

Tuakau College Board Meeting Minutes 25 February, 2025



TUAKAU COLLEGE

Pai rawa atu i nga mea katoa | The very best in all things

Present: C Betty (Principal), T Potts (Staff Representative), A Tocker, E Mouton, G Tema-Liapanek, M McDowell, K McDowall (Student Representative) and J Paton (Principal's PA)

Via Teams: K Ngataki and M Preston

Visitors to Meeting: P Moody (Executive Manager) and A Jacobs (Deputy Principal)

Apologies: N Moore, H Kani and M Albert

Absent:

Start: 6:00 pm **Finish:** 6:50 pm

The Board agreed that A Jacobs (Deputy Principal) and P Moody (Executive Manager) could be at the meeting.

KARAKIA

G Tema-Liapanek

AGENDA

Adopt the Agenda.

Moved: K Ngataki

Seconded: M Preston

Carried: All

APOLOGIES

N Moore, H Kani and M Albert.

Moved: G Tema-Liapanek

Seconded: M Preston

Carried: All

The Presiding Member acknowledged that due to it being the first Board meeting of the year, the Board would need to vote for a Presiding Member and Deputy Presiding Member. K Ngataki advised that N Moore (current Deputy Presiding Member) had indicated she would not be standing for election again and acknowledged all of N Moore's hard work for the Board, both as Deputy Presiding Member but also as the Presiding Member before K Ngataki. K Ngataki handed the meeting to the Principal for the election of the Presiding Member.

C Betty called for nominations for the Presiding Member. A Tocker nominated K Ngataki and K Ngataki accepted the nomination. No other nominations so K Ngataki was duly elected as the Presiding Member for 2025.

K Ngataki called for nominations for the Deputy Presiding Member. K Ngataki nominated M McDowell and M McDowell accepted the nomination. No other nominations so M McDowell was duly elected as the Deputy Presiding Member for 2025.

Due to K Ngataki joining the meeting via Teams, she requested that M McDowell (as the new Deputy Presiding Member) please chair this Board meeting.

DECLARATION OF INTEREST

Form in the shared Drive for this. No declarations of interest.

MINUTES OF 17 DECEMBER, 2024 MEETING		
<i>Matters Arising</i>	<i>Actions</i>	<i>Update</i>
<ul style="list-style-type: none"> No matters arising. 		
A Tocker moved the Board accepts the Minutes of the Board Meeting of 17 December, 2024.		
Moved: A Tocker	Seconded: K Ngataki	Carried: All

HEALTH AND SAFETY REPORT
No Health and Safety report.

PROPERTY REPORT		
<i>Matters Arising</i>	<i>Actions</i>	<i>Update</i>
<ul style="list-style-type: none"> The Board discussed the photos of the new seating area by the Canteen area. P Moody said the school underestimated the change this seating area would have on the students and that it has been a very positive thing. K McDowall agreed that it's a nice area and great to use for studying as well. M McDowell thanked the Senior Leadership Team and P Moody for their work on this and for purchasing more tables for another area as well. P Moody advised that in regard to the Pastoral Care Building, QS are going through at the moment before the tender process. 		
Moved: T Potts	Seconded: A Tocker	Carried: All

FINANCE REPORT		
<i>Matters Arising</i>	<i>Actions</i>	<i>Update</i>
<ul style="list-style-type: none"> The Board moved to confirm the recommendation from the Auditors that the unspent monies from the Principal Wellbeing Fund cannot be carried over from previous years and cannot go in the liability part of the accounts. It needs to be budgeted for each year. This needs an amendment to the budget for 2025 to reflect accumulated funds of \$12,000 plus the \$6000 for 2025 (total of \$18,000). <p>Moved: T Potts Seconded: E Mouton</p> <ul style="list-style-type: none"> The Board moved to confirm the recommendation from the Executive Management to purchase a further 10 lunch tables (\$10k) to place in the junior school. Budget for 2025 to be updated. <p>Moved: K Ngataki Seconded: E Mouton</p>		
Moved: C Betty	Seconded: M McDowell	Carried: All

POLICY REPORT
No Policy Report.

'FRIENDS OF TUAKAU COLLEGE' (PTA) REPORT

No 'Friends of Tuakau College' (PTA) Report.

BUS NETWORK REPORT

No Bus Network Report.

STUDENT REPORT**Matters Arising**

- The Board discussed the student proposal for an extended interval period on Wednesdays in 2025, in exchange for starting school 10 minutes later due to there being no Whaanau class time on Wednesdays. The Board thanked K McDowall for presenting this to them and advised it would be referred back to the Senior Leadership Team to investigate. C Betty advised that it is a good idea however the Senior Leadership Team would need to consider the effect this would have on the budget, payments for staff and staff timetables.

Actions

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Update**Moved:** K McDowall**Seconded:** M McDowell**Carried:** All**CORRESPONDENCE****Inward**

1. K Medabala Resignation Email (21 December, 2024)

Move the Board confirm the resignation of K Medabala, with regret.

Moved: C Betty **Seconded:** T Potts

2. S Davies Resignation Letter (23 December, 2024)

Move the Board confirm the resignation S Davies, with regret.

Moved: C Betty **Seconded:** M McDowell

3. S Frank Resignation Letter (24 January, 2025)

Move the Board confirm the resignation of S Frank, with regret.

Moved: C Betty **Seconded:** T Potts

4. C De Thierry Resignation Email (28 January, 2025)

Move the Board confirm the resignation of C De Thierry, with regret.

Moved: C Betty **Seconded:** E Mouton

5. F Anderson Leave Request Submission (28 January, 2025)

Outward

1. L Shaw Confirmation of Leave Request Letter (18 December, 2024)
2. S Lata Confirmation of Resignation Letter (18 December, 2024)
3. D Perry Confirmation of Resignation Letter (18 December, 2024)
4. D Ukwatta Congratulations Letter (18 December, 2024)
5. E Weren Congratulations Letter (18 December, 2024)
6. E Langi Congratulations Letter (18 December, 2024)
7. T Kanimako Congratulations Letter (18 December, 2024)
8. E Isaacs Congratulations Letter (18 December, 2024)
9. A Stewart Congratulations Letter (18 December, 2024)
10. O Goodhand Congratulations Letter (18 December, 2024)
11. P Powell Congratulations Letter (18 December, 2024)
12. N Butler Congratulations Letter (18 December, 2024)

<p>Move the Board approve the leave request for F Anderson, commencing 2nd June 2025 to 27th June 2025. This will be leave with pay for 3 days and the remainder of the leave requested will be leave without pay. Moved: C Betty Seconded: M McDowell</p> <p>6. K Neilson Leave Request Submission (29 January, 2025)</p> <p>Move the Board approve the leave request for K Neilson, commencing 12th August 2025 to 5th September 2025. This will be leave without pay. Moved: C Betty Seconded: M McDowell</p> <p>7. L Shaw Leave Request Letter (31 January, 2025)</p> <p>Move the Board approve the previously approved leave request for L Shaw, commencing 24th February 2025 to 28th February 2025, as leave with pay. Moved: C Betty Seconded: A Tocker</p> <p>8. A Panapa Resignation Email (11 February, 2025)</p> <p>Move the Board confirm the resignation of A Panapa, with regret. Moved: C Betty Seconded: T Potts</p> <p>9. R Powley Leave Request Submission (12 February, 2025)</p> <p>Move the Board approve the leave request for R Powley, commencing 19th May 2025 to 26th May 2025. This will be leave with pay. Moved: C Betty Seconded: T Potts</p> <p>10. A Fletcher Leave Request Submission (12 February, 2025)</p> <p>Move the Board approve the leave request for A Fletcher, commencing 2nd April 2025 to 11th April 2025. This will be leave with pay. Moved: C Betty Seconded: M Preston</p> <p>11. J Lawrence Resignation Email (13 February, 2025)</p> <p>Move the Board confirm the resignation of J Lawrence, with regret. Moved: C Betty Seconded: M McDowell</p>	<p>13. B Fletcher Congratulations Letter (18 December, 2024)</p> <p>14. C Sabine Congratulations Letter (18 December, 2024)</p>	
Late Correspondence		
No late correspondence.		
Matters Arising		
No matters arising.		
Moved that the inward be accepted, and the outward be confirmed: C Betty	Seconded: A Tocker	Carried: All

PRINCIPAL'S REPORT		
<i>Discussion</i>	<i>Actions</i>	<i>Update</i>
<ul style="list-style-type: none"> Move that the Board approve the overnight Year 12 Outdoor Education (Group 1) trip to Hunua, from 13th March 2025 to 14th March 2025. 		
Moved: C Betty	Seconded: T Potts	Carried: All
<ul style="list-style-type: none"> Move that the Board approve the overnight Year 12 Outdoor Education (Group 2) trip to Hunua, from 18th March 2025 to 19th March 2025. 		
Moved: C Betty	Seconded: T Potts	Carried: All
<ul style="list-style-type: none"> Move that the Board approve the overnight trip to Waka Ama Nationals 2025 from 23rd March 2025 to 28th March 2025. 		
Moved: C Betty	Seconded: K Ngataki	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the appointment of Tessa De Bruin as a full time permanent English Teacher, commencing 28th January 2025. 		
Moved: C Betty	Seconded: A Tocker	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the appointment of Moses Nair as a full time permanent English Teacher, commencing 10th February 2025. 		
Moved: C Betty	Seconded: M McDowell	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the appointment of Natasha Donaldson as a full time permanent Gateway Co-Ordinator, commencing 17th February 2025. 		
Moved: C Betty	Seconded: T Potts	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the appointment of Puneet Bhullar as a full time permanent Social Sciences Teacher, commencing 28th January 2025. 		
Moved: C Betty	Seconded: E Mouton	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the appointment of Edel Sweeney as a fixed-term part-time position as a School Nurse, commencing 18th February 2025 and ending 11th April 2025. 		
Moved: C Betty	Seconded: T Potts	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the appointment of Sarah Kull as a fixed-term part-time position as a School Nurse, commencing 18th February 2025 and ending 11th April 2025. 		
Moved: C Betty	Seconded: T Potts	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the appointment of Julie Lawson as a fixed-term Literacy Numeracy Support, commencing 28th January 2025 and ending 27th January 2026. Along with this role goes one middle management allowance, for the same time period as the position. 		
Moved: C Betty	Seconded: M McDowell	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the appointment of John Everitt as a fixed-term Admin/Data for Literacy Numeracy, commencing 28th January 2025 and ending 27th January 2026. Along with this role goes one middle management allowance, for the same time period as the position. 		
Moved: C Betty	Seconded: M McDowell	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the appointment of John Everitt as a fixed-term Policy Analyst, commencing 28th January 2025 and ending 27th January 2026. Along with this role goes one salary unit, for the same time period as the position. 		
Moved: C Betty	Seconded: M McDowell	Carried: All

<ul style="list-style-type: none"> Move that the Board confirm the appointment of Sue Askew to a part-time permanent Careers and Gateway role of 0.63FTE, commencing 4th February 2025. 		
Moved: C Betty	Seconded: M McDowell	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the allocation of one fixed-term salary unit to Alison Fletcher for her work organising relief, commencing 28th January 2025 to 27th January 2026. 		
Moved: C Betty	Seconded: E Mouton	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the increase in hours for Samantha Ellery as a Food Technology Aide to 25 hours per week, commencing 17th February 2025. 		
Moved: C Betty	Seconded: E Mouton	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the increase in hours for Jay Stacey as an Administration Assistant to 37.5 hours per week, commencing 17th February 2025. 		
Moved: C Betty	Seconded: M McDowell	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the appointment of Jamie Clews as a part-time permanent Cleaning Supervisor working 32.5 hours per week, commencing 17th February 2025. 		
Moved: C Betty	Seconded: T Potts	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the appointment of Nunia Tuinua as a part-time fixed-term School Lunches Assistant on 10 hours per week, commencing 4th February 2025 and ending 27th June 2025. 		
Moved: C Betty	Seconded: T Potts	Carried: All
<ul style="list-style-type: none"> Move that the Board send letters of congratulations and a Top Scholar scholarship of \$250.00 to the 2024 Top Scholars (once results are finalised): <ul style="list-style-type: none"> Nathan Haliday Brooke Ngatai Sam Raja 		
Moved: C Betty	Seconded: M McDowell	Carried: All
<ul style="list-style-type: none"> Move that the Board send a letter of congratulations and a scholarship prize of \$750 to Sam Raja, for his success in gaining scholarship in English, Geography and History. 		
Moved: C Betty	Seconded: T Potts	Carried: All
<ul style="list-style-type: none"> A Tocker suggested the Board thank the staff for their work last year to produce the NCEA results the school did. M McDowell agreed and C Betty suggested the Board put on a morning tea for the staff once the results are finalised. M McDowell acknowledged P Moody's work on the Modular classrooms that are now installed and being used. M McDowell also acknowledged A Jacobs for all his continued work on finance. 		
C Betty moved his Principal's Report.		
Moved: C Betty	Seconded: G Tema-Liapaneke	Carried: All

GENERAL BUSINESS	
Discussion	Actions
<ul style="list-style-type: none"> SchoolDocs – C Betty informed the Board that these documents are in the shared Google Drive folder for the Board to view. K Ngataki discussed the policies that are up for review and community consultation and C Betty said a Policy meeting will be organised to look at this. 	<ul style="list-style-type: none"> J Paton (Principal's PA) to organise a date and time for this meeting.

<ul style="list-style-type: none"> <u>Delegations to the Principal document</u> <p>Move that the Board approves the Delegations to the Principal document for 2025.</p> <p>Moved: K Ngataki Seconded: M McDowell</p> <p>Move that the Board delegates its' responsibilities to a sub-committee to take on the role and make decisions for suspension meetings.</p> <p>Moved: M McDowell Seconded: T Potts</p> <ul style="list-style-type: none"> <u>Board Elections</u> <p>The Board discussed appointing a Returning Officer for Board elections in 2025. C Betty nominated J Paton (Principal's PA) as the Returning Officer for 2025 and J Paton accepted.</p> <p>Move that the Board appoint J Paton as the Returning Officer for 2025.</p> <p>Moved: C Betty Seconded: K Ngataki</p> <p>Move that the Board approve the proposed timelines (as per the document in the shared Google Drive folder) for the parent, staff and student elections in 2025.</p> <p>Moved: K Ngataki Seconded: A Tocker</p> <p>The Board discussed the co-opted members that are currently on the Board – H Kani and M Albert. The Board agreed that if H Kani and M Albert agree to remain on the Board then they co-opt them on to the Board until the 2025 Board elections.</p> <p>Moved: M McDowell Seconded: A Tocker</p>	<ul style="list-style-type: none"> J Paton (Principal's PA) to follow this up with H Kani and M Albert, as per the Boards request.
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IN COMMITTEE		
At 6:46 pm		
Moved into committee: K Ngataki	Seconded: C Betty	Carried: All
At 6:49 pm		
Moved out of committee: K Ngataki	Seconded: C Betty	Carried: All

KARAKIA MUTUNGA
M McDowell

Board Meeting finished at 6:50 pm.

NEXT MEETING
Tuesday 25 th March, 2025