

Tuakau College Board Minutes 30 November 2021

Meeting conducted via Zoom due to Covid-19 lockdown restrictions.

Present: Sean Hyland-Mills, Chris Betty, Ashley Jacobs, Anna-Marie Kingi, Matt Preston, Nicki Moore, Kandi Ngataki, Elena Kazakevich, John Everitt, Brearna Rowsell and Lesley MacMichael.

Apologies: None.

Absent: None.

Start: 6:00pm **Finish:** 7.35pm

AGENDA	DISCUSSION	ACTIONS	WHO	DATE
AGENDA	S Hyland-Mills: I motion for the board to adopt the Agenda. CARRIED: ALL			
PRAYER	Kandi Ngataki.			
DECLARATION OF INTEREST	None.			
MINUTES OF 26 OCTOBER 2021	K Ngataki: I move the Board accepts the minutes of the meeting on 26 October 2021. S Hyland-Mills: I second this motion CARRIED: ALL			
MATTERS ARISING FROM 26 OCTOBER MINUTES	<ul style="list-style-type: none"> No Health & Safety or Property reports as no meetings in October. Admin Project starts tomorrow – water and power off in Admin area. Confidence Course will be completed on 5 December 2021. Policy Minutes ongoing. School Docs information is being sent to Board members. Need to catch up on School Docs policy this week or next. 		CB/LM CB	Ongoing By 3 Dec
POLICY	<ul style="list-style-type: none"> See last two items above. 		CB	

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<p>FINANCE REPORT & MEETING MINUTES <i>Matters Arising</i></p>	<ul style="list-style-type: none"> • A Jacobs to email October reports to Board. Other reports to be done. Board can get finance minutes from Google Docs. • Pretty much where we should be at 75%. • A Jacobs: We have an issue in that MOE advised we are overstaffed to \$297,000 on staffing entitlement. Carmel Riordan phoned to say she was concerned over banked staffing – at 18% this is way too much. Several resignations including Puja Mulechan (including agency fees), Stephanie Tupaea resigned her CoL position resulting in loss of staffing that goes with it. We are trying to reduce over-staffing. Looking at Ops Grant funding for some teachers. • Kandi asked if staffing needs to decrease, Chris Betty replied in the affirmative. No extra positions until we reach the bottom line. • October accounts were approved by the Finance Committee. Speak to A Jacobs if you have any financial queries. • New auditors’ fee proposal was accepted at last meeting. <p>S Hyland-Mills: I move the Board accepts September and October 2021 Finance Reports. N Moore: I second this motion</p> <p>CARRIED: ALL</p>			
<p>PTA REPORT</p>	<p>No PTA report and No Matters Arising.</p>			
<p>STUDENT REPORT</p>	<p>Brearna’s term as NZSTA Student Rep officially finished at end of September 2021. She will continue to end of December 2021. The next student election will be in April 2022. In the interim, C Betty may invite students to board meetings. Brearna said students were happy to be back as there has been a lack of social interaction for them in lockdown. Senior Prizegiving was delivered virtually on Facebook. Great job!</p> <p>B Rowsell: I move the Board accepts the Student Representative Report October 2021. K Ngataki: I second this motion.</p> <p>CARRIED: ALL</p>	<p>Letter to Brearna Russell acknowledging her work.</p>	<p>LM</p>	<p>Term 1 2022</p>

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STUDENT REPORT <i>Matters Arising</i>	None.			
CORRESPONDENCE Inward	<p>1. Resignation letter dated 2 August 2021 from Kevin Fogarty. Apologies that this has not been approved at earlier board meetings. Will redress that now. C Betty: I move that the Board accepts the above resignation, with regret. K Ngataki: I second this motion. CARRIED: ALL</p>	Confirmation of resignation letter sent.	LM	Sent 26/11/21
CORRESPONDENCE Inward <i>continued...</i>	<p>2. Resignation letter dated 10 November 2021 from Christina Stilwell. C Betty: I move that the Board accepts the above resignation, with regret. S Hyland-Mills: I second this motion. CARRIED: ALL</p>	Confirmation of resignation letter sent.	LM	Sent 2/12/21
	<p>3. Resignation email from Natasha Haereroa dated 15 November 2021, effective end of year. C Betty: I move that the Board accepts the above resignation, with regret. K Ngataki: I second this motion. CARRIED: ALL</p>	Confirmation of resignation letter to be sent.	LM	By 6/12
	<p>4. Resignation email dated 16 November 2021 from Zoe Saunders, effective end of year. C Betty: I move that the Board accepts the above resignation, with regret. S Hyland-Mills: I second this motion. CARRIED: ALL</p>	Confirmation of resignation letter to be sent.	LM	By 6/12
	<p>5. Resignation email dated 29 November 2021 from Garry Taylor, effective 11 February 2022. C Betty: I move that the Board accepts the above resignation, with regret. A Kingi: I second this motion. CARRIED: ALL</p>	Confirmation of resignation letter sent.	LM	<i>Done</i>
CORRESPONDENCE Outward	<p>1. Alec Benson resignation acknowledgement 22 November 2021. 2. Shana Davidson resignation acknowledgement 22 November 2021. 3. Paul Miller resignation acknowledgement 22 November 2021. 4. Chris McGarvey resignation acknowledgement 22 November 2021.</p>	All letters have been sent.	LM	<i>Done.</i>

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	<p>5. *Letter from Principal to unvaccinated staff member dated 1 November 2021. <i>*Please note the letter above (5.) is publicly excluded business.</i></p>	Letter has been sent.	CB	<i>Done.</i>
Matters Arising	<ul style="list-style-type: none"> C Betty thought the Junior and Middle Prizegiving could be similar to what we did for Senior Prizegiving. Junior and Middle may be split into two blocks. <p>C Betty: I move that the inward correspondence be accepted and the outward confirmed. S Hyland-Mills: I second this motion CARRIED: ALL</p>			
Principal's Report	<ul style="list-style-type: none"> Statistics on students attending - numbers returning are less than 50%. By year level, Y7 has 39% return and Y8 a return of 49%. Note that many Y7s cannot be vaccinated as under 12 years old. Parents/caregivers may have decided to keep students home. Y9 has a return percentage of 39% and Y10 a percentage of 44%. Overall, students happy to be back at school. 40% of senior students returned. Covid bubbles ongoing. Y12 are okay but Y11 are struggling. NCEA exams are taking place. Helped to have Unexpected Event Grades (UEGs) allowing some students to achieve good results. If students did well in these, they did not have to attend external exams. Student Selection Process – this was completed under a different process from previous. Applications and online interviews were used to select the team. Gender identification was removed and replaced with “Head Students”. SLT will meet with the team once senior exams are over. Link to gender-free Head Students from A Fletcher: www.stuff.co.nz/national/127081792/mana-college-ditches-gendered-prefect-titles-experts-say-more-nz-schools-doing-the-same?cid=app-iPhone Leave: One teacher retiring and on sick leave until end of year. One other on other duties due to Covid-19 vaccination mandate. 	SMT to meet with new Head Students to plan 2022 activities.	SMT	Term 1 2022
Principal's Report continued	<ul style="list-style-type: none"> Teacher Assistant hours finalised and same hours as 2021 allocated. <p>C Betty: I move that Teacher Assistant hours are confirmed with same hours as 2021 starting 2 February 2021. K Ngataki: I second this motion. CARRIED: ALL</p>			

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	<ul style="list-style-type: none"> We have a new teaching assistant, Kelly Anderson, from Harrisville School, on a fixed-term, part-time position. She is a former student and mother of a student. She will link to a specific student, Alexander Simm, who was allocated 20 hours by Oranga Tamariki (OT). Kelly will work with Alexander both in and out of the classroom. He requires playground supervision. OT may change the hours which means Kelly's hours will change too. I move the Board confirms the appointment of Kelly Anderson for 20 hours p.w. on a fixed-term, part-time basis as Teaching Assistant from 2 February to 20 December 2022. <p>C Betty: I move the above appointment is confirmed. E Kavakevich: I second this motion CARRIED: ALL</p>			
Principal's Report <i>continued</i>	<ul style="list-style-type: none"> In 2022, music itinerants will also have the same hours as last year. These will be done in the new year. K Ngataki and C Betty to look at networks for a replacement. <p>C Betty: I move that my report be confirmed. S Hyland-Mills: I second this motion. CARRIED: ALL</p>	KN and CB to network.	CB/KN	?
Principal's Report <i>continued</i>	<ul style="list-style-type: none"> We have two unvaccinated teachers who are in breach of the Public Health Order Vaccination Mandate as of 15 November 2021. Principal is following the NZSTA guidelines on this matter. He has a plan and will discuss in committee. 	Principal to manage.	CB	By 1 st Jan 2022
Principal's Report <i>continued</i>	<ul style="list-style-type: none"> Move the appointments of the 2022 House Leaders, as follows: Lee-Anne Shaw to Tawhirimatea Moved: C Betty/K Ngataki Joidene Preston to Tangaroa Moved: C Betty/S Hyland-Mills Michelle van der Byl to Tane Mahuta Moved: C Betty/A Kingi Shivneil Prakash to Ruaumoko. Moved: C Betty/K Ngataki <p>Each leader is allocated one fixed-term, middle-management unit (1MMU).</p>	All appointment letters for House Leaders have been sent.	LM	<i>Done</i>

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<p>Principal's Report <i>continued</i></p>	<ul style="list-style-type: none"> Move the Board approves a new attendance contract for Adrian Clark effective from 25 January to 21 December 2022. <p>C Betty: I move the above is confirmed. S Hyland-Mills: I second this motion</p> <ul style="list-style-type: none"> CARRIED: ALL 			
<p>Principal's Report <i>continued</i></p>	<ul style="list-style-type: none"> Last month, the Principal asked the Board to consider an increase in the senior leadership team by one more Assistant Principal (AP). Seven years ago, we had three Assistant Principals, a Deputy Principal (DP) and a Principal. Today we have a Principal, a Deputy Principal and two Assistant Principals. The Principal outlined several reasons as to why we should move to appoint another member to the team. The workload is overwhelming at times. Board discussed pros and cons of the issue. Principal moved that the Board confirms we advertise for two Assistant Principals for the start of Term 2, 2022. <p>K Ngataki: I move that the Board confirms that we advertise for two Assistant Principals to start Term 2, 2022. S Hyland-Mills: I second this motion</p> <ul style="list-style-type: none"> CARRIED: ALL 	<p>Advert is in the <i>Education Gazette</i> and on TC Facebook page and website.</p>	<p>CB/LM/JP</p>	<p><i>Done</i></p>
<p>Principal's Report <i>continued</i></p>	<ul style="list-style-type: none"> Twelve "COWS" (computers on wheels) arrived and will be set up at start of next year. No information from auditors on 2019/2020 audits. All information was sent to them. Admin block refurbishment starts 1 December 2021. Confidence Course extension starts 5 December for final part to be added. Still waiting on what will happen to classrooms P8, P9 and P10. Roll is 744 as at 28 November 2021. 			
<p>Principal's Report <i>continued</i></p>	<ul style="list-style-type: none"> Move that the Board confirms the number (34) of Out of Zone students in 2022. <p>C Betty: I move the above. S Hyland-Mills: I second this motion</p> <ul style="list-style-type: none"> CARRIED: ALL 			

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<p>Principal's Report <i>continued</i></p>	<ul style="list-style-type: none"> • Move that the Principal's report is accepted. C Betty: I move the above. S Hyland-Mills: I second this motion • CARRIED: ALL 			
<p>General Business</p>	<ul style="list-style-type: none"> • Tuakau College Charter – Board to have a read. • Kandi Ngataki – how do we practise it? Principal to show how. • Principal confirmed that staff had received their gift vouchers. • Principal thanked the board for the gift given to him. 	<p>Read the Charter Guide to understanding Charter.</p>	<p>Board C Betty</p>	