



JAMES COOK HIGH SCHOOL

BOARD MEETING MINUTES

29 AUGUST 2024

from 17:00 – 19:00

HELD IN THE ENDEAVOUR BOARD ROOM

PRESENT:	Jaylene Ball, Tina Filipo, Wilm Goodwin, Iona Tusa, Kim Dennis, Charles Matua, Aroha Matthews, Seu Kaisala
APOLOGIES:	Siesia Malungahu
VISITORS:	
IN ATTENDANCE:	Jen Lapa
DECLARATION OF CONFLICT OF INTEREST:	Nil

OPENING

Karakia by Wilm Goodwin

ACTION ITEMS FROM LAST MEETING

- Yes – we can have two (2) student reps, but only one will take the 'lead role'. Still go ahead with student elections. Board needs to ensure it is captured in Board minutes if we want to adopt the two (2) students.
- Letter in support of PPTA - completed and emailed to Jude
- Jenna Young - ensuring that Jenna sends through funding applications on time.

Moved:

Seconded:

GENERAL BUSINESS

CONFIRM ITEMS OF GENERAL BUSINESS (CONFIRMED AS PER AGENDA)

Policy Review

Chris France (NZSTA) is happy to organise a policy/ procedure (for Employment Responsibilities) training session for full Board and will include Delegated Authority. The board to provide dates to Jaylene for him, being after 12 Sept, prefers to have all Board members available so everyone is on the same page. Possibility of doing it by Zoom.

Student Elections

Sie to remain on the Name Change Committee - if not successful, co-opt her.

School Name Change

Koroneihana- from last discussions the name suggested to us was **Te Haikura o Hoturoa**. When Charles went down for the Koroneihana, they met with Kiingi Tuheitia's daughter (Ngawai) and the Kiingitanga responded with a 'No' to Te Haikura o Hoturoa. Charles says they are in the process of restarting the conversation again. The Kiingitanga acknowledged Puutake's visit and taonga given at the Koroneihana. It was mentioned that the



new school name doesn't have to be iwi based/gifted by Tainui. We can come up with a name ourselves, one name suggested was **Te Pou o Kiwa** - because kiwa is a demigod for all of the islands. This acknowledges rangatira from Samoa, Tonga, etc.

Moved:

Seconded:

ADMINISTRATION

CORRESPONDENCE IN/OUT

Ngā Manu Kōrero Speech Competition letter

Letter received from Puutake who are seeking financial assistance from the Board to allow a group of 44 students and kaiako to go along to support Tayshon Yates who is competing in the senior Māori speech category. Cost is \$40.00 entry fee per head. There is usually no fee involved, but due to construction works at Orakei Marae, the new location, announced a week before competition, is now at Spark Arena. Tina happy to provide additional financial assistance for Puutake supporters to awahi Tayshon.

MOTION: The Board supports the group of 44 students and kaiako going along to support Tayshon in the Manu Kōrero competition.

Moved by: Tina

Seconded: Wilm

Jaylene moved that the Inwards accepted and Outwards approved

CONFIRMATION OF MINUTES

No matters arising from the minutes

Moved by: Aroha

Seconded: Kim

REPORTS

FINANCIAL REPORT

Kim highlighted a few pages from the report:

- P 2-4 – All our investments we have.
- P 5-7 – Payments made in the month of July. Some concerns over Officemax spending, which has been brought to the attention of the Tumuaki, who will look into.
- P 8-10 – Financial statements – self explanatory. Money comes in, we pay our bills, and any money left over goes to other spaces.
- Also on P10 – Bank Staffing – our potential growth is forecasted to be around 1700.
- Funding applications – there was mention of one declined EOTC application to Four Winds. The EOTC was later approved after further funding was sourced. Wilm confirmed the trip did indeed go ahead and students gained 15 credits from this EOTC.

Kim congratulated the person who looks after funding (Jenna Young) for the mahi going into sourcing funds for the EOTC's to go ahead for our students.

- Jaylene questioned the declined EOTC application and raised a question around the \$150 payment. In past discussions, it was mentioned that money allocation was based around curriculum credits.
- Tina responded that money is allocated according to our strategic goals and priority, especially when it involves the most credits being gained for our students. We have plenty of funding pools that we can access. We have to be very strategic on where money goes. We also want money distributed fairly and/or evenly for use by everyone and not the same departments.

- Wilm acknowledged that the courses they run are expensive and can run upwards of \$100,000.00 for 2 classes, and although he is happy that his area receives this funding, he is also aware there are other areas of the school who could benefit from using money for their trips and that it's fairly shared.
- It was agreed that there needs to be more of a process around money allocation and to make sure that it is shared evenly.
- Vietnam EOTC brought up. It is self-funded and some credits going towards their history papers.
- Wilm mentioned that as a teacher, he felt disheartened that he would like to take a group of students on an EOTC because he wants to share the experience and his passion to the students, but it involves money and credits have to be involved, instead of just taking the kids out for the experience.
- Charles disagreed with the fact that an EOTC can only go ahead if it's tied to credits, instead of just allowing students to have the experience. He felt that students getting to experience the EOTC's offered can be more important than the credits gained. Wilm agreed as it was speaking to the point he was making.
- Charles also mentioned that teachers are giving up family / personal time to be away with students on camps, etc. Wilm then mentioned that teachers currently get paid \$25 a day/overnight when on EOTC's.

MOTION: Tina and the team to look at the donation scheme allocation.

Moved by: Kim

Seconded by: *Jaylene Hall*

PROPERTY REPORT

Tina presented the report. Mentioned that the decant re Satellite going ahead - paid for by the ministry

- Per map image: A&B is where modulars for O le Tupu'aga will go. Looking at building a Fale in that space, which will be known as Pasifika Studies. A hub to be used as a multipurpose space for all our Pasifika peoples.
- The Pavilion will be upgraded with toilet, showers. Shared with Puutake and ready by November.
- Property Review – the audit in terms of Health & Safety. Not good. A lot of things not up to scratch. Working with Cam to make sure the place is fit for purpose. Partly concerns about things we need to do as a school and what Ministry needs to do. EDSOL to review if we have the right things in place, and if our people are doing the right things that need to be done.
- Code of compliance - the CCC is seen before it is signed off. Holding off on final payment until this is sighted.

Jaylene held a meeting with Danika re Staff Room document

- Before Jaylene became Board PM, the board at the time (with Waru Clark as Board Chair) agreed to pay for the sunshade. It was the students who brought this to the Board. Maria was acting Principal at the time when Grant was on sabbatical; Grant flipped the decision without the Board's knowledge when he returned from sabbatical and used part of the \$400k on the staff room upgrade. The Board then flipped it back, agreed again to support the sunshade proposal, but it was then pulled because we weren't allowed to use that shade. The document says the money went into the staff upgrade and not comfortable signing off on this document.
- Jaylene also spoke to Tymen who said the AMS money can pay for the sunshade, and not the Board.
- It was important for Jaylene to inform the Board of how the money was used and made mention that this project wasn't project managed correctly, which is why there were concerns around signing off on a project that was under the previous Board chair and principal.
- Charles mentioned that Puutake students are very grateful for the sunshade
- Tina reminded Board that MoE owns the school and the reason why we maintain the buildings. All about nurturing the future, learning hubs, gathering together, eating together. Also mentioned the

10YP on the table. MoE want to come in and talk about the projects, the Satellite project - colour, look, etc.

Moved:

Seconded:

EOTC REPORT

- Update from Roydon provided on Vietnam trip
- Two applications under consideration – one application will have an answer by the end of next week, need more time to go over the reading for this.
- Kim mentioned the amount of pages that goes into EOTC – approx. 150+ pages.
- Wilm mentioned that part of why there's so many pages is staff do not want to compromise on the safety of our kids, especially when it's an EOTC that requires students to be on the water. This can sometimes deter staff from wanting to do certain activities because of all the paper work involved for an EOTC. But if someone has done the paperwork before, usually its a standard template for future EOTC's for the same activity.

Moved:

Seconded:

GOVERNANCE

- Jaylene pointed out to the Board of the yellow laminated document (Board Meeting policy) located in their board pack for board members to use to guide meetings.
- Seu gave an update to training she participated in. There was a recommendation on a complaints procedure for staff and students to report to, and a possible register be available that shows how many complaints come through without identifying who lodged it.
- Jaylene mentioned that with Wilm being the staff board representative, many are using him as a sounding board, which isn't his role.
- Tina mentioned that staff have the staff PPTA that they should be addressing their concerns with, and that the school needs to get better at knowing who they need to report concerns to.

Moved:

Seconded:

TUMUAKI REPORT

Tina mentioned that attendance numbers have lifted compared to last year Term 1, this is kudos to Jenna and Ofa who are making a big impact in the attendance space.

A breakdown given around Performance Management:

- Teaching Staff
- Support Staff
- Principal

Preparing for 2025

- Staffing
- Timetable
- Subject Selection

Turuki Health are our new provider for school. Tina has been dealing with Leigh Paparoa who trains nurses at MIT. Could also look at having MIT students use our school as a placement hub / nursing training centre.

Kim commented on the disciplinary hearing that was held in the Endeavour Board room. She was cognisant of the whānau being in the room for the disciplinary hearing and seeing the faces of our students on the wall.

Tina acknowledged that the NCEA information used to be in the staff room and will be mindful of this for future disciplinary hearings.

Moved by: Tina

Seconded: Charles

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

Presiding member, Jaylene Ball brings the meeting to a close at 6.26pm and requested that the meeting be moved to in-committee.

Recommendation:

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

Moved:

Seconded:

MOTION: RESOLUTION TO EXCLUDE THE PUBLIC

Section 48, Local Government Official Information and Meetings Act 1987

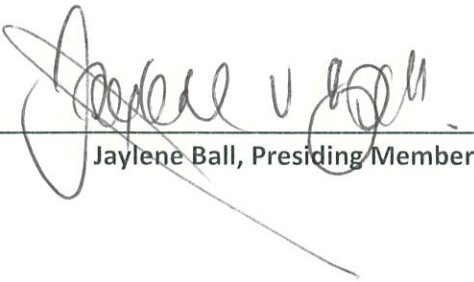
This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case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

Moved:

Seconded:

Confirmed: _____


Jaylene Ball, Presiding Member

Date: _____

26 Sep 2024

BOARD MEETING DATES REMAININ FOR 2024:

- September 26
- October 31
- November 28

