

JAMES COOK HIGH SCHOOL BOARD

MINUTES



Wednesday 24 July 2024

17:00 – 19:00

Held in the Endeavour Board Room

Present:	Jaylene Ball, Tina Filipo, Charles Matua, Seu Kaisala, Aroha Matthews, Kim Denis, Siesia Malungahu
Apologies:	Iona Tusa, Wilm Goodwin
Absent:	Nil
Visitors:	Koko
Declaration of Conflict of Interest:	<i>Conflict of Interest can also be tabled when we discuss matters</i>

1. OPENING

1.1. Karakia / Korero Timata / Opening Word: Charles Matua

1.2. Welcome to Kohiriki (Koko) Te Whare-Morgan and Jen Lapa.

1.3. Board members introduce themselves

1.4. Karakia mo te kai – Seu

Jen Lapa welcome to the meeting as Board Secretary for the July Board meeting.

A guest of Presiding Member, Jaylene Ball, Koko is an ex-student of Puutake and current Presiding Member at Clayton Park School. Koko joined us to observe how the JCHS Board conduct their meetings. Koko has recently participated in MH's Board meeting. Koko is also aware of speaking rights at this hui and is here to listen.

Special Note: Hangi and pudding with custard was received well by members of the Board.

2. ACTION ITEMS FROM LAST MEETING

Jaylene went over the Action points list from the June Board meeting,

Charles spoke on an Action point from the June Board meeting that was to be carried over to the next board meeting. It was not listed on the July agenda.

2.1 Role of Staff and Student Representatives – (action from In Committee discussions) Jaylene to check to see if staff/ student representative can be a part of Appointment Committee

Jaylene contacted NZSTA regarding the fore mentioned action. Both are members of the Board and have same rights as others – they can be a part of any committee. In the past, Board members have not used student rep on the Discipline Committee, which is more of a safe guard to avoid repercussions

2.2 School Name change (action item from May meeting)

Charles advised that since the May meeting, conversations were happening. He will need to connect with the Kingitanga rep Te Ngira, with Martin Cooper being their Tamaki mangai (spokesperson) at another date to arrange a visit to start the process. Due to Marin's health ~~on their end~~, this has delayed discussions to meet.

- Tina will take guidance from Charles in navigating this space.
- Charles believes Sie's voice as a student Board rep will help bring a student lens/voice to discussions around the name change. All contributions from students, staff and JC community will help towards the gifting of the name that is befitting of our kura, and because of this the gift/taonga will likely be well received by all
- These discussions should be laid at Koroneihana (before the Kingitanga) which will be done at this year's event, so Charles and Hammond are hopeful the matter can be discussed with Te Ngira and Martin before then. If we miss the opportunity the matter can be laid at a poukai (Whātāpaka Marae). It would be good to capture the korero now from our stakeholders so the contingent is well prepared

3. GENERAL BUSINESS

3.1 CONFIRM ITEMS OF GENERAL BUSINESS

The General Business items were confirmed as per the agenda.

Motion - Jen to be the returning officer for upcoming student elections (**non-agenda item**)

Motion - This board may adopt 2 student representatives after seeking the mandate from NZSTA.

- Jaylene/Tina – Questions asked around costs and what the #2 student representatives responsibilities would be.

Moved by: Kim

Seconded by Tina

Action: Jaylene will follow up with NZSTA on the possibility of adopting 2 student Board reps.

3.2 PORTFOLIOS & COMMITTEES (handout distributed – March 2023)

- Tiare to be removed from Board Portfolio & Committee and replace with Siesia
- Board reminded that the Committee's/ Portfolios were set up on a 'as needed basis', with some areas being more active than others. Committee's must be set up correctly and have a Terms of Reference
- Tina questioning the need of some committees, with the exception of Finance & Property, EOTC, HR (when needed), and School name change
- Seu fed back that as a member of the Pasifika committee, she would like more involvement with Pasifika-related school matters. No action had been taken in this role, through no fault of her own
- The Board need to start thinking about the area within the annual implementation plan – Nurture Community
- Confirmation of areas that will continue as portfolio/committee
 - EOTC – Kim, Wilm, Jaylene (Tina is the approver)
 - HR – Kim, Jaylene Aroha, Tina
 - Name Change – Sia, Charles, Kim, Jaylene and Tina. Wilm to be asked if he is still interested

Motion: The Board agrees to dissolve the Pasifika Strat plan, curriculum, policy and governance, student suspensions committees/portfolios.

Moved by: Aroha

Seconded by: Siesia

Action: Tina will continue reporting to the Board for portfolio/ committee areas, but Board can also signal areas they would like updated

3.3 MEETING PROTOCOLS

- Jaylene/Tina confirmed that the turn-around-time to have the Board minutes to the Presiding Member/Board Chair is 5 days and a copy to the Board members in 7 days. With the JCHS Board drive, the Board minutes will eventually go online and an email to Board members to notify that this is available for viewing.
- Jaylene reminded Board members that non-agenda items are not to be discussed going forward in future meetings and the Board must stick to the protocols of what is listed on the agenda.
- Governance meeting hours remains unchanged from **17:00 to 19:00 (5pm to 7pm)**
- It was suggested to run IC meetings for a possible 15-30 minutes. Charles made mention that there may be some agenda topics in this space that may require more time. No time allocation adopted.

3.4 FEEDBACK ON THE POLICIES

- Aroha said she still does not access and this was previously signalled
*All Board members have the login information for SchoolDocs, which can be accessed by a simple google search, searching for the school name – **username 100 and password JCHSBoard***
- Feedback on the policies is to go to Jen, but none had been received so far.

4. ADMINISTRATION

4.1 CORRESPONDENCE

All correspondence, inwards and outwards, since the June Board meeting was included in the July Board pack at the meeting.

4.2 CONFIRMATION OF MINUTES AND SIGNING OF MOST RECENTLY UPDATED SCHOOL POLICY(S)

Seu asked for a correction to be made in the June Board Minutes

- Remove the 'moved' and 'seconded' and names under General Business #3.1

Moved by:

Seconded by:

5. REPORTS

5.1 FINANCIAL REPORT (Kim)

- Special acknowledgement to Puutake for their fundraising of \$48865.00 towards Nationals. Several of our Puutake whānau have a long history with our kura and continue to support. **\$11,000 ??** transferred from Puutake Whanau Fundraising Committee, being left over funds from previous Hawaii trip
- Seeing great things with the new Savings Account and the investments our kura has (pg.8).
- Acknowledges Amanda Schoeman and her mahi. A big mihi to Amanda for taking pride in the work she produces in the Finance space.
- Our kura's financial position is positive and a big achievement that needed to be acknowledged, as we slowly build up funds.

No funding applications this month. Tina responded that no funding on the table this month, but things moving in the background. Kim made note of the 'Thank you' post to Trillian Trust Limited that she saw on our social media for the funds received towards Puutake's EOTC trip to Whakatū/Nelson. A discussion between Jaylene/Tina on trust fund applications not voted on for July round. Pending applications should be included in the monthly funding application matrix. Tina noted that she has signalled to Jenna Young to not move forward with any incomplete applications from staff.

Action: Tina to ask Jenna Young to give update of trust funding application information to the Board.

Moved by: Kim

Seconded by: Seu

5.2 POLICIES AND GOVERNANCE REPORT

- These policies noted for this hui, are for review in Term 3, but there is an addition brought forward from previous meeting
- Jaylene encouraged Board members to take time to read the policies.
- Jaylene explained each of the policies, has associated back documents so Board had a better understanding of what they represent.
- All feedback on the below policies is to be sent to the Board Secretary (Jen):
 - Employer Responsibility
 - Appointment Procedure
 - Concerns and Complaints
 - Performance Management
 - Protected Disclosure

Policy/ Procedure: Protected Disclosure
No change required

Moved by: Se'u

Seconded by: Kim

Policy/ Procedure: Performance Management
No change required

Moved by: Tina

Seconded by: Seu

Policy/ Procedure: Concerns and Complaints
No change required

Moved by: Se'u

Seconded by: Sia

- Concerns and Complaints - all Board members need to familiarise themselves with the procedure and direct matters back to Principal
- Performance Management - refer to BAS document for further guidance
- Appointment procedure and Employment responsibility will be looked at by all Board members, particularly by HR Committee members, in preparation for next hui

5.3 PROPERTY REPORT (Tina)

- Shade Sail – on Friday 26th July work will start.
- Signed off on current 5YA so work can start on student toilet blocks: more cubicles and new paint.
- Classroom improvements
- Survey sent to JCHS staff and students. The 121 survey results so far have identified that shelter is a priority for many. By conducting this survey, it allows Tina to know where they need to put school money towards.
- Money put aside to repaint the school which is overdue for a makeover. Resene to come in and do a free colour swatch. Tina suggested that the Board can look at the colour swatches. Board members responded that Tina/kura can make the decision and they can be informed after-the-fact once colours have been chosen. Tina mentioned colours will be a natural look and represent our kura's vibe. Work will possibly start in Term 3 holidays.
- Canon have capability to create mural boards that will go up on buildings around campus
- Tina mentioned that parts of the fence will be taken down while maintaining safety for staff and students. The look of the school needs to be more inviting and, as one Board member mentioned, 'looks like a prison'. It's also a health and safety hazard, as recently a Leabank student was pinned under the fence and had to go to Middlemore Hospital for surgery.

Moved by:

Seconded by:

5.4 EOTC COMMITTEE REPORT

- Acknowledged Roydon’s email update for the Vietnam trip
 - Kim/Jaylene – had forwarded an email to Tina who sent it on to Roydon with a suggestion on another idea for fundraising – Vibe sparkling water/ sausage rolls/ savouries, which raised \$1,200 at another school. Jaylene offers her support with this fundraiser if needed
 - Charles mentioned another fundraising idea – sponsorship of 1-60 numbers which can raise several hundred dollars alone.
 - The sausage sizzle idea that Roydon’s group have done in the past is a good way to raise funds, but it’s a lot of work for little money in return
 - Most external funders will not fund overseas travel, but could look at other associated costs (like travel uniforms, bags)
 - As one of the travellers, Sia says students are paying \$5,500. Board seem to think this cost is greater than what has been previously tabled

Action: Tina to follow up with Roydon on monies raised so far for the Vietnam EOTC trip. A detailed breakdown of what fundraising has been done and money raised. Tina to also ask Roydon whether he would like Jaylene’s help to draw up sponsorship information, another opportunity to increase fundraising money.

5.5. TUMUAKI REPORT

The Principals Report which is circulated prior to every meeting will be tabled as read at each meeting, and Board members are encouraged to ask questions if needed.

The Tumuaki Report was tabled as read, and questions were welcomed.

- Tina acknowledged the inward correspondence from the JCHS PPTA who have declared that they do not want to become a charter school and would like the Board to tautoko their stance. Kim queried where this Board letter would end up if one was written; is the Board letter collected together with other PPTA schools and taken to Government?
 - Jaylene acknowledged the charter school information Tina put together in Board report
 - Kim acknowledged that SAMS has been a positive example of a charter school in its earlier years. Tina mentioned that in current years, SAMS students are now leaving there earlier to attend our kura instead.
 - Charles mentioned the model that operates in America, which doesn’t work and causes segregation
- Jaylene/Kim acknowledged Ben who was mentioned in the Tumuaki report for his amazing work looking after the Bluelight JAM Facebook page with some photos and video footage from their recent trip. Ben is doing a wonderful job updating whānau of the Taupo JAM EOTC: #95.
- Tina is happy with the school’s sporting and cultural success
- Tina acknowledged Seu’s request for more information in the Action point for Pasifika stats on attendance, which can be found under Regular Review > Attendance.

Moved by: Tina Secoded by: Kim
- Add to correspondence: Tania Scarborough’s resignation to the Board has been received and acknowledged. This will be further discussed In Committee

Action: Jaylene will arrange a letter of support from the Board that the school is not in favour of becoming a charter school. Letter to be given to PPTA Chair, Jude Hartstone (who is also HOF English).

RECOMMENDATION:

“The Board receives the Tumuaki Report”

Moved: Tina Secoded: Siesia

MINUTES FROM PREVIOUS MEETING (June 2024)

- Note – General Business removal of point 3, as we did not discuss
- Confirmation that Charles and Aroha were not at July’s meeting

Moved by: Jaylene Seconded: Tina

PEB/IC (PUBLIC EXCLUDED BUSINESS)/(IN-COMMITTEE)

Presiding Member, Jaylene Ball declared that the governance meeting ended at 6:45pm and moved into Committee at 6.55pm

Section 48, Local Government Official Information and Meetings Act 1987

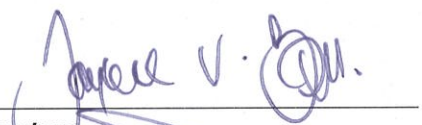
This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case 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:

MOTION: RESOLUTION TO EXCLUDE THE PUBLIC

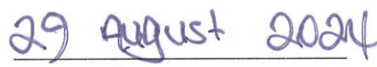
“That the Board move into committee and that the public be excluded from the whole of the proceedings of this meeting”

Moved by: Kim Seconded: Tina

In Committee meeting closed at 7-28pm



Signature



Date

Print Name:

ACTION POINTS FROM JULY BOARD MINUTES

	Action Points	To Action
1	Follow up with NZSTA on the possibility of adopting 2 student Board reps.	Jaylene
2	Jenna Young to give update of trust fund information to the Board.	Tina
3	Follow up with Roydon on monies raised so far for the Vietnam EOTC trip. A detailed breakdown of their fundraising efforts to date. Tina to also ask Roydon whether he would like Jaylene's help to draw up sponsorship information, another opportunity to increase fundraising money.	Tina
4	Letter of support to the PPTA Chair, Jude Hartstone (who is also HOF English) re Charter School	Jaylene
5		

