

Tuakau College Board Minutes 26 October 2021



This meeting was held by Zoom (Huitopoa) due to Tuakau College being under Alert Level 4 Covid-19 lockdown.

Present: *Chris Betty, John Everitt, Nicki Moore, Sean Hyland-Mills, Elena Kazakevich, Matthew Preston, Kandi Ngataki, Brearna Rowsell and Lesley MacMichael*

Apologies: *Anna-Marie Kingi and Ashley Jacobs*

Start 6:00pm

| Agenda | Discussion | Actions | Who | Date |
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| AGENDA | Agenda was adopted. Moved: C Betty Seconded: S Hyland-Mills CARRIED: ALL | | | |
| APOLOGIES | Ashley Jacobs, Anna-Marie Kingi. | | | |
| DECLARATION OF INTEREST | None. | | | |
| MINUTES FROM LAST MEETING | C Betty: I move the Board accepts the minutes of the previous meeting of 28 September 2021. M Preston: I second the motion CARRIED: ALL | | | |
| Matters Arising | None. | | | |
| HEALTH & SAFETY REPORT | <ul style="list-style-type: none">No Health and Safety report – quick meeting.Six students at school in bubbles. | | | |

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| PROPERTY REPORT | <ul style="list-style-type: none"> • C Betty working on 5YA/10PP due 22 July 2022. School assessment to be done. MOE will respond with funding. We will then look at the planning side. • Admin upgrade project to start 1 December 2021. • New sub-division next to us had problem with heavy rain which flooded the school. They have done remedial work along the fence line. Council was involved. • J Hema carving has gone for repair. <p><i>K Ngataki joined the meeting at 6.15pm.</i></p> <p>C Betty: Move the Property Report October 2021 B Rowsell: I second this motion CARRIED: ALL</p> | | C Betty | By 22 Jul 2022 |
| Matters Arising | None. | • | | |
| FINANCE REPORT | <p>Tabled at Zoom meeting by C Betty. These are for August accounts.</p> <p>C Betty: I move the Finance Minutes for October 2021. E Kazakevich: I second this motion. CARRIED: ALL</p> | | | |
| PTA REPORT | <ul style="list-style-type: none"> • No report. | | | |
| STUDENT REPORT | <ul style="list-style-type: none"> • No written report. Students feeling a bit numb and “over it”. C Betty surveyed students and 82% wanted to return. <p>B Rowsell: Move the verbal Student Report October 2021 J Everitt: I second this motion <ul style="list-style-type: none"> • CARRIED: ALL </p> | | | |
| POLICY REPORT | <ul style="list-style-type: none"> • Policy Committee Minutes 29 September 2021. C Betty apologised for lateness. Discussed notification of changes to policies should go to all board members. However, only three persons can be notified by School Docs. C Betty or L MacMichael to email notifications to Board. C Betty will check procedure with Bathsheba. | • | C Betty & L MacMichael | Ongoing as notifications arise. |

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| | <ul style="list-style-type: none"> Five policies to check: <ol style="list-style-type: none"> Vaping signs around school Concerns & Complaints Behaviour Instruction Maori Education/Success Religious Instructions/Studies. Discussed with J Everitt – put in Curriculum Policy that we do not have Religious Studies. Some study in History teaching which may be suitable. C Betty to investigate with School Docs. Policy Committee will report back to Board in November. N Moore asked if school can notify what is available to them on School Docs. C Betty to ask Jess Paton to put something in next school bulletin to allow access to Schools Docs for parents/BOT. <p>C Betty: I move the Policy Report for October 2021. K Ngataki: I second the motion. CARRIED ALL</p> | | <p>C Betty</p> <p>C Betty Policy Members</p> <p>C Betty get Jess Paton to put info on School Docs access in next school bulletin.</p> | <p>By 30 Nov 2021 or Dec issue.</p> |
| CORRESPONDENCE | <ul style="list-style-type: none"> C Betty tabled <i>NZSTA Board Matters</i>. New instructions on vaccination. Vaccination will be mandatory for all education staff. First vaccination to be done by 15 November and fully vaccinated by 1 January 2022. C Betty advised members that the board is the employer. Board to read the document. This week, S Hyland-Mills and C Betty will draft letter to individual staff. S Hyland-Mills to sign. The goal is to encourage, not direct. C Betty attending a webinar 28 October on this topic. | <ul style="list-style-type: none"> | <p>S Hyland-Mills & C Betty letters to staff. BOT to read the document.</p> | <p>By 15 Nov 2021 & 1 Jan 2022.</p> |
| OUTWARD CORRESPONDENCE | <ol style="list-style-type: none"> Letter sent to CPG. C Betty thanked N Moore. | <ul style="list-style-type: none"> | | |
| PRINCIPAL REPORT | <ul style="list-style-type: none"> C Betty acknowledged the huge loss of kaumatua, Miki Graham, who passed away recently. He will be sorely missed. C Betty thanked K Ngataki and whanau for all the work done following his passing. | <ul style="list-style-type: none"> | | |

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| | <ul style="list-style-type: none"> • Covid response so far – C Betty to write a process. School Docs is processing one. • Head Students – first part of process is done with applications and interviews. E Kazakevich has joined the panel as Parent Representative. We are unsure as to how to approach the next part of the process. We would normally have speeches and voting. Suggested students write profiles of themselves and send to students and staff for voting. Shortlist of six. Rank the first four. C Betty met with SLT Wednesday morning and they have agreed. • J Everitt disagreed he wanted everyone to vote as otherwise it would not be democratic, let it happen. Okay with ranking. • Year 12 selected as they are their peers. J Everitt suggested, and B Rowsell agreed, that it would be fairer if younger students were involved. C Betty does not want to do online. • Move that the Head Students selected by committee and presented to Senior Leadership Team (SLT). C Betty: I move the above. J Everitt: I second the motion. <i>CARRIED ALL</i> • Query regarding Sick Leave as none should be showing. One staff member has taken sick leave until 10 November 2021 using accrued leave. C Betty to check up on this. • C Betty has appointed Ms Carmel McGill Wright as HOD Music. Anthony Mitchell was pleased with the appointment. C Betty: I move the above appointment. J Everitt: I second the motion. <i>CARRIED ALL</i> | | <p>C Betty – to write Covid process.</p> <p>C Betty check sick leave – okay.</p> | |
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| | <ul style="list-style-type: none"> • Move the appointment of Thomas King, Hard Materials Technology teacher. C Betty: I move the above appointment. E Kavakevich: I second the motion. CARRIED ALL • Move the appointment of Jo Buttery as Acting Assistant Head of PE & Health (J Burton maternity leave cover). C Betty: I move the above appointment. K Ngataki: I second the motion. CARRIED ALL • Move the appointment of Sarah Welch who will transfer from Y7&8 area to permanent, full-time position as English teacher from 29 January 2022. C Betty: I move the above appointment. E Kavakevich: I second the motion. CARRIED ALL • Move the appointment of Lynton de Kock to the position of Year 7&8 teacher, from 29 January 2022. C Betty: I move the above appointment. S Hyland-Mills: I second the motion. CARRIED ALL • Move the appointment of Amy Colmer to the position of Social Sciences teacher from 29 January 2022. C Betty: I move the above appointment. K Ngataki: I second the motion. CARRIED ALL • C Betty advised of SLT restructure to increase by one more Assistant Principal. A lot of SLT portfolio roles were absorbed when Mike Nesdale left several years ago. C Betty to send SLT Portfolios to the board via Google. | | <p>C Betty SLT portfolios for restructure discuss at Nov meeting,</p> | |
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| | <ul style="list-style-type: none"> • C Betty said Peter Moody would take over Finance. Could advertise positions now but if we leave until later, we may not have appointment until Term 2. Decided to defer until November meeting. • Move that we send the last letter to the Concerned Parent Group (CPG) and advise the group that there will be no further letters at this stage. C Betty: I move the above. N Moore: I second the motion. CARRIED ALL • Enrolment Zone forms to be followed up. C Betty thinks we can approve all the applications but will confirm at November meeting. • C Betty to provide letters to staff and/or students who live across the border. We have received permission for staff across the border which starts tomorrow. Need to meet requirements/negative Covid test. Students do not need proof. C Betty to provide letters for those affected. Nicki Moore asked if bus would go to Mercer – C Betty said yes. He is in touch with the bus company. • K Ngataki to contact Snr Sergeant Gaylene regarding border crossings. • C Betty has informed MOE that we have not opened this week due to recent Tuakau Covid case(s). C Betty: I move my report. K Ngataki: I second the motion. CARRIED ALL | | <p>C Betty to confirm zone applications at Nov meeting.</p> <p>C Betty</p> <p>K Ngataki</p> | |
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| <p>GENERAL BUSINESS</p> | <ol style="list-style-type: none"> 1. Student Leadership Policy – Tiriti o Waitangi clause inserted (see Purpose 1.). C Betty to ensure it is covered and will email this and send Charter. Defer for C Betty to review. 2. K Ngataki asked if Board would agree to have vaccination bus visit. C Betty said CMDHB have a vax drive in schools. C Betty will contact to discuss. Should not be a problem. K Ngataki to let C Betty know the proposed date(s). 3. Discussed the Covid case(s) in Tuakau. Discussed that it may be advisable to only open the school again once 12-day test period is complete. Move that the school will re-open on Monday 8 November*. C Betty to advise parents that the Board has discussed the recent outbreak and there could be more so we are taking the precaution of closing until further notice. S Hyland Mills: I move the above. E Kazakevich: I second the motion. CARRIED ALL | | <p>C Betty review & ensure Tiriti o Waitangi Clause is covered in policy. Email Charter to BOT.</p> <p>C Betty – Vaccination bus at school.</p> | |
| <p>IN-COMMITTEE</p> | <ul style="list-style-type: none"> • Three Personnel Committee meeting minutes to move: <ol style="list-style-type: none"> (1) Move the In Personnel Committee Minutes – Shortlist Meeting for Head of Music on 29 September 2021. C Betty: I move the Personnel Committee Minutes above. J Everitt: I second the motion. CARRIED ALL (2) Move the Personnel Committee Minutes – Interviews for Head of Music on 5 October 2021. C Betty: I move the Personnel Committee Minutes above. J Everitt: I second the motion. CARRIED ALL | | | |

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| | <p>(3) Move the Personnel Committee Minutes for Assistant Head of Science on 7 October 2021. Ilze Jacobs was appointed to start at the beginning of 2022.</p> <p>C Betty: I move the Personnel Minutes above 2021. S Hyland-Mills: I second the motion. CARRIED ALL</p> | | | |
| KARAKIA MUTUNGA | <ul style="list-style-type: none"> • K Ngataki | | | |
| | <p>Board Meeting finished at 7.45pm.</p> <ul style="list-style-type: none"> • Next meeting: Tuesday 30 November 2021. | | | |
| IN COMMITTEE MEETING | No In Committee Meeting. | | | |

| WHO | ACTION | |
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| CB | 5YA/10PP school assessment to be done & look at planning. | |
| CB/LM | Forward School Docs policy changes to Board. Check with Bathsheba as only three people notified. | 30 November |
| CB | Religious Studies in Curriculum. Check with School Docs. | 30 November |
| CB | School Docs info in next school bulletin. | |
| CB/SHM | <i>Board Matters</i> new instructions for education staff. CB/SHM to draft letter individually to staff. SHM to sign. | |
| CB | Write Covid policy. | |
| CB | Head Students process – select by committee and present to SLT | |
| CB | Check sick leave (Principal's report) – one staff member ton sick leave until 10/11. | |
| CB | SLT restructure – defer to next board meeting 30 November. | 30 November |
| NM | Last letter to be sent to CPG. | |
| CB | Confirm zone applications at November meeting | 30 November |
| CB | Letters for staff/students who need to cross border. | |
| CB | Student Leaders review and check clause is covered in policy. | |
| CB | Decision on having vaccination bus at the school. CB to liaise with KN. | 30 November |