

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
HELD ON TUESDAY 30 JUNE 2020
AT 6PM IN THE STAFF ROOM

Action

Present: Chris Betty, Sean Hyland-Mills, Kelly Sinfield, Claudia Duffus, John Everitt, Matt Preston, Kelly McCardle, Rose Salani and Lesley Mac Michael.

Apologies: Anna-Marie Kingi.

ADOPT THE AGENDA

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

DECLARATION OF INTEREST – None.

MINUTES OF THE PREVIOUS MEETING

Move the Minutes of the Meeting of 26 May 2020.

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

Matters Arising:

- Homework Policy – (*see Student Rep Report*).

HEALTH & SAFETY REPORT – No report (*see Property Report*).

- H&S meeting held 10 June but did not receive minutes.
- Three accidents in the gym: (i) elbow fracture/dislocation (PE Touch student), (ii) one fractured wrist (staff) and (iii) fractured wrist (student).

PROPERTY REPORT

Matters Arising

- Electrical testing has been completed.
- Gym project – waiting for final figures.
- Playground project – still applying for funding.

Move that the Property report be accepted

Moved: C Betty *Seconded: C Duffus*

FINANCE REPORT

Finance Minutes tabled at meeting by the Principal.

Matters Arising

- \$52,350 above expected income due to IRF and other initiatives coming in.
- Total expenditure is down overall at \$29k due to COVID-19.
- Ashley Jacobs to check expenditure under Item 4. in Finance Meeting Minutes.
- Majority of departments have spent very little.
- Overall, finances looking good and we could break even. We have already budgeted for deficit and there could still be one at the year-end so we must continue to be prudent.

AJA

Move that the Finance report be accepted.

Moved: C Betty Seconded: K Sinfield

POLICY – None

PTA REPORT

Matters Arising

PTA Annual General Meeting

Julie Burton was re-elected as PTA Chair, Sheryl Tregurtha as Secretary and Teresa Davidson as Treasurer.

Move the Board confirms the above.

Moved: C Betty Seconded: K McCardle

PTA Meeting

PTA will be applying for funds for the proposed Playground Project.

Move the Board approves the applications for funding.

Moved: C Betty Seconded: K McCardle

Move that the PTA report be accepted.

Moved: C Betty Seconded: K Sinfield

STUDENT REPORT

- Advised Board of NCEA bonus credits for students.
- Concern about student mental health wellbeing during lockdown. Another aspect was the school's varying amounts of homework set. There was a lack of consistency in that some students had none whilst others had huge amounts. Principal agreed that he and senior management need to look at coordinating homework across the school.
- Query on ESOL qualifications – Principal to check with Deanie Cooper-Lang who does the assessments.
- Suggested we have more lunchtime activities.
- Some students have requested that “sleepers” (earrings) be added to the Uniform code. The Board discussed and were all in agreement that as plain ear studs (maximum 2 per ear) are currently allowed, they want to keep it simple so the *Uniform Policy* will remain as is.
- Multiple student complaints about having to sit on the gym floor and remove shoes during assembly. Students felt like primary school children and this was not deemed appropriate for high schoolers. Board members felt that the Board and school had worked hard to have a new gym. No-one wanted the new floor to be damaged. While we look at solutions to the problem, we would remind students that Assembly is only once a month and could they have some patience meantime.
- Feedback from the Student Council on Canteen Food. Wanted a balance of healthy/unhealthy food. Requested more vegan/vegetarian, halal, salads, healthy wraps, smoothies, hummus with sides, more drink options, healthier proteins, sushi, cultural foods (e.g. Indian, Thai, “Island” foods, etc.). Principal suggested Student Council meets with Mrs Fletcher and Mr Moody and with Donna Williams, the new operator, who may be open to requests or pre-orders.

Move that the Student report be accepted.

Moved: R Salani Seconded: Matthew Preston

CORRESPONDENCE

1. Move the Board approves a leave application for Liz Loosemore from 29 June to 12 October 2020 (return date may change dependent on her ability to return to full duties).
Moved: C Betty Seconded: C Duffus
2. Move the Board approves a Sabbatical Leave Request for Chris Betty, Principal, from 26 July to 17 October 2021 (Term 3 2021). Ashley Jacobs will be Acting Principal in his absence.
Moved: C Betty Seconded: K McCardle
3. Move the Board approves Shirley Scott's application for 2021 MOE Study Award.
Moved: C Betty Seconded: S Hyland-Mills
John questioned her absence particularly in her role as Specialist Classroom Teacher.
4. Move the Board approves a 2021 Study Leave request for Melanie Devaney from January 2021 to January 2022. She will be at school during week with release time to study.
Moved: C Betty Seconded: C Duffus
5. Move that the Board accepts with regret, the immediate resignation, effective 29 June 2020, from the Board of Trustees of Hemoata Wanakore-Flavell
Moved: C Betty Seconded: S Hyland-Mills

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

Moved: C Betty Seconded: C Duffus

Action

CB+SLT

CB

LM

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PRINCIPAL'S REPORT

Senior College

Due to COVID-19, external NCEA exams and NZ Scholarship exams will now take place from 16 November to 9 December 2020. This will allow extra time for teaching, learning and assessment in Term 4. No external moderation for 2020. Submission dates for portfolio submissions has been extended to 12 November 2020. Senior Prizegiving has been shifted to Wednesday 11 November.

Students working towards NCEA can gain additional credits, *Learning Recognition Credits*, based on the number of credits achieved during the 2020 school year. Other NCEA changes are designed to encourage students and that any NCEA attained is as valid as in previous years.

Students received COVID-19 Response Summary of Changes (see *Principal Report*).

Staff Appraisals

Appraisal system has changed. Due to COVID-19, we will have two terms to complete these. The new process was outlined at a staff meeting on 29 June. Some minor changes will be implemented by start of Term 3. Changes will see a "high trust" model relying on staff professionalism and the removal of evidence-based portfolios. An attestation process is included.

Personnel

Move the Board approves the appointment of Sheree Siemelink to part-time, fixed term position of Accounts Assistant, 35 hours per week from 29 June to 25 September 2020 to cover Accounts Assistant's medical leave.

Moved: C Betty Seconded: K McCardle

We need to keep the following long-term relievers (LTRs) by making them permanent:

- Move that the Board confirms that Jessica Hawke changes from an LTR position to a permanent position commencing Wednesday 1 July 2020.
Moved: C Betty Seconded: K Sinfield
- Move that the Board confirms that Shivniel Prakash changes from an LTR position to a permanent position commencing Wednesday 1 July 2020.
Moved: C Betty Seconded: K Sinfield

COVID-19 and Kaahui Ako (KA)

We continue to receive laptops from the MOE. These will be allocated in school. We have applied for funds to cover connectivity during the pandemic. The funds will assist us with any COVID related spending.

Kaahui Ako Principals have met twice and drafted a direction on present goals to make these more focused and relevant. As Lead Principal, Chris Betty has applied for \$20,000 Urgent Response Fund (URF) (COVID-19) to assist families struggling due to the pandemic. We will be looking for referrals from KA schools and an expert will assist directly with families.

Overseas Tour

The trip has been cancelled and we are working with agent and airline regarding level of refunds. Pre-booked UK tourist attractions offering credits only which we are unlikely to be able to use. Determination from auditors regarding fundraising money will be discussed in committee before being communicated to the tour group. Tour shirts have been issued. Principal will work on this over the school holidays.

CB

2021 Enrolments, School Roll and Attendance.

Enrolment process in place. Could have a high roll of possibly 730+. This may impact on classrooms and staffing. Attendance has taken a dive (a lot of 'flu around) but we will work on this.

International sub-committee – refer *In Committee*.

Principal tabled and spoke about the Supplementary Report (Appendix 1) – Y7&8 Results. John queried Ethnicity Maori students / levels. Principal to check original data.

CB

Move that the Principal's report and Appendix 1 be accepted.

Moved: C Betty *Seconded: K Sinfield*

GENERAL BUSINESS

1. Move the Board confirms the (a) Annual Plan and (b) Charter have been completed. Principal requests that Board members read these before the next meeting.

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

BOT to read

2. UK Trip, Year 12&13 Trip Option and *You Travel* Review – C Duffus.

Claudia suggested a Y12 & 13 trip to South Island or Rotorua. Based on her own personal experience, Claudia would definitely not recommend using *You Travel* for future trips. She outlined her own experience with travel agent and made some personal allegations.

3. Principal Appraisal – Board Chair & Deputy Chair approval.

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

4. Move that the Tuakau College zone enrolment requirements are minuted and approved:

- a) Tuakau College will opt for a single pre-enrolment period.
- b) Tuakau College will hold separate Ballots at different Year Levels.
- c) Tuakau College confirms the above dates for Out of Zone Applications and the Ballot.
- d) The Board has determined that there is likely to be places available for Out of Zone Students for 2021. The exact numbers will be determined by the number of In Zone Applications.

Moved: C Betty *Seconded: K Sinfield*

5. School Uniform – issues with uniform suppliers. NZ Uniforms (NZU) contract ended today. SAS Uniform (SAS) takes over 1 July. NZU will complete a stocktake and continue to the end of the week. Issues with large stock levels. SAS and NZU to negotiate a settlement on stock levels.

6. Principal and Board Chair had post-COVID discussions with ERO about the school. ERO will not be doing a review. Sean said the main thing was teaching staff being offered support.

IN-COMMITTEE BUSINESS

Move into committee at 7.35pm.

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

Move out of committee at 8.00pm.

Meeting finished at 8.15pm.

Next meeting: **Tuesday 28 July at 6pm.**