

Tuakau College Board Minutes 27 July 2021

Present: Sean Hyland-Mills, Chris Betty, Anna-Marie Kingi, Matt Preston, Nicki Moore, Kandi Ngataki, Elena Kazakevich, John Everitt, and Brearna Rowsell.

Apologies: Lesley MacMichael

Start: 6:00 pm

Finish: 7.00pm

AGENDA	DISCUSSION	ACTIONS	WHO	Date
Agenda	S Hyland-Mills: I motion for the board to adopt the Agenda. CARRIED: ALL			
Declaration of Interest	No declaration of interest.			
Pre-meeting New board minutes template tabled	S Hyland-Mills asked N Moore to give an overview of her proposed new process for board minutes and action points. A sample template was tabled by N Moore. The idea is to make things clearer and to ensure nominated members follow up on items, along with a summary action list which can be reviewed at the next meeting. The new process should help N Moore who is dealing with the UK Tour follow-up. Incoming correspondence, issues or complaints will follow the same procedure and any response required will be noted. Something that has been lacking previously. N Moore noted that processes had not been as clear as they should have been. The board acknowledged this, has reviewed it and will move forward with the new processes. N Moore: I move the Board accepts the proposed new board minutes template. K Ngataki: I second this motion. CARRIED: ALL	New board minutes format is to start.	L MacMichael	31 Aug
Minutes from 29 June 2021	N Moore: I move the Board accepts the minutes of the previous meeting on 29 June 2021. K Ngataki I second this motion CARRIED: ALL			

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Matters Arising From 29 June 2021 minutes	<ul style="list-style-type: none"> C Betty - Uniform survey completed. Recommendations for the change to the uniform policy will be tabled at the August Board meeting for the Board's consideration. John Everitt and Ally Fletcher will meet this week to look at wording and eliminate loopholes. 	Recommendations to changes in the Uniform policy will be presented.	C Betty	31 Aug
	<ul style="list-style-type: none"> A Jacobs – awaiting date for a second meeting with Waikato District Council traffic engineer and others. 	Follow up with Waikato District Council is required	A Jacobs	31 Aug
	<ul style="list-style-type: none"> N Moore – tomorrow is deadline for our response to Concerned Parent Group (CPG). S Hyland-Mills and N Moore to wait for another 20 days as still waiting on information from the auditors. Nothing she can do about this as she cannot send the other letter without the response from the auditors. N Moore has copies of all the letters sent to CPG by S Hyland-Mills. 	An update communication is to be sent to the CPG indicating another 20 days. Contact auditors for a response.	SH-Mills A Jacobs	31 Jul 31 Aug
	<ul style="list-style-type: none"> Parent Interviews records of attendance. C Betty thinks that attendance is better than before. 	At next parent interviews, a record of parent attendance will be kept and presented to the Board at the following meeting.	A Jacobs	31 Aug
	<ul style="list-style-type: none"> N Moore asked if she could attend the Property meeting via Zoom (or similar) as meeting is short and her travel time long. Agreed. J Everitt agreed to set up ZOOM meeting. S Hyland-Mills suggested Microsoft Teams as another option. 	J Everitt agreed to set up Zoom for N Moore to attend.	J Everitt	24 Aug
	<ul style="list-style-type: none"> J Everitt has not yet sent a formal request to P Moody for election of Health & Safety representative. J Everitt advised that 29 June minutes (Property Report/Matters Arising) stated PPTA involvement. This is not correct. The PPTA has nothing to do with it. H&S representative can be any staff member and they need an opportunity to do this. Falls back on school to do this, if requested by a staff member. 	A correction to the minutes must be made re PPTA involvement. Health and Safety Rep nominations, and selection has to be completed.	L MacMichael C Betty	31 Aug 31 Aug
	<ul style="list-style-type: none"> N Moore asked if Duty teachers being on Confidence Course site had improved safety. A Jacobs responded yes. 			

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	<ul style="list-style-type: none"> MOE will get rid of diesel boiler once they have converted all coal burning boilers. MOE's answer is to install heat pumps BUT need to include in the master plan power upgrades. P Moody will continue to monitor power cable feeding in gym which is a problem area. 	Ongoing monitoring		
	<ul style="list-style-type: none"> P8, 9 & 10 waiting for MOE confirmation to be removed. 			
	<ul style="list-style-type: none"> MOE final approval for admin upgrade. P Moody meeting with builders 28 July to decide start date. 			
	<ul style="list-style-type: none"> School lunch changes. Now issuing lunches at interval. Students can take more at lunch, if available. Cuts down on food waste. A Jacobs has arranged for Pukekohe High to receive leftovers to use the following day. Nice koha. 			
	<ul style="list-style-type: none"> K Ngataki asked about Te Atarua door and toilets. Working on this but need to see what contingency available after Admin upgrade. May have money this year for maintenance. Plan for it. Some maintenance done but no redecoration. Sliding door and toilets is on radar to do in next couple of years. 			
	<ul style="list-style-type: none"> Policy Committee – C Betty noted we already have members on this committee, namely S Hyland-Mills, A Kingi, N Moore and K Ngataki. <i>School Docs</i> is on website. Need to formalise and meet to do this. C Betty to set up Zoom Meeting for Policy Committee. Check if <i>School Docs</i> can send notifications direct to individual board members. C Betty to check <i>School Docs</i> for policies up for review. 	Organise Policy committee information from <i>School Docs</i> to be sent directly to members of Policy committee.	C Betty	31 Aug
		Zoom meeting to be organised to review policies.	C Betty	31 Aug
	<ul style="list-style-type: none"> PTA - confusion around Fundraising policy. J Everitt met with student re policy and student happy with this. A student had received misinformation from teachers. Students can view policies on website. C Betty advised that any fundraising has to be approved by the Board. 			
	<ul style="list-style-type: none"> Cleaning concerns have been reduced with the new cleaning team. Doing a good job. 			
	<ul style="list-style-type: none"> Beautifying school is in progress. Plan drawn up with PMO and groundsman. N Moore asked A Jacobs to update at next meeting. 	Report back	A Jacobs	31 Aug

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	<ul style="list-style-type: none"> Vaping is included in the smoking policy. Actions vary from school to school in terms of how it is dealt with. Some use instant stand downs. J Everitt would like to see data and will ask A Jacobs for Kamar access to smoking/vaping data and present to board. 	Kamar access to be given to J Everitt. Smoking/vaping data to be tabled to Board.	A Jacobs J Everitt	31 Jul
	<ul style="list-style-type: none"> Bring Your Own Device (BYOD) – A Jacobs arranged for Noel Leeming to attend the Open Evening for 2022 new student enrolments. 			
Health & Safety Report	<p>C Betty: I move the Board accepts the H&S Report of July 2021. K Ngataki: I second this motion CARRIED: ALL</p>			
Matters Arising	None			
Property Report	<p>C Betty: I move the Board accepts the Property Report of July 2021. A Jacobs: I second this motion CARRIED: ALL</p>			
Matters Arising	<ul style="list-style-type: none"> Commented on black/red text in Property report. Explained red was for “current” issues. Black was historical. Some irrelevant now and could be removed e.g. tennis lease. 			
Finance Report	<p>S Hyland-Mills: I move the Board accepts the Finance Report of 20 July 2021. N Moore: I second this motion CARRIED: ALL</p>			
Matters Arising	<ul style="list-style-type: none"> K Ngataki queried Reo Rua budget. C Betty explained that the budget holders apply for funds to run their programmes. Reo Rua do also and their requirements are met. No budget is determined by the amount of money that comes in under income. 			
PTA Report	<ul style="list-style-type: none"> No PTA meeting so no PTA report. 			

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Matters Arising	None			
Student Report	B Rowsell: I move the Board accepts the Student Representative Report of July 2021. J Everitt: I second this motion CARRIED: ALL			
Matters Arising	<ul style="list-style-type: none"> Main distribution of lunches is now at interval with the opportunity for students to have more at lunchtime, if available. We are trying to cut down on surplus food. 			
	<ul style="list-style-type: none"> School ball was excellent. Congratulations to Brianna Welch and Carlin Lee, Queen & King of Ball. Thanks to Mrs Davidson and the ball committee. 			
	<ul style="list-style-type: none"> Good response from students regarding the school's Instagram and Facebook pages. Very effective in providing weekly updates and school lunch menu. Thanks to Jess Paton. 			
Correspondence Inward	<p>1. Letter from Sandra van der Gulik advising she is retiring from the Mathematics Teacher position due to ill health.</p> <p>C Betty: I move the Board accepts the resignation of Sandra van der Gulik, with regret, effective 27 January 2022 (end of 2021 academic year).</p> <p>E Kazakevich: I second this motion CARRIED: ALL</p>	To confirm by letter.	L MacMichael	20 Aug
	<p>2. Email from Nicki Moore re change to board minutes/action points, dated 21 Jul 2021.</p>	Start new procedures	L MacMichael	28 Jul
	<p>3. Email from Nicki Moore requesting access to 2020 board meeting minutes.</p>	Access to 2020 BOT minutes.	C Betty	28 Jul
Correspondence Outward	<p>1. Outward letter dated 8 July 2021 to Julie Burton confirming that the board has approved her request for maternity leave from 4 October 2021 to 16 October 2022.</p>	Completed		

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	<p>C Betty: I move that the inward correspondence be accepted and the outward confirmed. S Hyland-Mills: I second this motion CARRIED: ALL</p>			
Principal's Report	<ul style="list-style-type: none"> Move that the following overnight camps are approved: <ol style="list-style-type: none"> UNISS Netball – 29 August to 3 September 2021 Moved: C Betty Secoded: A Kingi AIMS Camp (netball, rugby, football, mountain biking) – 5-10 September Moved: C Betty Secoded: M Preston <p>C Betty: I move that my report be confirmed. S Hyland-Mills: I second this motion. CARRIED: ALL</p>			
General Business	<ul style="list-style-type: none"> Waka Ama (K Ngataki) – C Betty confirmed we own the waka and it is covered under school insurance. P Moody will look at selling to the local club or gifted as a koha as many of our students are paddling with the club as well. Will keep the trailer as it can be used for kayaks and/or mountain bikes. The rigger is already being used by the club. The waka is really a training boat. It is heavy and was one of the early wakas. 	Investigate selling or gifting the waka to the local club.	C Betty	31 Aug