

MINUTES OF THE MEETING OF THE TUAKAU COLLEGE BOARD
HELD ON TUESDAY 24 NOVEMBER 2020
AT 6PM IN THE STAFF ROOM

Action

Present: Chris Betty, Claudia Duffus, John Everitt, Matt Preston, Kelly Sinfield, Kelly McCardle, Anna-Marie Kingi, Brearna Rowsell, Ashley Jacobs (DP), Rose Salani (guest) and Lesley Mac Michael.

Apologies: Sean Hyland-Mills

Welcome to Brearna Rowsell, newly elected Student Representative. The board members introduced themselves to her.

ADOPT THE AGENDA

Moved: K Sinfield *Seconded: C Betty*

DECLARATION OF INTEREST – None.

MINUTES OF THE PREVIOUS MEETING

Move the Minutes of the Meeting of 27 October 2020 as a true and correct record.

Moved: C Betty *Seconded: K McCardle*

Matters Arising:

- The memorial carving for Jacque Hema is underway. The carving will be placed over the outside door of the i-Hub.

HEALTH & SAFETY REPORT – No report

PROPERTY REPORT

Matters Arising

- Indar Deo has resigned as Health & Safety Staff Representative.
- Harrison Tew to review and check legislation and new plan for lockdown procedures.
- Problem with doors in Hiwi Tauroa, should be smoke stop and need special seals. Council records state they are smoke stop. Differing views – under investigation.
- Admin block upgrade well underway.
- Employed Bill Heke Snr to help Bill Heke Jnr.

Move that the Property report be accepted

Moved: C Betty *Seconded: K Sinfield*

FINANCE REPORT

Finance Minutes tabled at meeting by the Principal.

Matters Arising

- October accounts good.
- Audit costs way up due to Overseas Tour and International.
- *Smile Dental* in receivership. Recommendation is to switch to *The Tooth Group*. They give \$2500 annual gratuity and will scale/polish teeth for staff. Finance Committee gave permission for Ashley Jacobs to pursue this.

AJ

Move that the Finance report be accepted.

Moved: C Betty Secoded: A Kingi

POLICY – Principal is working through the School Docs policies.

PTA REPORT – October report tabled. November report not received.

Move that the PTA October 2020 report be accepted.

Moved: C Betty Secoded: K Sinfield

STUDENT REPORT

No student report as new Student Rep just elected and is in the middle of senior exams. Rose Salani (former Student Rep) tabled a report she had done. This was read out by Brearna.

Move that the Student report be accepted.

Moved: K Sinfield Secoded: K McCardle

CORRESPONDENCE

Item #1:

Move that the Board accepts Natasha Haereroa’s resignation effective 11 December 2020.

Moved: C Betty Secoded: K Sinfield

LM

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

Moved: C Betty Secoded: K Sinfield

PRINCIPAL’S REPORT

Move that the Board sends a letter of congratulations to the Dux (Ben Peters), Proxime Accessit (Rose Crosbie), Top Year 12 Academic Student (Rose Salani), Top Year 11 student (Rhianna Barker), Head Boy (Carlin Lee), Head Girl (Brooke Wilson), Deputy Head Girl (Rose Salani), Deputy Head Boy (Ryan Narayan), Board Student Representative (Brearna Rowsell) and to the five on the Student Leadership Team. With the Student Election delayed, Brearna will be presented with her blazer and badge at Junior/Middle prizegiving on 10 December.

Moved: C Betty Secoded: K Sinfield

LM

Spanish position – Anna Kempkers subsequently turned down the role as she was not willing to relocate. We have appointed Carolina Castro-Conrado

Move the Board confirms the appointment of Carolina Castro Conrado to a full-time, permanent position as Spanish/Social Science teacher from 26 January 2021.

Moved: C Betty Secoded: A Kingi

Performing Arts position - Two candidates interviewed.

Move the Board confirms the appointment of Anthony Mitchell to a permanent, full-time position as Head of Performing Arts, with two management units and two middle management allowances from 26 January 2021.

Moved: C Betty Secoded: C Duffy

Move the Board confirms the appointment of Lee-Anne Shaw to a fixed term, part-time *Within School Teacher* position to Te Kaahui Ako o te Puuaha o Waikato, with WSL allowance of \$8000 and a time allowance of 2 hours per week from 27 January 2021 to 26 January 2022.

Moved: C Betty Secoded: A Kingi

Move the Board confirms the appointment of Stephanie Tupaea to a fixed term, part time *Within School Teacher* position to Te Kaahui Ako o te Puuaha o Waikato, with WSL allowance of \$8000 and a time allowance of 2 hours per week from 27 January 2021 to 26 January 2022.

Moved: C Betty Secoded: K McCardle

Overseas Trip

- We have received the final payment from the travel agent.
- I am working on Refund#3. Hope to have it out before Christmas.
- I have given the first OIA to the “Concerned Parents Group” and finishing off the second OIA and will present the invoice to them before any information is handed over.
- I am working on the scholarships and will put a process in place before the end of the month.
- We are close to winding up the overseas tour. The Board needs to consider the use of the contingency money. It has a value of about \$12,000. This is made up of the percentages taken from each fundraising activity, non-refundable deposits for members who left the tour and their fundraising money . We need to discuss and confirm the use of this before the end of term.
- Sean is writing to the “Concerned Parents Group” to advise that there is a delay.
- Board sub-committee for Overseas Tour to meet.

Action

CB

CB

CB

CB/Board

SH-M

Board

I have requested information on a special character status for our enrolment zone for students wanting to continue with bilingual Te Reo Māori. This will open the zone for students out of zone who want to continue to learn Te Reo Māori through our Reo Rua programme. This will make them in zone and will count the same as any other student in zone. We are the only mainstream secondary school offering this level of bilingual education in the district. Kura Kaupapa offers immersion at Port Waikato. Need to apply document across enrolment zone.

Stand Downs and Suspensions - There were 12 stand-downs and two suspensions in the past month.

International - Our last two international students have returned home.

Move that the Principal’s report be accepted.

Moved: C Betty Secoded: K Sinfield

GENERAL BUSINESS

1. Timetable Review – John Everitt

A review had been promised – any progress? Principal advised there were minor changes for 2022 review. Had received mixed feedback for double period. Younger students struggled. Looking at study periods for some students.

2. Senior Subject Reporting – John Everitt

John was concerned there were no comments on some Junior/Middle College reports. Decision was made at an HLA meeting. Workload issues were one reason. Need to go back and discuss further with Heads of Learning Areas.

CB

3. Move that the Board agrees to subsidise the Staff Only Function to the amount of \$40 per staff member. The function will be held at school with Spit Roast Company catering.

Moved: C Betty Seconded: M Preston

4. The Board Christmas dinner is to be held at 7pm at the Tuakau Indian restaurant, 37b George Street. Lesley to book.

LM

Ashley Jacobs and Rose Salani left the meeting at 6.55pm.

IN-COMMITTEE BUSINESS

Move into committee at 6.57pm.

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

Move out of committee at 7.10pm

Meeting finished at 7.15pm

Next meeting: **Tuesday 15 December at 6pm.**

Followed by dinner at 7pm at The India Restaurant 37b George Street, Tuakau.