



JAMES COOK HIGH SCHOOL

BOARD MEETING MINUTES

26 September 2024

17:00 – 19:00

Held in the Endeavour Board Room

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

OPENING

Meeting opened with a karakia – School Waarea

MOTION: Roydon Speaking rights to report back on the JCHS Vietnam trip 5:05pm

Moved: Jaylene

Seconded: Tina

5:20PM – END OF GUEST SPEAKER POWERPOINT PRESENTATION AND START OF BOARD MEETING

Move to accept apologies

Moved: Wilm

Seconded: Iona

ACTION ITEMS FROM LAST MEETING

Motion to add Seu Kaisala who was present at the last Board meeting

Action: Be clearer with the Action points to be noted

Moved: Iona

Seconded: Seu

ADMINISTRATION

CORRESPONDENCE

Moved that the inwards be received, outwards approved.

Moved: Tina

Seconded: Sia

CONFIRMATION OF MINUTES

No matters arising from minutes

Moved:

Seconded:

GENERAL BUSINESS

Access to the Board drive

- Charles

Board PLD – Week 4

- Wednesday 6th November 4:30pm – 6pm

End of Year Board Dinner

- Wednesday 11th December @ 5:00pm – Manurewa Cossie Club

Prizegiving

- Attendance list completed with trustees attending either Junior and/or Senior prizegiving's

EOTC Submission Timeframes

- Wilm - Concerns around the wording in current EOTC policy. Would like clarity and a possible review on EOTC submissions. Policy is 6-8 weeks, and some EOTC's are very last minute.
- Charles – some flexibility should be given, depending on the kaupapa, but safety of our kids should always be in the forefront of all EOTC's.
- Wilm would like to review policy for EOTC. Will look at SchoolDocs at the more recent policy on there.
- Jaylene – a clear line needed on EOTC
- Seu – overnight EOTC should really meet the policy of 6-8 weeks

ACTION: Send a test link to Charles. Receiving emails but hasn't logged in to the Google Drive with login details.

ACTION: Email Employment Advisor NZSTA – Email address needed

ACTION: Trustees to inform Jen of the PD they have done since being on the Board

ACTION: Commit to having the EOTC policy to Jen a week before the next Board meeting

FINANCIAL REPORT

Presented by Kim

- Pipes under the ground and leaking to the value of \$14k - 3x leaks already happened this month. Water bill is really high and wanted to bring it to the Board's attention.
- Bank staffing - roll increase predicted to be around 1700 students, staffing will likely increase from 90+ to 120+
- EOY balance - might be wise to be over for that potential growth
- Declined funding applications, some will be re-applied for.
- School vans - audit will be done on anything relating to vehicles in this school. Consideration given to investing in our own school bus or pool of vehicles.
- Tina will have a discussion with HOFs on individual department budgets and will be audited

ACTION: FOLLOW UP ON MANA PAYMENTS

Moved:

Seconded:

PROPERTY REPORT

Presented by Tina

- EDSOL confidential review of property team report which will be sent to Board PM
- Recommendations from EDSOL, part time overseer, for Property. Possible SLT member to oversee Cam and property team

Moved:

Seconded:

EOTC COMMITTEE REPORT

No EOTC for the remainder of Term 3

Moved:

Seconded:

TUMUAKI REPORT

Presented by Tina

Child Matters Update

- Comprehensive child protection policy - School Docs not as detailed as the file presented in the board meeting. Board members asked to read
- Clarity for staff and students and keeping all parties safe
- Contact School Docs to upload as the policy to use
- Continued work with child matters, upskilling around our staff

Stand Downs and Suspensions

- Stand down and suspensions - assurance that ministry guidelines are correctly followed
- Acknowledged trustees for their mahi in this space

Events and Activities

- Acknowledged Tayshon and her efforts at Ngā Manu Korero competition
- School Ball went really well, a bigger turnout this year
- Winter tournament week - went really well, great representation 2nd in NZ for Boys Rugby League

- Consider purchase of a Number 1's uniform for our sports teams to wear when representing our school at top tier events.

Recruitment

- Kāhui Ako – help teachers change their practice. New leaders appointed

Attendance

There has been a lift in attendance. This has been achieved through:

- Coding properly
- Ofa doing a great job in the attendance space, following up on truancy with whānau

Senior Achievement

- Term 4, Week 3 – Students will be sent home who have completed their NCEA credits.

BoT Student / Parent Elections

- The trustees congratulated Siesia on her re-election to Board Student Representative role.
- Jaylene reminded trustees of the parent elections for 2025 and spoke on the school's strategic goal of Te Toki Whanake Hāpori – Nurture Community. Our trustees need to find ways in which to engage and receive feedback from our community with the Parent Board elections coming up in September 2025. It will be good to have diversity on the Board, as we're now seeing more diversity in our student roll.
 - Wilm mentioned that it was good to see student diversity in the classroom, but it can be challenging as a teacher. Despite student efforts, it can be difficult for students new to the country who are at different points of learning.
 - Seu recommended that with a new wave of migrant students, staff need to find ways to engage students better. She used Pasifika migrant wave as an example of how schools have adapted.
- While speaking on the subject of student diversity, Jaylene spoke on other schools promoting enrolments throughout Term 2, but James Cook High School are promoting late in Term 3. By promoting early, we could widen the reach of students and ethnicities from Intermediates early, which will widen the pool of potential parent representatives for parent elections.
 - Tina acknowledged this and mentioned that at this stage, we are only accepting in-zone enrolments as we are currently bursting at the seams with a 1600+ roll, but not enough classes or teachers to cater to high number of student enrolments.

Health & Wellbeing

- Jaylene acknowledged the different trauma types that students are visiting the Health & Wellbeing department for and questioned whether the school had sufficient support groups in place.
- Tina acknowledged the concerns and reassured Jaylene that the Health & Wellbeing report is an FYI only of what the visits are for, but that the school does have strong support for students in this space.

Suspensions

Jaylene repeated trustee responsibilities and obligations to James Cook High School and acknowledged that we all live busy lives, but if you can no longer fulfil your obligations, then consider stepping down from the Board.

ACTION: TRUSTEES TO CONSIDER WAYS OF ENGAGING THE COMMUNITY FOR PARENT ELECTIONS IN 2025

Moved: Tina

Seconded: Iona

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

Presiding member, Jaylene Ball brings the meeting to a close at 7.05pm.

No in-committee this evening.

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:

31/10/24

BOARD MEETING DATES REMAINING FOR 2024:

- October 31
- November 28

