

## Tuakau College Board Minutes 31 August 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, Nicky Moore, Sean Hyland-Mills, Elena Kazakevich, Matthew Preston, Kandi Ngataki

*Absent:* Anna-Marie Kingi, Brearna Rowsell, Lesley MacMichael

*Apologies:* None

Start 6:00pm

Agenda	Discussion	Actions	WHO	Date
Agenda	The Agenda was adopted. Moved: C Betty Seconded K Ngataki			
Apologies	None received			
Declaration of Interest	No declaration of Interest.			
Minutes from Last Meeting	K Ngataki: I move the Board accepts the minutes of the previous meeting on 27 July 2021. S Hyland-Mills: I second the motion <b>CARRIED: ALL</b>			
Matters Arising from 27 July 2021	Action Points July 2021: <ul style="list-style-type: none"> <li>District council meeting - still waiting to hear back for our next meeting.</li> <li>Concerned Parents' Group (CPG) - letters have been sent BUT the matter needs stay open as we are still waiting for a response from the Auditors. A Jacobs has heard from S Hayes re: communication. A Jacobs has not heard back again. C Betty has heard from another audit firm saying they have been given Tuakau College to do for 2021 onwards.</li> </ul>	<ul style="list-style-type: none"> <li>S Hyland Mills/N Moore to send another letter to CPG advising that we are still waiting for a response from auditors.</li> <li>C Betty to follow up with Auditors and Carmel Riordan, Ministry of Education (Finance).</li> <li>C Betty to organise a Zoom meeting re: policies</li> </ul>	<p>N Moore</p> <p>C Betty</p> <p>C Betty</p>	<p>3 Sep 21</p> <p>3 Sep 21</p> <p>10 Sep 21</p>

	<ul style="list-style-type: none"> <li>● School docs Zoom meeting to occur</li> <li>● School grounds and property</li> <li>● J Everitt to be given access to vaping/smoking information.</li> </ul>	J Everitt to present a report at next meeting.	J Everitt	28 Sep 21
Health & Safety Report	No Health and Safety report presented.			
Property Report	<p>C Betty: I move the Board accepts the Property report of August 2021</p> <p>J Everitt: I second this motion</p> <p><b>CARRIED: ALL</b></p>			
Matters Arising	<ul style="list-style-type: none"> <li>● Administration project. Unsure of start date for this project as we are currently in lockdown.</li> <li>● Boys' toilet. Process to monitor so they can be used.</li> <li>● J Hema carving has fallen off and broken.</li> <li>● Nuku Hawira, the carver, will come and have a look.</li> </ul>	<ul style="list-style-type: none"> <li>● C Betty to check how Pukekohe Builders will work under lockdown Level 4.</li> <li>● Monitoring use of toilets.</li> <li>● C Betty to contact Nuku to see if carving can be repaired.</li> </ul>	C Betty  C Betty	Ongoing
Finance Report	No Finance report. We have not yet had any financial information from Ed Services due to lockdown.			
Matters Arising	None			
PTA Report	None			
Student Report	None			
Matters Arising	None			
Correspondence Inward	<ul style="list-style-type: none"> <li>● Resignation letter from Paul Miller, Asst Head of Science. He is moving to Snell's Beach to take on a new role at Kingsway School in Orewa.</li> </ul> <p>C Betty: Move the Board accepts the resignation with regret. K Ngataki: I second this motion</p> <p><b>CARRIED: ALL</b></p> <ul style="list-style-type: none"> <li>● Resignation letter from Shana Davidson (Teacher &amp; Year 13 Dean). She has a new role at Pukekohe High School.</li> </ul> <p>C Betty: I move the Board accepts Shana Davidson's resignation with regret.</p>	<ul style="list-style-type: none"> <li>● Confirmation of resignation letter to be sent by L MacMichael.</li> </ul>	L MacMichael	22 Nov 2021 <i>Done</i>

	<p>J Everitt: I second the motion <b>CARRIED: ALL</b></p> <ul style="list-style-type: none"> <li>Resignation letter from Alec Benson (Spanish and Social Science). He has decided Tuakau College is not for him and for health reasons has resigned. He will receive two months' paid leave but will leave us immediately. We will need to check if he is okay.</li> </ul> <p>C Betty: I move the Board accepts Alec Benson's resignation with regret. S Hyland Mills: I second the motion <b>CARRIED: ALL</b></p> <ul style="list-style-type: none"> <li>Change of dates for NCEA due to Covid 19.</li> </ul>	<ul style="list-style-type: none"> <li>Confirmation of Shana Davidson resignation letter to be sent by L MacMichael.</li> </ul> <p>C Betty or A Jacobs to follow up on A Benson to check things are OK. Confirmation of resignation letter to be sent by L MacMichael.</p>	<p>L MacMichael</p> <p>C Betty A Jacobs</p> <p>L MacMichael</p>	<p>22 Nov 2021 <i>Done</i></p> <p>22 Nov 2021 <i>Done</i></p>
Correspondence Outward	None			
Correspondence	<p>C Betty: I move that the inward be accepted and the outward be confirmed. K Ngataki: I second the motion <b>CARRIED ALL</b></p>			
Principal's Report	<ul style="list-style-type: none"> <li>C Betty outlined the contactless system used under Alert Level 4 for devices and hardpack pick-ups.</li> <li>Many Term 3 trips and calendar events have been cancelled due to Covid. These will be rescheduled at a later date.</li> <li>Personnel Committee to meet to discuss Head of Music and Assistant Head of Science vacancies.</li> <li>Board to confirm status change for Y7&amp;8 positions.</li> </ul> <p>C Betty: I move to confirm the change in status of Sifiso Dzadya from fixed-term to permanent from 30 October 2021. S Hyland-Mills: I second the motion <b>CARRIED ALL</b></p>	<p>Calendar events to be rescheduled</p> <p>Referee reports due 21 Sept. Personnel committee need to meet to appoint.</p>	<p>C Betty and SLT</p> <p>C Betty</p>	<p>At Level 3</p> <p>After 21 Sep</p>

	<p>C Betty: I move to confirm change in status of Preet Mistry from fixed-term to permanent from 30 October 2021. E Kazakevich: I second the motion <b>CARRIED ALL</b></p> <ul style="list-style-type: none"> <li>Board to confirm subsidy of Staff Xmas function of \$40 per head.</li> </ul> <p>C Betty: I move to confirm the above subsidy. K Ngataki : I second the motion <b>CARRIED ALL</b></p> <ul style="list-style-type: none"> <li>Board to confirm goodwill gesture for all staff providing work for students using their own internet. Our thanks to them. Will be paid out after lockdown. Question as to whether MOE would support staff with their Internet costs. C Betty said they usually do not but nothing from them as yet.</li> <li>S Hyland Mills suggested that we help where we can. This was left open to see what happens in lockdown. A Jacobs told the Board what we did last time. Suggests up to \$100 to include internet use.</li> </ul> <p>S Hyland-Mills : I move that we look at supporting staff wellbeing up to \$100. K Ngataki : I second the motion <b>CARRIED ALL</b></p> <ul style="list-style-type: none"> <li>Error in Principal's report that needs to be corrected. Should be \$50 for the staff.</li> <li>Enrolment dates have been changed especially with the enrolment zone.</li> <li>In Zone Applications 22 October 2021</li> <li>Out Zone Applications 29 October 2021</li> </ul>	<p>Allocate \$40 per head for staff Xmas function.</p> <p>Allocate \$50 PaknSave voucher for each staff member.</p> <p>SLT to look into avenues of funding this support and get back to the Board as to what we can do</p> <p>Error changed in report</p>	<p>A Jacobs</p> <p>C Betty</p> <p>C Betty</p> <p>C Betty</p>	<p>By 28 Sep</p> <p>After out of Alert Level 3</p> <p>Before end of Alert Level 3</p> <p>Before 28 Sep 2021</p>
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	<p>C Betty: I move the change to the enrolment dates for 2021 as discussed.  K Ngataki: I second the motion.  <b>CARRIED ALL</b></p>			
	<p>C Betty: I move the Principal's report  K Ngataki: I second the motion  <b>CARRIED ALL</b></p>			
General Business	<ul style="list-style-type: none"> <li>● Uniform policy changes. It was discussed and agreed that the following additions be made: <ul style="list-style-type: none"> <li>▪ Facial hair be kept groomed at all times.</li> <li>▪ One piece of jewellery of cultural, religious, or personal significance to be worn around wrist or neck.</li> <li>▪ Also discussed the sandal criteria. SLT to discuss and inform the Board of any changes. Sandals can be worn all year round. Health and Safety requirements have to be met regarding sandals in workshops and Science labs. Students will still need to wear shoes in these areas. No sandals and socks.</li> </ul> </li> </ul> <p>J Everitt: I move the change to the uniform policy  K Ngataki: I second the motion.  <b>CARRIED ALL</b></p>	Look at making the change for sandals all year.	C Betty	28 Sep 2021
Karakia Mutunga				
	Meeting closed: 7:00pm			