Tina.

5.1 Policies and Governance Report

Recommendation:

“That the Board accepts SchoolDocs as a place to keep our school docs and procedures”.

Moved: Tina **Seconded:** Seu

Employer Responsibility

Jaylene would like added:

- Review – annually
- Re employee files Link:
- Employment agreements and job descriptions (countersigned by the employee)
- Appraisal or Performance Review documents (countersigned by the employee)
- Any other relevant correspondence, that comes to hand
- Entry and Exits should be carried out properly (Ti kanga)

Moved by Kim and seconded by Sia

Appointment Procedure

Jaylene would like added:

- The Board will also form part of the appointment committee for senior management team members and specialist roles (ie. Puutake Te Wahanga Maori unit leader)

Under ‘principal and senior management’

- If the need arises to create new positions, the Principal will bring this to the attention of the Board.

Under Appointment Committee (Link)

Position

Senior Management Position Jaylene added: *(include specialist positions)*

Safety Checking

Jaylene would like added under the heading ‘Safety checks by others’

- We also verify that certification with Teaching Council is carried out by administrative staff
- Under Support Staff – the Appointment Committee would have Assistant principal, Jaylene added: *(and other personnel member)*

Tina added: Our HR process is rigorous and supports the safety of our children by making sure our teachers are legit. Safety checks are current.

Child Matters have been called in to JC and after interviewing selected staff and students, will provide us with recommendations on what we should do.

Wilm added: Our school employs a rigorous and regular screening process to ensure the credibility of all staff. This includes comprehensive police vetting and background checks conducted periodically to guarantee student safety and maintain a secure learning environment.

Board members are asked to read, review and send to Tania to collate.

Tina – Keyhole Governance Pamphlet

- Advised the board the Principal implements plans and day to day operations and is held accountable
- Alan Vester – Appraiser (Principal) in JD
- Policies and Procedures
- Schedule of Delegation – in SchoolDocs re who can do what. This is to be done.

6. Property Report

Ref: Property Update

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

- Shade will be completed hopefully next month
- Property in a good place 5YA about to be signed, so then upgrades can begin, if we need to change we can through MOE
- Getting 4 modulars (prefabs). Uncertain where they will go. Will update Board when more certain
- Tina, Iona, Laurence, Cam, Maynard and Waters Property team
- Survey to ask staff and students what 3 things they would like to see at school. Boards ideas were:
 - o Frontage upgraded
 - o Covered walkways
 - o Samoan fale
 - o More seating
 - o More shades
- Tina advised Erica (MOE) talked about cuts – master plans, some may disappear and some may be culled. Out of 45, 40 may go.
- Our school won't be rebuilt in next 10 yrs
- We need to spend our money wisely

The Property report was moved by Tina and seconded by Kim

7. EOTC Committee Report

Ref: EOTC report

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

Update on Vietnam trip included in Principal's report by Roydon.

Moved by Jaylene and Seconded by Tina

MOTION: EOTC # 96 ELL trip to Rotorua was signed off

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:

- Government changes/school lunches/operational matters healthy, staying level 1600, roll audit great and no money taken off us. Under 1% error.
- HR/personel – Sophie head of Dance resigned and is off to Singapore, Leonie (Counsellor) is taking medical retirement
- We have 3 people lined up as potential teachers
- Cancelled contract with Te Whatu Ora
- Incident re front gate accident will be discussed in next Principal's report (student had his foot operated on)
- WOF for our school has to be carried out
- Health and Safety officer is Sa'id
- Seu – would like to see Pasifika stats for attendance
- Noted school closed early on 27th June due to 52 staff away. Students finished at 1.20pm. Advised families but email crashed. Will look at using text and email platforms next time if required

It was discussed that a one pager for the back of Board report to pass

Also suggested Sia have a friend to join her at the Board meetings. This will be discussed further.

Received as true and accurate.

The Tumuaki Report was moved by Tina and seconded by Seu

8. Public Excluded Business / In Committee

Presiding member, Jaylene Ball brings the meeting to a close at 6.52pm and requested that the Meeting moved to in committee, to discuss matters of a sensitive nature.

Recommendation:

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

Moved: Iona **Seconded:** Kim

Tania asked to leave meeting. Jaylene took over in committee minutes.

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:

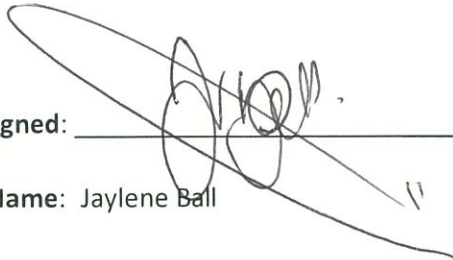
Whilst in committee, members discussed a school related issue.

The Chair moved out of Public Excluded Committee at ???

Moved by Jaylene and seconded by Tina.

Final comments:

The meeting closed at

Signed: _____

Name: Jaylene Ball

Date: 27/7/2024