

MINUTES OF THE MEETING OF THE TUAKAU COLLEGE BOARD
HELD ON TUESDAY 29 JUNE 2021
AT 6PM IN THE CONFERENCE ROOM

Action

Present: Ashley Jacobs (Acting Principal), Kandi Ngataki, Elena Kazakevich,
Nicki Moore, John Everitt, Brearna Rowsell and Lesley Mac Michael.

Apologies: Anna-Marie Kingi, Matt Preston and Sean Hyland-Mills

Moved: A Jacobs Seconded: B Rowsell

ADOPT THE AGENDA

Moved: K Ngataki Seconded: J Everitt

Move to nominate Kandi Ngataki to stand in as Board Chair for tonight's meeting as both Chair and Deputy Chair are absent.

Moved: J Everitt Seconded: E Kazakevich

Query as to who cannot be Board Chair. L MacMichael emailed the board on 1 July 2021 to confirm the ruling that the Principal, Staff Representative and Student Representative cannot be Board Chair.

DECLARATION OF INTEREST – None.

MINUTES OF THE PREVIOUS MEETING

Move the Minutes of the Meeting of 25 May 2021 as a true and correct record.

Moved: B Rowsell Seconded: E Kazakevich

Matters Arising:

- Kandi said that Lesley MacMichael had found it hard to hear at the May board meeting due to members talking.
- Ashley Jacobs and Peter Moody (Executive Officer) met with Waikato District Council (WDC) engineer to discuss traffic issues. Initially the engineer was negative and said there was no money. Ashley said that a new housing development (72 houses) adjacent to the school had been approved and that WDC must have been aware that this would increase traffic issues. The board discussed various ideas and options. Kandi and Elena suggested we send our own plan to the WDC. Ashley wants to see what the WDC comes back with first before taking action. Meeting with Onewhero-Tuakau Community Board and Jacqui Church, WDC Councillor.
- Cut-off date for Uniform Survey is Thursday 1 July at 3.30pm. Management will present their recommendations to the Board for the August board meeting.
- Nicki updated the board on her work with the Concerned Parents' Group. She had hoped to get additional information but the Board Chair was absent from tonight's meeting. A letter is to be approved by Board Chair and sent tomorrow which is the deadline for a response. John confirmed that the board had received legal advice.
- Kandi would like to have data on attendance of caregivers/whanau at parent interviews.

SLT

NM

AJ

PROPERTY REPORT & H&S REPORT*Matters Arising*

- Nicki felt that the half hour Property meeting was too short a time compared with her travelling time. John wondered if the meeting could be done on Zoom? SLT
- What are the school's obligations for Health & Safety? John said it would come back to the Executive Officer and the Board. With regard to PPTA Health & Safety Representative, essentially this falls back on PPTA members to do. John has asked that the College puts in place an election for a Health & Safety representative. He will send a formal request. JE
- A couple of serious incidents (wrist fracture and bruised back) in first week of Inter-Challenge Course. Have reviewed and mitigated risks. Duty teacher on site plus two rostered prefects.
- New Building Warrant of Fitness (BWOFF) issued and displayed and Electrical Test 'n Tag annual inspection completed.
- Heat pumps in B-block to open as a 5YA project starting in 2022 with next round of funding.
- Issue of power cable feeding the gym, Music and P-blocks. When all heating is on it trips the main sub-breaker. Short-term solution with tweaked loads over 3 phases. Estimate cost at c.\$60K. Will continue to monitor.
- P8, P9 and P10 will be removed as too costly to repair.
- Admin block – all documentation lodged with MOE and awaiting final approval to proceed.
- School lunch programme – upgraded rubbish bins with dedicated collection. Will need to provide ongoing recycling education and awareness. Donna (tuck shop) is down 30% on revenue however there are still a lot of students buying lunch there.
- Kandi asked about Te Atarua upgrade. Ashley advised they would look at what funding was available after the Admin upgrade. AJ

Move that the Property report be accepted

Moved: A Jacobs

Seconded: John Everitt

FINANCE REPORT

Finance Minutes tabled by Ashley Jacobs, Acting Principal.

Matters Arising

- Received 53% government grants – on track.
- Admin at 26%
- Rubbish removal at 74%

Move that the Finance minutes and report be accepted.

Moved: A Jacobs

Seconded: J Everitt

POLICY

Get Policy Committee up and running and set policy review dates (see *Student Report*). Lesley MacMichael to email list of Policy members to the Board (done).

LM
BOARD

PTA REPORT

Matters Arising

Cultural Evening set for 21 September 2021. Other schools will take part.

- Fundraising suggestions: (1) covered walkway to gym (2) composting programme.

Move that the PTA Report be accepted.

Moved: Ashley Jacobs Seconded: Elena Kazakevich

STUDENT REPRESENTATIVE REPORT

Matters Arising

- Students pleased that the Uniform review is progressing and they are keen to be involved.
- Concerns and confusion regarding school fundraising and criteria. Ashley will meet with the Student Rep, and the other student, to discuss. Need to check Board policy. No individual fundraising is permitted. All fundraising goes to the school, not the individual, and has to be approved by the board. Need to look at the policy for school fundraising and review.
- Okay for students to wear shoes in the gym but only while eating lunch in the gym.

Move that the Student Report be accepted.

Moved: Brearna Rowsell Seconded: John Everitt

CORRESPONDENCE

Inward

1. Attendance Notice Letter 0142660754 – 28.5.21
2. Attendance Notice Letter 0140107863 – 3.6.21
3. MOE Consultation Letter 1.6.21 - for changes to schools in network: Establishment of Y7-13 Pukekohe Campus of Elim Christian College *and* for a change of class for KingsGate Christian Primary School to enable it to become a Year 1-13 school.

Tuakau College Board has noted the above and has no response to make.

4. NZEI Notification Letter of Employment Relations Education Leave - 9.6.21.
5. Move that the board approves maternity leave for Julie Burton from 4 October 2021 to 17 October 2022.

Moved: K Ngataki Seconded: J Everitt

6. Email 2.6.21 - School Audit Arrangements for 2021-2023 financial years.
7. STA News May 2021.

Inward

8. A McCarthy Resignation Acknowledgement Letter - 28.5.21
9. S Tupaea CoL Position Resignation Acknowledgement Letter - 28.5.21
10. Individual *Market Day* Thank You letters to Y7&8 staff - 4.6.21

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

Moved: K Ngataki Seconded: B Rowsell

BOARD
POLICY
COMMITTEE

LM

PRINCIPAL'S REPORT

Junior College Speech Finals on Wednesday 30 June at 5:30pm in the i-Hub. Years 9 and 10 have also been working on their speech topics for the Middle College Speech finals on Wednesday 7 July at 5:30pm in the i-Hub. It would be good to have some board members attending.

Overnight trip approvals

Move the 13OUT 3-day tramp to Kawau Island on 3 August 2021 is approved.

Moved: J Everitt Seconded: Nicki Moore

Move the 12OUT 2-day Rock Climbing at Extreme Edge, Glen Eden on 23 September 2021 is approved.

Moved: J Everitt Seconded: Nicki Moore

Personnel

Following Ashleigh McCarthy's resignation we have appointed Mrs Preet Mistry to a Year 7&8 fixed-term teaching position commencing 21 June 2021.

Moved: J Everitt Seconded: B Rowsell

Ms Kavita Sharan, who was on a fixed-term contract, has been offered the permanent position with immediate effect.

Moved: N Moore Seconded: E Kazakevich

Move the appointment of Matthew Williams as Year 7 Dean for 2022.

Moved: K Ngataki Seconded: J Everitt

The Community of Learning (CoL) is running a "Learning Week" for teachers from 9-11 August. There will be a number of topics to choose from. Most will be delivered as online workshops.

Overseas Tour

We are nearing the end of the financial audit. Disclosure statements to go to the auditors for AOG approval. These will be in our audited Financial Statements as a note to our "Locally Raised Funds". It will require at least four bullet points which will need Board approval before being submitted to the auditors. Ashley to have a Zoom meeting with auditors. Board do not need to attend.

AJ

Our roll count is 758 as of 25 June 2021 including Alt Ed Students.

After school cleaning concerns, we appointed senior students to the cleaning team on a weekly rostered basis. There are still three of the original team working as senior cleaners. Early indications are good and the cleaning has surpassed previous cleans. We will continue to monitor.

The *Lunches in Schools Programme* continues to be popular. However, litter has increased substantially so we are currently trialling an alternative way of delivering. From 28 June, Year 7&8s will collect their lunches as usual in D-block. They will eat there and deposit containers in the correct bins before being allowed to leave the area. Year 9-13 students will collect their lunches from the gym and eat there before being allowed out. Hopefully, this will reduce the litter as well as ensure that compostable containers are placed in the correct bins. These will be removed by the suppliers at the end of each day. If successful, this could be a permanent arrangement.

Gerschen Van Niekerk, HLA Science, has forged links with a parent who runs a landscaping business. She has volunteered to work with Horticulture students, focusing on landscape design. She has drafted a plan to beautify the outside of Te Atarua, with the approval of Whaea Joidene.

Together with ground staff, she will look at creating a garden we can take pride in. There will be no cost to the school as most plants will be donated. Any nominal costs will be borne through the Horticulture budget.

Vaping has reached epidemic proportions in all schools, both primary and secondary. We will be seeking support from parents, the community and Board to help deal with the issue. Whilst we have not yet used stand-downs to deal with this, other schools have resorted to this action for a first offence. We would prefer to try to educate and work with parents before resorting to stand-downs as a last resort for continual vaping offences. An article on Vaping is in the school's *Korero* newsletter and notes the steps to be taken for vaping. John would like to see the data on vaping.

SLT

A question was asked about students without devices and if there will be loan machines available. Ashley informed board that part of the plan is to look at a system where devices can be loaned to those who do not have one. This will be communicated with parents beforehand

Moved: A Jacobs

Seconded: K Ngataki

PRINCIPAL'S REPORT Appendix 1 – BYOD Plan for Tuakau College

Ashley ran through the plan for BYOD at Tuakau College.

Moved: A Jacobs

Seconded: K Ngataki

Move that the Principal's report be accepted.

Moved: A Jacobs

Seconded: B Rowsell

GENERAL BUSINESS

1. Funding Agreement for School Transport Assistance duly signed & witnessed by the Tuakau College Board.

2. School Audit Arrangements for 2021-2023 Financial Years.

It is most likely that the Auditor-General will reappoint most current auditors.

3. Planning for BYOD at Tuakau College (Ashley Jacobs – Appendix 1 to Principal Report)

Noel Leeming seems like the best option. Use chrome books/laptops. We do not want parents to be taking on debts to purchase devices.

The Ministry of Education (MOE) is looking at upgrading to one system.

Wireless network in place. John recommends streamline.

Determine leadership of BYOD/ICT Leader.

Costing in ICT support.

IN-COMMITTEE BUSINESS

Move into committee at 7.55pm

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

Move out of committee at 8.20pm

Meeting finished at 8.30pm

Next meeting: **Tuesday 27 July 2021 at 6pm.**