

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
HELD ON TUESDAY 28 JULY 2020
AT 6PM IN THE STAFF ROOM

Present: Chris Betty, Sean Hyland-Mills, Ashley Jacobs, Claudia Duffus, John Everitt,
Matt Preston, Rose Salani and Lesley Mac Michael.
Visitors: Carlin Lee (Y12 student), V Stenklev-Gussey (parent) and G Jensen (parent).

Apologies: Kelly Sinfield

Absent: Anna-Marie Kingi and Kelly McCardle.

Sean Hyland-Mills (Board Chair) welcomed the visitors and gave each a copy of the NZSTA Meeting Rules. He indicated they could speak to a topic later in the meeting.

ADOPT THE AGENDA

Moved: S Hyland-Mills *Seconded: C Betty*

DECLARATION OF INTEREST – None.

MINUTES OF THE PREVIOUS MEETING

Move the Minutes of the Meeting of 30 June 2020.

Moved: C Betty *Seconded: C Duffus*

Matters Arising:

- Homework Policy – Principal drafting survey to go to parents in the next month.
- ESOL assessments have been checked and are okay. Students should inform Mrs Lang if they do not need ESOL lessons any longer.
- Uniform – hope to resolve soon.

HEALTH & SAFETY REPORT

Matters Arising:

- H&S Minutes 10 June 2020 tabled.
- Teacher reported cords on desks were a hazard. Executive Manager investigating. Board member suggested using cable ties.

Move that the H&S report be accepted.

Moved: C Betty *Seconded: S Hyland-Mills*

Action

CB

PROPERTY REPORT*Matters Arising*

- Admin Block Upgrade – architects appointed, design phase on target. Revised concept plans discussed with Senior Leadership Team (SLT).
- Increased congestion in school car parks which will only get worse with roll growth. Executive Manager to engage Waikato Traffic Engineer to review traffic flow and access on Buckland Road and Elizabeth Street.

CB

Move that the Property report be accepted.

Moved: C Betty Secoded: C Duffus

FINANCE REPORT

Finance Minutes tabled at the meeting by the Principal.

Matters Arising

- Halfway through the year and we are on target with income.
- Staff expenditure (Admin Salaries) up due to Teaching Assistant for a particular student.
- Learning Resources over due to overstaffing (budgeted) and International Agent refunds.
- Capital Items will be high next month due to laptop and chrome book trolleys.

Move that the Finance report be accepted.

Moved: C Betty Secoded: J Everitt

POLICY

The Principal has received a full set of policies from School Docs (online policy and procedure service for schools). Principal and BOT Policy Committee Members to review. There will be a link on school website to access the policies.

CB &
BOT**PTA REPORT***Matters Arising*

- Board to consider purchasing more C.O.W.s. (Computers on Wheels).
- Executive Manager and Principal to meet with Adventure Playground and apply to trusts for funding.

CB

CB

Move that the PTA report be accepted.

Moved: C Betty Secoded: R Salani

STUDENT REPORT

- Student feedback on not enough seating for students during break, particularly in winter.
- Girls' gym toilet doors access on field side do not lock. Latches to be replaced by Executive Manager. Hand dryers – one not working for a year, the other is sparking. Referred to Property maintenance.
- New Pokeno bus which is great but it is not big enough. No overhead rails and few seat handles for standing passengers. Passage is narrow. Principal advised there is an allowance for 70 students. He is in discussions about the bus.

CB

CB/PM

CB

Move that the Student report be accepted.

Moved: R Salani Secoded: J Everitt

CORRESPONDENCE

Inward

Item #1 NZEI letter dated 2 July 2020 – Notification of Support Staff Paid Union Meetings from 20 July to 13 August 2020.

Item #2 Email dated 7 July 2020 - Transfer Staffing Entitlement Agreement for Terms 3&4.

Item #3 RSM Hayes Letter dated 10 July 2020 - Funds held for Overseas Travel.

Item #4 Letter of resignation dated 15 July 2020 from D Tyson-Vaioleti, Head Te Whariki.
Move that the Board accepts the above resignation, with regret, effective 13 September 2020.
Moved: C Betty *Seconded: S Hyland-Mills*

Item #5 NZEI Clarification & Information on Scope of Roles 17 July 2020.

Item #6 UK Tour correspondence to Board (*P.E.B.) 17 & 22 July 2020.

Item #7 UK Tour letter to Board (*P.E.B.) 26 July 2020.

LM

Outward

Item #1 Letter to Ben Peters Y12 Top Scholar Award 2019 – 2 July 2020.

Item #2 Letter to Anica Dutt Y11 Top Scholar Award 2019 – 2 July 2020.

Item #3 Letter to Aanya Stuckey Y13 Stop Scholar Award 2019 – 2 July 2020.

Item #4 Hemoata Wanakore-Flavell resignation acceptance letter – 21 July 2020.

Item #5 Letter to Shirley Scott - Study Award Support Approval – 21 July 2020.

Item #6 Letter to Mel Devaney - Study Award Support Approval – 21 July 2020.

Item #7 Letter to Chris Betty – Sabbatical Leave Support Approval – 21 July 2020.

Item #8 Letter to Liz Loosemore – Medical Leave Approval – 21 July 2020.

**Please note P.E.B. is “Publicly Excluded Business” and not disclosed or discussed in the public part of the meeting.*

Moved that the inward correspondence be accepted and the outward be confirmed.

Moved: C Betty *Seconded: S Hyland-Mills*

PRINCIPAL’S REPORT

Congratulations to Year 7 student, Poppy Aisable, who won first prize overall in the Year 7 & 8 category at the Franklin Speech Competition with her speech entitled - *Women are Better Leaders than Men*. Congratulations also to Year 8, Skye Jenkins, who performed well with her speech, *It Could be Worse*.

All school reports have now been issued.

Move that the Board confirms a change to Robyn Withers-Lauer’s position from 0.83FTE to 1.00FTE commencing 20 July 2020. Her contract remains fixed term.

Moved: C Betty *Seconded: M Preston*

Following the resignation of Diane Tyson-Vaioleti, Head Te Whariki (Special Needs Unit), the Principal met with Diane, Catherine Hucker (Head of Learning Centre) and Alison Fletcher (Assistant Principal) to discuss future plans. A decision was made to combine the two areas, with Catherine in overall charge. In reply to a query from John Everitt, the Principal said each student would have an Individual Education Plan (IEP) to work on.

The Ministry of Education (MOE) contacted the Principal as they had received a request from the Minister of Education regarding the UK tour and finances. The Principal explained the situation and the MOE has said it will respond to the request it had received and thanked the Principal for the information. The advice that we have received from the Auditors and the MOE is clear. The Board needs to front this issue and respond clearly and directly to the community.

BOT

Our predicted roll is greater than 750. This will affect class sizes particularly in Years 7&9.

2021 Enrolments - Contributing School visits this week and next. Orientation Day is 13 August and Open Evening is on 19 August.

Attendance a bit low at 84% but we will work on it. John said it would be interesting to see the data since the appointment mid-May of Adrian Clark, Attendance Advisor.

The International Department has been disestablished with immediate effect. The Board Chair met with Roxane Miller, International Manager, to inform her of the decision. NZEI was informed and the Principal met with NZEI representative, Heather Holmes and Ms Miller. On 16 July, an agreement was confirmed between Tuakau College, Ms Miller and a mediator, that the position of International Manager would be terminated as of 17 July. On 27 July, Ms Miller was farewelled at staff briefing.

Move that the Board approves the following outdoor education trips:

- Y10 Waitawheta Camp – 2-4 December 2020
Moved: C Betty Secoded: C Duffus
- Y8 Camp – 30 November to 2 December 2020
Moved: C Betty Secoded: C Duffus

Move that the Principal's report be accepted.

Moved: C Betty Secoded: S Hyland-Mills

GENERAL BUSINESS

1. Student Progress Reports (C Duffus)

Concerns that Term 2 school report was not extensive enough to be a viable "reference" for students looking at further education. Suggest Claudia checks NZQA website and talks with Mr Jacobs and HODs. John noted that school reports were often not readily understandable.

CD

2. UK Trip

The Board Chair gave permission to V Stenklev-Gussey and G Jensen to speak at the meeting. Their concerns were heard. The Board will discuss In Committee and respond to their correspondence.

At this point, the public was excluded from the meeting and left at 6.55pm. Ashley Jacobs (DP in charge of Finance portfolio), was given permission to attend the In-Committee Meeting.

Moved: S Hyland-Mills

IN-COMMITTEE BUSINESS

Move into committee at 6.55pm.

Whilst in committee, the Board discussed matters according to the In-Committee minutes.

Move out of committee at 7.40pm.

Meeting finished at 7.45pm.

Next meeting: **Tuesday 25 August at 6pm.**