

# Tuakau College Board Minutes 31 May 2022 held via Zoom

**Present:** Chris Betty, Anna-Marie Kingi, Kandi Ngataki, John Everitt, Nicki Moore, Elena Kazakevich, Matt Preston, Ashley Jacobs, Emma Lang and Lesley MacMichael.

**Apologies:** None

**Absent:** Sean Hyland-Mills

**Start:** 6.00pm      **Finish:** 7.30pm

	DISCUSSION	ACTIONS	WHO	DATE
AGENDA	Anna-Marie Kingi will cover as Chair in Sean's absence. Adopt the Agenda. K Ngataki: I motion for the board to adopt the agenda. A Kingi: I second this motion. <i>CARRIED: ALL</i>			
KARAKIA	Anna-Marie Kingi			
DECLARATION OF INTEREST	None.			
MOVE THE MINUTES OF 26 APRIL 2022	C Betty: I move the Board accepts the minutes of the meeting of 26 April 2022. E Kazakevich: I second this motion <i>CARRIED: ALL</i>			
MATTERS ARISING FROM MINUTES OF 26 APRIL 2022	<ul style="list-style-type: none"> <li>C Betty and A Jacobs met with Steve Hayes (auditor) to draft notes for Financial Statements. These have been sent to Steve. We have done the work at our end and are now waiting to hear from the Office of the Auditor General.</li> <li>C Betty is starting his research on the use of cellphones in school.</li> <li>N Moore suggested a declarative statement is removed from the Minutes of 26 April 2022. C Betty: I move the statement is removed. A Kingi: I second this motion.</li> </ul>	Research use of cellphones Statement removed.	C Betty C Betty	For 25/7 meeting

	<ul style="list-style-type: none"> <li>Move the Board Minutes of 26 April 2022.</li> </ul> <p>C Betty: I move the board confirms the minutes of the meeting of 26 April 2022. E Kazakevich: I second this motion.</p>			
<p><b>PROPERTY &amp; HEALTH &amp; SAFETY REPORTS MATTERS ARISING</b></p> <p><b>PROPERTY &amp; HEALTH &amp; SAFETY REPORTS MATTERS ARISING</b> <i>continued</i></p>	<ul style="list-style-type: none"> <li>No H&amp;S meeting in May.</li> <li>Pest control ongoing.</li> <li>Monitoring general public using school as shortcut from Buckland Rd public bus stop.</li> <li>The Council is prioritizing a traffic review around Tuakau College and Tuakau Primary.</li> <li>NZ Police monitoring speed.</li> <li>Fire Evacuation Policy – clear signage installed in assembly areas.</li> </ul> <p>C Betty: I move the Property and H&amp;S Reports M Preston: I second this motion. <i>CARRIED ALL.</i></p>			
<p><b>FINANCE REPORT &amp; MINUTES</b></p>	<ul style="list-style-type: none"> <li>A Jacobs went through two months of Finance reports. 25% of the year has gone.</li> <li>Using <i>Turf Tech</i> until new auditors appointed.</li> </ul> <p>C Betty: I move the Finance Minutes and Reports. A Kingi: I second this motion. <i>CARRIED ALL.</i></p>			
<p><b>POLICY</b></p>	<ul style="list-style-type: none"> <li>C Betty will set up times to review policies.</li> </ul>		C Betty	
<p><b>STUDENT REPORT</b></p>	<ul style="list-style-type: none"> <li>Good start to term. Lunches going well except for misuse of bins, especially organic. Canteen is the main source of litter. Emma asked if it would be possible for the canteen to reduce packaging. Would need to speak to Donna as she has contract with the school.</li> <li>Suggested Whanau Te Manawa in Maori for all classes</li> <li>Year 13s confused as to whether they are allowed out at lunchtime. Would have to sign in/out. Will be discussed on Friday 3 June, along with Y13 missing out on trips.</li> <li>Emma is concerned about student addiction to vaping, nicotine, etc. Felt it was a health issue, not disciplinary. She asked what support is available in and out of school. Principal advised that the <i>Stand-Up</i> programme runs weekly at school and aids students whose lives are influenced by alcohol and other drugs. May be useful to advertise resources through the health programme. Focus on smoking. New guidance counsellor starts next week.</li> <li>Emma suggested all whanau classes should start with karakia/waita for all students. John Everitt advised of PPTA contractual rules around using whanau period to teach.</li> </ul>	<p>Principal to meet Donna.</p> <p>Discuss</p> <p>Discuss</p>	<p>C Betty</p> <p>SLT</p> <p>SLT</p>	<p>By 28 Jun</p> <p>Fri 3 June</p> <p>28 June</p>

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	<ul style="list-style-type: none"> <li>N Moore – Pumanawa not funded. Could senior students lead? CB – They do this already.</li> </ul> <p>E Lang: I move the Student Report K Ngataki: I second this motion. <i>CARRIED ALL.</i></p>			C Betty By 28 June
<b>INWARD CORRESPONDENCE</b>	<ol style="list-style-type: none"> <li>Letter from MOE dated 27 Apr 2022. Possible direction to enrol excluded student.</li> <li>Resignation letter dated 3 May 2022 from Christine Roodbeen. Effective 26 May 2022.</li> <li>Letter from A Jacobs (DP) - approval to apply for Senior Manager sabbatical in T2, 2023.  Move that the Board approves an application from Ashley Jacobs, Deputy Principal, for a Sabbatical in Term 2, 2023. The board confirmed that if Mr Jacobs is successful in his application for a study award, that his leave will be approved by the board. The board members were unanimously supportive of his application.  C Betty: I move the above application for sabbatical. K Ngataki: I second this motion. <i>CARRIED ALL.</i></li> <li>Paid Union Meetings' Notification for Support Staff dated 23 May 2022.</li> <li>Paid Union Meetings' Notification for PTCA Staff dated 30 May 2022.</li> <li>Education Gazette 21 March 2022.</li> </ol>	Confirmation letter. Draft letter. Two letters sent 9&10/6	C Betty L MacMichael L MacMichael L MacMichael	7 June 3 June ✓ 3 June ✓ 10 June ✓
<b>INWARD CORRESPONDENCE continued</b>				
<b>OUTWARD CORRESPONDENCE</b>	<ol style="list-style-type: none"> <li>Board response to letter of complaint of 31 March 2022 (P.E.B.). Refer In-Committee.  C Betty: I move that the inward and outward correspondence is confirmed. A Kingi: I second this motion. <i>CARRIED ALL.</i></li> </ol>			
<b>PRINCIPAL REPORT</b>	<p>C Betty: I move that the board confirms the resignation of Christine Roodbeen. K Ngataki: I second this motion.</p> <p>On 30 May, Chris Betty and John Everitt discussed creating a special enrolment for outside the zone for students who want to do bilingual in Years 9-13. John questioned why we need to do this? There is a meeting at Pukekohe North. They will be looking at pathways for Years 9-13 bilingual education. No further action required here.</p>	Moved in Correspondence.  No further action.		

<p><b>PRINCIPAL REPORT</b> <i>continued</i></p>	<p><u>EOTC Trips to be approved</u></p> <ol style="list-style-type: none"> <li>1. 9 May – overnight trip for 9R&amp;10R Boys, Mau Raakau Waananga. C Betty: I move that the board confirms the above trip. J Everitt: I second this motion.</li> <li>2. 8 June – overnight 3-day tramp, Waitawheta. C Betty: I move that the board confirms the above trip. A Kingi: I second this motion.</li> <li>3. 19 September – Y12 Snow Camp, Mt Ruapehu. C Betty: I move that the board confirms the above trip. J Everitt: I second this motion.</li> </ol> <p>John gave some advice on what to do if there is an eruption on Mt Ruapehu.</p>			
<p><b>PRINCIPAL REPORT</b> <i>continued</i></p>	<ul style="list-style-type: none"> <li>• Principal still waiting for immigration to process visa for Roxanne Venter.</li> <li>• Accord Day/NCEA Changes professional learning took place on 16 May and was successful.</li> <li>• Work has started on reviewing NZ Histories Curriculum and how we can implement. Social Science area to take lead on this.</li> <li>• All learning areas have started Curriculum Refresh.</li> <li>• ERO review is ongoing. We have re-engaged with Jo Thom.</li> <li>• PB4L – booked facilitator for next Teacher Only Day.</li> <li>• P Moody and J Slee attended a EOTC H&amp;S workshop which was beneficial. All EOTC forms will be online with School Bridge soon.</li> <li>• Police Vetting process now requires vetting to be completed before an employee starts. Discretion required as to who we accept as volunteers.</li> <li>• Student 19427 is not doing well and not following the conditions set for his suspension. Principal and Deputy Principal to meet with him tomorrow.</li> <li>• Ashley Jacobs has data to share with board following the parent/teacher interviews. First night was extremely successful.</li> <li>• Please could the board members read the following documents: Analysis of Variance (AOV), Kiwisport (AOV), Updated Charter and Annual Plan. These are to be approved at</li> </ul>	<p>Mrs Venter arrived 9 June.</p> <p>Board members to read.</p>		<p>Approve by 28 Jun</p>

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	<p>the next board meeting.</p> <p>C Betty: I move that the Principal’s Report is confirmed. E Kavakevich: I second this motion.</p>			
GENERAL BUSINESS	<p>1. <u>Tuakau College Charter and Plan.</u></p> <p>2. <u>Update on Mask Wearing for Tuakau College.</u></p> <p>From Monday 30 May, all staff and students must wear masks in class, at assembly, indoors and on school buses. This is a Tuakau College (not MOE) decision to stem an increase in Covid-19 cases in South Auckland so we can protect students and staff and hopefully avoid rostering home students. An email was sent to parents/caregivers.</p> <p>C Betty: I move that board approves the above. A Kingi: I second this motion.</p> <p>3. <u>NZSTA Board Election Planning for October 2022.</u></p> <p>Need to start thinking about recruiting new trustees to the board. Encouraged board members to “shoulder tap”. Discussed options for current members. We need to appoint a returning officer as Christine Yeager has resigned from the position. Kandi Ngataki has information on options which she will send to Lesley MacMichael. Voting opens in the September school holidays. There is an option for electronic voting.</p> <p>Kandi and Anna to attend Treaty of Waitangi workshops at Waitangi. Send the Principal information for reimbursement.</p> <p>Kandi Ngataki keen to attend NZSTA Conference in October. Put in claim in for reimbursement.</p> <p>Student Rep Election in October.</p> <p>Meeting closed at 7.30pm</p>	<p>Board to read.</p> <p>Ongoing</p>	<p>Board members</p>	<p>28 June</p> <p>Ongoing</p>

<b>IN COMMITTEE</b>	Moved In Committee at 7pm. Moved: A Kingi    Seconded: M Preston  Moved Out of Committee at 7.26pm Move that the Meeting finished at 7.30pm. Moved: C Betty    Seconded: S Hyland-Mills  <b>CARRIED: ALL</b> C Betty: Karakia			
	<b>Next meeting:</b> Tuesday 28 June 2022			

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