



JAMES COOK HIGH SCHOOL

BOARD MEETING MINUTES

27 FEBRUARY 2025

17:00 - 19:00

HELD IN THE ENDEAVOUR BOARD ROOM

1. ADMINISTRATION

1.1 KARAKIA AND WELCOME / PRESENT / APOLOGIES

Present

Jaylene Ball (Presiding Member), Tina Filipo (Tumuaki), Aroha Matthews, Iona Tusa, Wilm Goodwin (video call), Siesia Malungahu, Seu Kaisala (Late)

Apologies

Kim Dennis, Charles Matua

In Attendance

Jen Lapa (Board Secretary)

1.2 CONFLICTS OF INTEREST

Nil

1.3 CONFIRMATION OF PREVIOUS MINUTES

Moved by Sia Kaisala

"That the minutes dated 28 November 2024 be accepted as a true and accurate record".

Seconded by Aroha Matthews

1.4 MATTERS ARISING FROM PREVIOUS MEETING MINUTES

Child Protection Policy is now live on SchoolDocs

1.5 ACTIONS SCHEDULE

Board members are to continue updating the Board Secretary of any PD training taken.

1.6 CORRESPONDENCE (INWARD / OUTWARD)

Moved by Jaylene Ball

"That the Board receive the inwards. Nil outward".

Seconded by



2 GOVERNANCE

2.1 CODE OF CONDUCT

2.2 DELEGATIONS OF AUTHORITY

Moved by Jaylene Ball

"That the Board adopt the Delegations of Authority (which will be reviewed annually) and the Ministry's Code of Conduct for the Board policy".

Seconded Iona Tusa

2.3 CONCERNS AND COMPLAINTS POLICY

Concerns and Complaints Policy is available on SchoolDocs.

- Teacher complaints to go directly to the Tumuaki to investigate.
- If a complaint is against the Tumuaki, to go to the Board to investigate.

2.4 TE TOI RANGI

2.5 ANNUAL IMPLEMENTATION PLAN

Nil

2.6 ELECTION OFFICERS

Parent Elections are being held in September and decisions will be made then on who will be the 2025 Board PM, Deputy Board PM, etc.

2.7 BOARD ANNUAL WORK PLAN

Nil

3. REPORTS

3.1 FINANCE REPORT

Moved by Tina Filipo

"That the Property & Finance Report of 28th November 2024 be accepted."

Seconded by Seu Kaisala

3.2 TUMUAKI REPORT

Moved by Iona Tusa

"That the Tumuaki report be accepted."

Seconded by Seu Kaisala



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

The Board meeting concluded at 6:41pm and the Board Secretary left at this time.
The remaining Board members went to In-Committee at 6:41pm.

Confirmed:



Jaylene Ball, Presiding Member

Date:

27 March 2025

Board Meeting Dates Remaining for 2025:

Term 1 meetings

March 27th

Term 2 meetings

May 29th

June 26th

Term 3 meetings

July 31st

August 28th

Term 4 meetings

October 30th

November 27th