

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
HELD ON TUESDAY 25 FEBRUARY 2020
AT 6PM IN THE STAFF ROOM

Action

Present: Chris Betty, Kelly Sinfield, Claudia Duffus, John Everitt, Hemoata Wanakore-Flavell, Matt Preston, Anna-Marie Kingi, Ashley Jacobs, Rose Salani and Lesley Mac Michael.

Apologies: Kelly McCardle and Sean Hyland-Mills.

ADOPT THE AGENDA

Moved: K Sinfield *Seconded: C Duffus*

DECLARATION OF INTEREST – None.

MINUTES OF THE PREVIOUS MEETING

Move the Minutes of the Meeting of 17 December 2019.

Moved: K Sinfield *Seconded: J Everitt*

Matters Arising:

- We have applied for funding for recycling/solar panels. New Student Council to look at recycling projects. CB
- Jacque Hema memorial – in progress. CB
- School food/packaging discuss with HLA Science – in progress. CB
- Communication – new monthly school Bulletin out soon via email and some hard copies.
- Staff Wellbeing (now under *General Business*).

HEALTH & SAFETY REPORT – None.

PROPERTY REPORT

Matters Arising

- Code of Compliance not required for gym. Music room – awaiting official confirmation.
- Re-opening of gym. A blessing by our kaumatua will take place on Monday 2 March at 8am. Board members encouraged to attend. Food and refreshments available after.
- Have asked MOE to add \$400,000 for Admin block upgrade to our list of 5YA projects.
- Move that the Board approves that the current 5YA be amended to allocate the SIP fund to the 106-02 Block A – Admin and Toilet upgrade, as listed in the current 5YA.
Moved: C Betty *Seconded: K Sinfield*
- Move that the Board approves an application to the *Grassroots Trust* for funds not exceeding \$70,000, towards building the Compact Adventure Confidence Course using Playground People.
Moved: C Betty *Seconded: K Sinfield*

BOT

Move that the Property report be accepted

Moved: C Betty *Seconded: K Sinfield*

FINANCE REPORT

Finance Minutes tabled at meeting by the Principal.

Matters Arising

- 31 December accounts - 99% grant income spent.
- 109% expenditure based on budget.
- Adjust 31 December accounts.
- 126% salaries up to date – not teacher salaries, admin support, etc.
- Adjustments to be made. 2019 Income/Expenditure will change.
- Discussed the cost of sick leave. Issues to budget for: funding ‘flu vaccine and Corona virus.
- Kelly S queried BOT \$61,108 not spent – A Jacobs to check.
- High cost for cleaning – changed hours for more accountability.
- Deficit \$50,940 – adjustments to be made for true figure.
- Discussed Outdoor Ed trip payments – no payment, no trip.
- No January accounts as little activity.
- Claudia asked if costs were discussed with students during course selection?

AJA

Move that the Finance report be accepted.

Moved: K Sinfield Seconded: J Everitt

POLICY – Homework Policy

Following a discussion on the tabled policy, it was agreed that the policy be deferred to allow the Principal to consult with the Senior Leadership Team (SLT) and carry out an anonymous survey to parents and students (staff will be surveyed later). John stated that time expectations varied and was concerned that students either had too much homework or not enough.

CB

Move that the Homework Policy be deferred to a later date. Principal to provide feedback by end of this term.

Moved: C Betty Seconded: J Everitt

PTA REPORT

Matters Arising

- Encourage more staff and parents to join the PTA.

Move that the PTA report be accepted.

Moved: C Betty Seconded: K Sinfield

STUDENT REPORT

- Received student feedback on new timetable. Majority of students not keen on two periods after lunch. They feel drained by the addition of a sixth period. However, most students she spoke to enjoy the “double” periods (two merged periods in the morning) as they found them helpful. Seniors enjoy modules but dislike the fact that they can only earn “Achieved” credits.
- Rose has received complaints about the Pokeno bus from students as it is overcrowded. Need a larger bus. Was advised this was in the pipeline. CB
- Student are keen on bucket hats being added to the Uniform Code. Kelly said plain black hats were currently allowed. Principal proposes to purchase bucket hats for each student – these will be available in July.

Move that the Student report be accepted.

Moved: R Salani Secoded: K Sinfield

CORRESPONDENCE

1. Move the Board accepts the resignation of Christine Roodbeen, effective 17 February 2020. LM
Moved: C Betty Secoded: K Sinfield
2. Principal congratulated Hemoata on her election to the NZSTA Auckland Regional Executive.
3. Move the Board approves a leave request without pay from Muthu Chidambaram from 13-19 May 2020 to attend a family wedding in the USA. LM
Moved: C Betty Secoded: J Everitt
4. Move the Board approves a leave request from Lesley MacMichael to visit elderly mother in UK from 16 April-15 May 2020.
Moved: C Betty Secoded: C Duffus

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

Moved: C Betty Secoded: A Kingi

PRINCIPAL’S REPORTInterim NCEA Results 2019

Principal went over the overall interim NCEA results for 2019.

- Year 11 Overall pass rate was 64.52%.
- Year 12 Overall pass rate was 82.22%.
- Year 13 Overall pass rate was 69.57%.

Congratulations to the following 2019 top scholars.

Move the Board awards a \$250 prize to Anica Dutt for Year 11 Top Scholar 2019.

Moved C Betty Secoded: R Salani

Move the Board awards a \$250 prize to Ben Peters for Year 12 Top Scholar 2019.

Moved C Betty Secoded: R Salani

Move the Board awards a \$250 prize to Aanya Stuckey for Year 13 Top Scholar 2019.

Moved C Betty Secoded: J Everitt

Move the Board confirms the appointment of Jo Quon as Assistant Head of Technology (1MU, 1MMA) commencing 9 March 2020.

Moved: C Betty Secoded: C Duffus

The Principal has appointed two long-term relievers (LTRs) for Term 1. These will be reviewed to see what is required for the remainder of the year. The 1st March roll return results will assist with this.

Move the Board confirms the fixed-term, part-time (0.67FTE) appointment of Anjali Bhatt from 3 February to 9 April 2020.

Moved: C Betty Secoded: R Salani

Move the Board confirms the fixed-term, part-time (0.58FTE) appointment of Robyn Withers from 10 February to 9 April 2020.

Moved: C Betty Secoded: K Sinfield

Ashley Jacobs, Deputy Principal, has been working with Michael Bennett, Music Itinerant, to deliver a different programme for the Music Department.

Move the Board confirms the fixed-term, part-time (7.5 hours p.w.) appointment of Michael Bennett as Music Itinerant from 3 February to 11 December 2020.

Moved: C Betty Secoded: M Preston

Move the Board confirms the fixed-term, part-time (3.3 hours p.w.) appointment of Garry Cooper as Music Itinerant from 3 February to 11 December 2020.

Moved: C Betty Secoded: Anna-Marie Kingi

Move the Board confirms the fixed-term, part-time (3.5 hours p.w.) appointment of Collette Barker as Vocal Tutor from 17 February to 11 December 2020. She will be under the SSCA contract and will require teacher supervision.

Moved: C Betty Secoded: R Salani

Following the resignation of Christine Roodbeen, to make up the shortfall, we have increased Alison Robertson's hours and employed former nurse, Stephanie Gofton as follows.

Move the Board confirms an increase in hours to 35 hours per week for Alison Robertson, School Nurse, commencing 17 February 2020.

Moved: C Betty Secoded: Anna-Marie Kingi

Move the Board confirms the fixed-term, part-time appointment of Stephanie Gofton for 4 hours per week commencing 24 February to 9 April 2020.

Moved: C Betty Secoded: Anna-Marie Kingi

After discussions with *Te Reo Maori Roopu* it was agreed to support the Head of Te Reo Maori by appointing an Assistant Head of Te Reo Maori to assist with administration work. The allocation is within current resource allocation. Principal will review balance of all HLA/Asst HLAs for the future.

Move the Board confirms the appointment of Ursula Aitken to the position of Assistant Head of Te Reo Maori with 1 MU allocated, commencing Monday 24th February 2020.

Moved: C Betty Secoded: K Sinfield

Move the Board confirms a change in Management Units for the Head of Maaori, Joidene Preston, from 2MUs to 1MU to allow for the establishment of an Assistant Head of Maaori.

Moved: C Betty Secoded: K Sinfield

CB

The roll increase has given us more MUs and MMAs. Due to the required work by Deans I would like to pre-empt the 1st March return by allocating one Middle Management Allowance to each Dean in a fixed term capacity for the duration of their role.

Move the Board confirms the allocation of one fixed term MMA to Heather Clarke Y7&8 Dean from 24 February to 27 January 2021.

Moved: C Betty Seconded: C Duffus

Move the Board confirms the allocation of one fixed term MMA to Indar Deo Y9 Dean from 24 February to 27 January 2021.

Moved: C Betty Seconded: J Everitt

Move the Board confirms the allocation of one fixed term MMA to Chris McGarvey Y10 Dean from 24 February to 27 January 2021.

Moved: C Betty Seconded: J Everitt

Move the Board confirms the allocation of one fixed term MMA to Michelle McMillan Y11 Dean from 24 February to 27 January 2021.

Moved: C Betty Seconded: C Duffus

Move the Board confirms the allocation of one fixed term MMA to Shana Davidson Y12&13 Dean from 24 February to 27 January 2021.

Moved: C Betty Seconded: J Everitt

The only department without MUs attached is the Spanish department. Now that the school has generated more, we need to allocate an MU to Spanish.

Move the Board confirms the allocation of one permanent MU to Michelle McMillan for Head of Spanish and a reduction of 1 MMA (allocated as Head of Spanish, replaced with a MU), 24 February 2020.

Moved: C Betty Seconded: K Sinfield

We have renamed teacher aides to teaching assistants to better reflect their role in the classroom. In the Learning Centre there is one teaching assistant who is on ACC. To ensure the hours are used, I have increased those of the remaining assistants. When the ACC assistant returns to work the hours will revert to her original hours.

Move the Board confirms an increase in hours for Fiona Proctor from 19.25 to 27.25 hours per week from 10 February to 30 April 2020.

Moved: C Betty Seconded: A Kingi

Move the Board confirms an increase in hours for Marie Cowan from 24.25 to 27.25 hours per week from 10 February to 30 April 2020.

Moved: C Betty Seconded: J Everitt

Move the Board confirms an increase in hours for Donna Van der Heyden from 24.25 to 27.25 hours per week from 10 February to 30 April 2020.

Moved: C Betty Seconded: R Salani

Hemoata requested that the Principal changes the name of Marae Haerenga (Staff Only Day). Principal will consider the request. Board welcome to attend. Meet at 8.15am on 16 March at the gates of *Nga Tai E Rua Marae*, Carr Street, Tuakau.

CB/
BOT

Our roll is **668** on 22 February 2020 excluding FFP and Alt Ed Students. We have three exchange students, four students at Alternative Education and ten Foreign Fee Payers. The number of students is up in all year levels, except Year 13. **Total Roll is 682.**

Attendance Service in Schools

The government has decided to revamp the Attendance service in schools. They do not believe communities get a good enough service with the present provider. A pilot scheme will be put in place and North Waikato is part of this. The Lead School will be responsible for providing the service, employing the Attendance Advisor and assigning a Work Co-Ordinator from within the school. It was recommended that Tuakau College be the Lead School. The Principal strongly believes we should be as we have had previous experience of this service. We are not sure the funding would be enough to cover salary and expenses. Principal said there would be an extra \$10K on top of funding. We will attend a meeting on 2 March to get more information before making a commitment.

Move that the Board and Principal investigate further.

Moved: C Betty Seconded: K Sinfield

Action

CB

Education Outside the Classroom Overnight Trips to Approve				
17-21 February	PSSP Camp	Moved: C Betty	Seconded: R Salani	Moved retrospectively
5-6 March	12OUT Sea Kayak Camp	Moved: C Betty	Seconded: K Sinfield	
17-20 March	13OUT Adventure Journey Camp	Moved: C Betty	Seconded: K Sinfield	
29 Mar-2 April	12OUT Education Camp	Moved: C Betty	Seconded: J Everitt	
1-3 April	Y7 Camp	Moved: C Betty	Seconded: M Preston	
29 Mar-2 April	*Waka Ama Champs	Moved: C Betty	Seconded: A Kingi	

*Subject to two adult males attending

Principal advised that there will be a significant increase in the Y7 camp cost next year.

International

We currently have ten Japanese students here for various lengths of time. Obviously there are concerns with the Novel Coronavirus outbreak, but we have received good information from the MOE and *Schools International Education Business Association (SIEBA)* and we will monitor the situation closely. Ashley Jacobs is now International Director overseeing the programme.

Health & Safety

1. We are concerned about the traffic in the car parks at the end of the day and have drawn up a plan which will go out to the school community.
2. The Pokeno buses are overcrowded and we are looking to resolve this with the bus company.
3. The Ministry of Education has forced Tuakau College to enrol a student excluded from two schools. We have previously refused him entry twice. The MOE has evoked the Education Act and we have no choice but to enrol him. Mrs Fletcher, Assistant Principal, has been working hard with MOE and education and learning professionals to develop a plan for his transition to Tuakau College, as well as an action plan if things go wrong.

Delegations of Authority

Each year, the Board confirms delegations of authority to the Principal and Deputy Principal. The schedules were unanimously agreed by the Board and approved at the meeting of 25 February 2020.

- Move the Board confirms and approves the Board's Schedule of Delegations to the Principal.
Moved: K Sinfield Seconded: H Wanakore-Flavell
- Move the Board confirms and approves the Principal's Delegations to the Deputy Principal.
Moved: C Betty Seconded: K Sinfield

Move the Principal's report be accepted.

Moved: C Betty Seconded: K Sinfield

GENERAL BUSINESS

1. 2019 NCEA Interim Results & Analysis – discussed in Principal's Report.
2. Board Delegations to Principal and others – confirmed and approved in Principal's Report.
3. Confirm Board Chair.

Move the Board confirms Sean Hyland-Mills as Board Chair.

Moved: C Betty Seconded: K Sinfield

Hemoata - it has been noticed in the community that Sean Hyland-Mills was not elected at the last Trustee Election as his nomination form was not received on time. He was then co-opted.

4. Staff Wellbeing and Student Behaviour (J Everitt).

John gave feedback from some SLT members who felt the Board needed to step up regarding suspensions. A small group of students continue to get away with bad behaviour which is very disruptive to both staff and students. Restorative practice survey has not been useful.

Suspension conditions should be realistic and measurable and must be followed through by senior leaders. Some staff are not reporting on KAMAR. Some schools are not suspending students – how is that working? The school has been working on staff wellbeing and will continue to do so. Principal to investigate other avenues for student discipline.

5. Homework Policy (C Betty) – covered under *Policy Report*, page 2.
6. School Overseas Trip and Coronavirus (C Duffus).

Do we put information out? We are reassessing all the time. Participants meet regularly and information goes out to them.

Risk? Board will not be liable for underwriting costs. No pay, no trip.

What if detained? Travel Agent looking at changing to *Cover More* insurance cover.

Transit Taipei – will reassess if necessary.

Eight staff and fifty-six students going on the tour.

Students travelling alone? Parents would not be able to travel to see them if they were held in isolation in another country.

Tour Group meeting held last week – no-one was concerned.

Ashley Jacobs left the meeting at this point (7.50pm)

CB

IN-COMMITTEE BUSINESS

Move into committee at 7.50pm.

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

Move out of committee at 7.56pm.

Meeting finished at 8pm

Next meeting: **Tuesday 31 March at 6pm.**