

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
HELD ON TUESDAY 29 SEPTEMBER 2020  
AT 6PM IN THE STAFF ROOM

Present: Chris Betty, Sean Hyland-Mills, Kelly Sinfield, Claudia Duffus, Matt Preston, John Everitt, Anna-Marie Kingi, Rose Salani, Ashley Jacobs (DP), Peter Moody (Executive Officer) and Lesley MacMichael.

Apologies: None Absent: Kelly McCardle

**ADOPT THE AGENDA**

*Moved: S Hyland-Mills Secoded: C Betty Kahui Ako Kahui Ako*

**DECLARATION OF INTEREST** – None.

**MINUTES OF THE PREVIOUS MEETING**

Move the Minutes of the Meeting of 26 August 2020 as a true and correct record.

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

*Matters Arising:*

- Homework Survey results are in the folder to read and discuss for October meeting.
- Still working on Pokeno bus issues.
- Sean asked about non-engagement of students. Principal responded that one family had stayed home and had been Covid tested. They will return next term.
- Final decision to be made on appointment of Head Students.
- Principal and Roanne Gordon to discuss over-allocation of hours.

**HEALTH & SAFETY AND PROPERTY REPORT**

*Matters Arising – None.*

Move that the Health & Safety report is accepted

*Moved: C Betty Secoded: K Sinfield*

**PROPERTY REPORT**

*Matters Arising*

1. Peter Moody tabled *Adventure Playground Equipment Review* document. Discussed options:

- Option 1 - not ideal.
- Option 2 - \$65K funding + \$20K.
- Option 3 – Staged process whilst continuing to seek sponsorship.

NZCT has given us some leeway regarding funds but we do need to decide in the next month.

Move that the Board proceeds with Option 3 (majority approved).

*Moved: S Hyland-Mills Secoded: K Sinfield*

2. Sean – Government funding for Admin Upgrade still \$100K short. Rejiggle 5YA.

Move the Property Report is accepted

*Moved: C Betty Secoded: A Kingi*

ACTION

BOT

CBE  
CBE

Peter Moody left this meeting at this point (6.25pm).

ACTION

## **FINANCE REPORT - tabled at meeting by C Betty.**

### *Matters Arising*

- Income - significant amount received under *Other MOE Grants*. We have applied for and received funds under Covid-19 URF fund. Original figures (roll-based) given by MOE were low. Our roll increase meant higher figures than originally expected.
- Teacher Aide pay equity funding will be effective February 2021.
- Music overspent – order book to be recalled.
- Ashley Jacobs to email budget holders regarding regular spending.

AJA

Move that the Finance report be accepted.

*Moved: C Betty                      Seconded: K Sinfield*

**POLICY – None.**

## **PTA REPORT**

### *Matters Arising*

- Voluntary donation (\$3) included in annual Fees document.

Move that the PTA report be accepted.

*Moved: C Betty                      Seconded: M Preston*

## **STUDENT REPORT**

### *Matters Arising*

- Students found it hard with lockdown and holidays. Learning and teaching disrupted. Compassionate consideration – internal mock exams can be used for evidence of achievement.
- Seniors mock exams took place 17-23 September.
- School ball to go ahead for Years 12 & 13 only due to 100-person limit at venue. Year 11s will be refunded.
- Tuakau College is under Auckland Region for NCEA credit changes. Level 1 students need 64 credits to pass. Levels 2 & 3 need 48 credits. 44 credits required for Certificate Endorsement instead of 50.
- John thought some students were “cruising” and could do better.
- Learning and teaching disrupted.
- Orientation Day this year was amazing.

Move that the Student report be accepted.

*Moved: R Salani                      Seconded: A Kingi*

## **CORRESPONDENCE**

- Items #5 and #6 (Publicly Excluded Business).
- Item #7 - Move the Board accepts the resignation of Rajah Iyadurai effective 11 December 2020.  
*Moved: C Betty                      Seconded: K Sinfield*

CB

LM

- Late Correspondence - Principal tabled a letter received today from the Ministry of Education (MOE) directing us to enrol a Year 8 student who has been excluded from a local school. We will discuss and put plans in place prior to his enrolment here.

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

Moved: C Betty                      Secoded: R Salani

### PRINCIPAL'S REPORT

Has received fifteen job applications for Maths and six for English positions. Kahui Ako positions also available. Principal has asked staff to contact him if they are interested in Kahui Ako positions.

Orientation Day a huge success with about 170 students attending.

Received \$23,000 URF Covid funding to support students via Guidance programme. There is support to apply for further funding. Funds will be used to appoint a part-time Guidance Counsellor to end of 2020 Likely to extend to Terms 1&2 next year. Catherine Hucker (SENCO) has also applied for URF funding for individual students and has been successful.

EOTC - move the following trips are approved.

Mini UNISS tournament at St Peter's, Cambridge from 30 September to 2 October 2020.

Moved: C Betty                      Secoded: A Kingi

Y9 Pinnacles Tramp 3-4 December 2020

Moved: C Betty                      Secoded: S Hyland-Mills

Move the Board confirms the appointment of Zoe Saunders as part-time Guidance Counsellor from 12 October to 11 December 2020.

Moved: C Betty                      Secoded: R Salani

Move the Board approves study leave for Mel Devaney from 22 March to 10 December 2021. Mel will be absent for 32 weeks. To ensure continuity in her role, we will advertise a full year Fabrics Teacher position in the *Education Gazette*.

Moved: C Betty                      Secoded: C Duffus

Move the Board confirms the Principal's Sabbatical Leave award for ten weeks from 19 April to 25 July 2021. He has changed date from Term 3 to Term 2 as the latter will be busy with planning for the following year. His topic is: *To continue with the Te Reo Māori course started at the end of 2020 and using the language in an authentic setting.*

Moved: M Preston                      Secoded: A Kingi

Move the Board confirms the appointment of Deanie Cooper-Lang to a full-time, fixed-term position as Te Whariki teacher from 14 September to 11 November 2020. John asked what will happen next year. Principal said he will try to keep teaching in area/+ESOL.

Moved: C Betty                      Secoded: S Hyland-Mills

The Learning Centre and Te Whariki - Two internal candidates, Indar Deo and Shirley Scott, have been shortlisted for the role of Assistant Head, Learning Centre. Interviews will take place on Wednesday 30 September. We are looking at rebranding the Learning Centre and Te Whariki and suggest calling it *Te Whare Ako* – the place of learning. Principal will consult with staff.

FarNet - We have been involved in VC classes with FarNet for some years. For 2021 we will provide:

- 0.1FTE funding to FarNet.
- An e-Teacher for 2021 (2FTE staffing).
- An e-Dean.
- A two-year contract for 2021 and 2022.

Move the Board confirms the resource allocation for FarNet to continue for 2021 and 2022.

Moved: C Betty                      Secoded: S Hyland-Mills

Teacher Aide Pay Equity – All teacher aides are now on B-C grade at an hourly rate of \$26.54. Union members automatically receive this rate. The Principal has completed Individual Employment Agreements (IEAs) for non-union members so they can receive the increase at the same time.

Move the Board confirms the allocation of grade and pay scale for all Teacher Aides.

*Moved: C Betty                      Secoded: A Kingi*

### Deans

The Year 7&8 Dean position has been split into Year 7 and Year 8 Dean. We had hoped to split the Y12/13 also but will wait to see roll count of 1 March 2021. If we decide to split, Shana Davidson will be offered the Year 13 Dean position and Michelle McMillan, the Year 12 Dean position.

Move the Board confirms the following appointments of Deans for the next two years:

- Heather Clark as Year 7 Dean 2021 and Year 8 Dean 2022 with one fixed-term Management Unit and one fixed-term Middle Management Allowance from 26 January 2021 to 24 January 2023.  
*Moved: C Betty                      Secoded: A Kingi*
- Jo Buttery as Year 8 Dean 2021 and Year 9 Dean 2022 with one fixed-term Management Unit and one fixed-term Middle Management Allowance from 26 January 2021 to 24 January 2023.  
*Moved: C Betty                      Secoded: R Salani*
- Sarah Welch as Year 9 Dean 2021 and Year 10 Dean 2022 with one fixed-term Management Unit and one fixed-term Middle Management Allowance from 26 January 2021 to 24 January 2023.  
*Moved: C Betty                      Secoded: J Everitt*
- Indar Deo as Year 10 Dean 2021 and Year 11 Dean 2022 with one fixed-term Management Unit and one fixed-term Middle Management Allowance from 26 January 2021 to 24 January 2023.  
*Moved: C Betty                      Secoded: K Sinfield*
- Chris McGarvey as Year 11 Dean 2021 and Year 12 Dean 2022 with one fixed-term Management Unit and one fixed-term Middle Management Allowance from 26 January 2021 to 24 January 2023.  
*Moved: C Betty                      Secoded: S Hyland-Mills*
- Michelle McMillan as Year 12&13 Dean 2021 and Year 7 Dean 2022 with one fixed-term Management Unit and one fixed-term Middle Management Allowance from 26 January 2021 to 24 January 2023.  
*Moved: C Betty                      Secoded: C Duffus*

Other 2021 Positions - Kavita has changed her name and is now Kavita Sharan.

Move that the Board confirms the appointment of Kavita Sharan to a full-time, fixed-term teaching position in Y7&8 from 27 January to 10 December 2021.

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

Move that the Board confirms the appointment of Robyn Withers-Lauer to a full-time, permanent position as Technology/Science teacher from 27 January 2021.

*Moved: C Betty                      Secoded: K Sinfield*

### Kahui Ako

Move the Board confirms the resource allocation for Tuakau College in Kahui Ako with two *Within School Leaders* and three if resource left after Kahui Ako is allocated.

*Moved: C Betty                      Secoded: K Sinfield*

Overseas Tour

A lawyer has been engaged by the UK tour sub-committee. We are working on another OIA request and will provide a summary of what has been requested. We understand a group has approached *Fair Go TV* programme. If aired, the sub-committee will meet to discuss. Refund #2 is ready to be approved and signed.

CB

Move the Board approves payment of Refund #2 for UK tour participants. Payment by 8 October 2020.

*Moved: C Betty*

*Seconded: J Everitt*

CB

Move the Board confirms setting up scholarships under the Tuakau College Scholarship Fund for all UK Tour student participants, to the value of the excess fundraising money generated. This scholarship is to be used from 2021 to the end of 2022.

*Moved: C Betty*

*Seconded: C Duffus*

2021 Roll

We believe we will have 795 students next year. We have space but are getting rid of three classrooms. Move that the Board confirms we can overstaff by two teachers for the 2021 academic year.

*Moved: C Betty*

*Seconded: A Kingi*

Enrolment Zone

- Move the Board confirms we accept all the Year 7 and Year 8 Out of Zone enrolments.

*Moved: C Betty*

*Seconded: C Duffus*

- Move the Board confirms we accept nine of the Year 9 Out of Zone enrolments and that the selection is completed by ballot.

*Moved: C Betty*

*Seconded: S Hyland-Mills*

- Move the Board confirms we accept all Year 10 Out of Zone enrolments.

*Moved: C Betty*

*Seconded: K Sinfield*

- Move the Board confirms we accept all the Years 11, 12 and 13 Out of Zone enrolments and that the zone remains open for any further senior students to enrol.

*Moved: C Betty*

*Seconded: S Hyland-Mills*

Student/Parent Issue – The Board needs to be aware of and discuss this issue (refer In-Committee).

School Donations

Move the Board confirms we opt into the MOE School Donations Scheme for 2021.

*Moved: C Betty*

*Seconded: K Sinfield*

Student & Trustee Election Dates

Move the Board confirms the Student Election date of 9 November 2020 and the Trustee Election date of 2 December 2020.

*Moved: C Betty*

*Seconded: K Sinfield*

Move the Board confirms we opt into the Government's free school lunch programme scheme for 2021.

*Moved: C Betty*

*Seconded: K Sinfield*

Move that the Principal's report be accepted.

*Moved: C Betty*

*Seconded: S Hyland-Mills*

**GENERAL BUSINESS**

ACTION

1. Upcoming Student and Trustee Elections 2020.

Kelly Sinfield to contact Christine Yeager (Returning Officer) to confirm her board status.

KS

2. UK Trip Update

Covered elsewhere and in committee.

3. Homework Policy

In folder. Board to look at it over the next month to discuss in October.

BOT

*A Jacobs left the meeting at 7.30pm*

Move into committee at 7.30pm.

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

Move out of committee at 8.00pm.

Meeting finished at 8pm

Next meeting: **Tuesday 27 October at 6pm.**