

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
HELD ON TUESDAY 30 JULY 2019
AT 6PM IN THE STAFF ROOM

Present: Sean Hyland-Mills, Chris Betty, John Everitt, Matt Preston, Kelly Sinfield, Claudia Duffus, Carmen Delle Donne, Hemoata Wanakore-Flavell, Anna-Marie Kingi, Ashley Jacobs (Deputy Principal), Lesley MacMichael and Roxane Miller (staff guest).

Apologies: Kelly McCardle

ADOPT THE AGENDA

Moved: S Hyland-Mills Seconded: K Sinfield

DECLARATION OF INTEREST – None.

MINUTES OF THE PREVIOUS MEETING

Move the Minutes of the Meeting of 25 June 2019.

Moved: S Hyland-Mills Seconded: C Duffus

Matters Arising:

- In the June 2019 BOT meeting minutes, under Property Report *Matters Arising*, an incorrect figure of \$7,500 was stated. This should have read that the Principal said that the \$700,259.71 was *no longer* the correct figure as the preferred contractor was in dispute and the MOE did not want to take the contractor on.
- Principal still to meet with family re legal enrolment zone issues.
- Follow up on government option of \$150 per student for schools who agree to stop requesting donations from parents. Ashley has investigated and advised that the \$150 only relates to donations. Schools can still charge other fees.

Move that the Board approves that Tuakau College opts-in to the above scheme.

Moved: S Hyland-Mills Seconded: K Sinfield UNANIMOUS

Hemoata Wanakore-Flavell arrived 6.05pm.

- Welcome and introductions for new board member, Anna-Marie Kingi. Apologies for not doing the welcome at the start of the meeting.

Matt Preston arrived 6.07pm.

- Principal advised that International department will discuss Berlin Fair proposal as soon as possible and get back to the Board.
- Principal to get outline for international fees for one/two/three terms and include in fee structure.
- Hemoata gave brief overview on her attendance at NZSTA Conference. Ashley confirmed we had received invoice for this.

Action

CBE

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CBE

HEALTH & SAFETY REPORT

Matters Arising – none.

Move that the Health & Safety report be accepted

Moved: C Betty Secoded: C Duffus

PROPERTY REPORT

Matters Arising – none.

Move that the Property report be accepted

Moved: C Betty Secoded: C Delle Donne

FINANCE REPORT

Finance Minutes tabled at meeting by the Principal.

Matters Arising

1. In response to queries from Matt Preston:

- *School house rental* - Principal advised that rent is subsidised as per MOE rules. The Board has discussed this previously. The occupier locks the school gate but does not get involved in security. Principal and Executive Manager are main callouts for alarms. House occupier can ring nominated security firm when required. Any funds go towards house maintenance and refurbishment.
- *Novopay and Te Kotahitanga* - Principal advised that these are liabilities and already sorted.
- *Reo Rua Funding* - Principal advised that money from the Ops grant goes towards Maori studies. We may need to increase the budget for *Reo Rua* for next year. Teaching staff receive the MITA allowance. There is an audit for *Te Reo* classes which the Principal explained.
- *Are There Any Settlement Issues?* Principal said the only issue was one teacher being paid out of Ops grant. Teacher will not miss out but the payment will come out of Ops Grant.

Move that the Finance report be accepted.

Moved: C Betty Secoded: S Hyland-Mills

POLICY – None.**PTA REPORT**

- Hope to have PTA playground proposal (design, modules, quotes) for next Board meeting. Executive Manager is sourcing quotes from trusts. A rock-climbing wall will depend on cost.
- Cultural Evening on 14 August (5pm for food, 6pm for event). Gold coin donation towards playground project. Several contributing school groups will perform and can fundraise through food stalls. PTA will run sausage sizzle.

Move that the PTA report be accepted.

Moved: C Betty Secoded: C Duffus

CBE

STUDENT REPORT

- The Matariki Awards were held on 4 July to celebrate Maori achievement.
- Amazing speeches at Year 9&10 Speech Finals. Y9 winners: Montanna Griffin, Calissa Johannesen and Erica Walsh. Y10 winners: Michayla van der Byl, Emma Lang and Torrence Temara.
- Y7 Social Studies designed and constructed futuristic cities that were displayed in the i-Hub.
- In sports, several students competed in the *Junior Grade Duathlon* championships and one in the Senior Girls' grade who finished third. Y7&8s did well in *Orienteering* with the Y8 boys finishing third. They will now compete in the *Auckland Orienteering* competition. Chelsea Tregurtha was also chosen to compete as she had the top three fastest individual times. Y13 Outdoor Education students had a 5-day tramp along the Rotorua lakes.
- On 27 June, forty-eight P.E. and Outdoor Education students completed the *Tough Guy/Tough Gal* 6km run where they were able to gain NCEA credits.
- The annual *Te Kauwhata* exchange took place with an overall win for Tuakau College.

Move that the Student report be accepted.

Moved: C Delle Donne Secoded: Claudia Duffus

CORRESPONDENCE

1. *Item #1:* Principal and Executive Manager met with Captain Ryan Clarke regarding conducting Urban Army training at Tuakau College from 23-25 August. Principal advised Board that there will be firearms on site. In answer to John's query, he confirmed that they will not be discharging blanks. Part of the Army's responsibility is to ensure local residents are notified of their presence at school during this time.

Move that the Board approves the above Army Training Exercise at Tuakau College from 23-25 August 2019 and that all health and safety and other requirements are met.

Moved: C Betty Secoded: K Sinfield.

2. Move that the three attendance referral letters for students 0135474233, 0140033403 and 0139979073 are confirmed.

Moved: C Betty Secoded: S Hyland-Mills

Matt enquired as to whether an acknowledgement for Kathryn Garthwaite's achievement could be made at whole school assembly. Principal to investigate.

CBE

John Everitt would like to see academic regalia at prizegiving. Principal said cost was a factor. Individual staff could choose to wear at their own cost. Principal will review.

CBE

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

Moved: C Betty Secoded: C Delle Donne

PRINCIPAL’S REPORT

The Secondary Teachers’ Collective Agreement has been ratified.

Move that the Board approves the following overnight trips:

- 1 September UNISS Netball *Moved: C Betty Secoded: H Wanakore-Flavell*
- 1-6 September Mixed Hockey *Moved: C Betty Secoded: H Wanakore-Flavell*
- 8 September AIMS Gymnastics *Moved: C Betty Secoded: K Sinfield*
- 8 September AIMS Rugby/Netball *Moved: C Betty Secoded: K Sinfield*

Personnel

We have appointed Louise Ramsay to Science Technician role – approve at next meeting.

Move the Board confirms that if Saskia Nickless is offered and accepts part-time Study Award in 2020 that 0.16 or 4 hours will be given to her in 2020.

Moved: C Betty Secoded: J Everitt

Principal advised that if above goes ahead, Saskia would not be able to be Dean next year. John asked how we would make up numbers for part-time release. Principal said non-contacts would not change in 2020 and that he will not ask staff to pick this up. There will be a few over-allocations.

Move the Board confirms the appointment of Faye Withers to a part-time, fixed term position in Y7&8 and Gateway for 0.6FTE.

Moved: C Betty Secoded: S Hyland-Mills

John asked what will happen at the end of the fixed term. Principal will look at what we’ve got then and see how it fits.

1st July roll return completed – this determines staffing levels for next year. No change in staffing levels but MOE resourcing division will cut back on our predictions. Principal will provide further information in due course. John concerned about Y13 levels due to enrolment zone. Principal advised that the Board can open the zone for Y12&13 students if required.

International

International had a group of five Japanese students in Week 1 who are here for 10 weeks. This week a group of ten arrived from Japan for a 2-week programme. The latter is a mix of students who we visited as part of our Japanese trip in April. Our long association with the agent, Toshi, made the visit possible. Another group will arrive on 20 August.

Overseas Tour

The Overseas Tour has a total of 103 students, adults and staff. Trivia Night fundraiser on 30 August, 6pm-12am. Principal to apply for a liquor licence for Trivia Night and another event in March 2020.

Move that the Board confirms and approves an application for a liquor licence for Trivia night on 30 August 2019 and for one other event in 2020.

Moved: C Betty Secoded: S Hyland-Mills

The Board needs to discuss what support it will give to staff going on the trip, as we have in the past. Principal will have proposal for the Board next month, however there are new regulations to consider.

CBE

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BOT

BOT Student Election

The BOT student election will take place on Friday 20 September 2019.

Move that the Board confirms Christine Yeager as Returning Officer for the BOT Student Election.

Moved: C Betty Secoded: J Everitt

Move that the Board confirms the BOT Student Election date as Friday 20 September 2019.

Moved: C Betty Secoded: C Duffus

Timetable for 2020

We have formed a group of specialist staff who have been working on achieving the best delivery for the 2020 curriculum. A proposal is attached to the Principal's report (Appendix 1). This needs to be read in its entirety and discussed in *General Business* to establish what the Board would/would not support so we can make a decision for final approval.

BOT

Hemoata concerned that *Te Reo Maori* remained at two periods and that this doesn't grow the language. Principal said that we need to ensure we have competent teachers if we expand. He is aware of this and trying to address.

Move that the Principal's report be accepted.

Moved: C Betty Secoded: S Hyland-Mills

GENERAL BUSINESS

1. *Institutional Silencing, Racism and NZ Schools*; Maori Achievement Data; ERO report and what measurements are we taking towards being a culturally responsive school? (HW-F).

Board members to read the *Institutional Silencing, Racism and NZ Schools* document and we will place on agenda for another meeting.

BOT

2. *Army Training* – moved in *Correspondence*.
3. Confirmation of Student Election Returning Officer and set Election Date of **20 September 2019**.
Moved in Principal's Report.
4. Three student attendance letters sent were moved in *Outward Correspondence*.
5. *Correspondence and newsletter*.

Claudia would like newsletter reinstated as she does not know what is happening at school. She was unaware of Y12 Snow Camp. This had been notified early on to students with follow-ups. Agreed there were issues with *Student Notices* not being read out by whanau teachers, or students not paying attention. Principal identified news sources: school website (updated by former student, Jess Paton, to include more news items); Facebook, parent portal, student notices, electronic sign, school app, etc. Kelly S also favoured a newsletter. Principal to email parents on where to find school news.

CBE

6. *2020 Timetable Structure*

Visits to three other schools were undertaken for us to gain an understanding of the experience of key structural timetable changes. Change is required because of governmental concerns regarding student and staff wellbeing, as well as curriculum needs, future proofing and NCEA changes. Science has been removed from Y11 core subjects and is now optional. This allows us to expand other option choices. We need to ensure capable students take Science in Year 11.

Principal advised whanau class would remain and that Reo Rua will move into Year 9. Y10 option allocation is for whole year instead of 6 months. Five minutes between periods x 3 per day. Mrs Stilwell is consulting with staff on whether non-contact time should be in or out of the thirty periods. A staff survey will be conducted on PLD time.

HOD Maori position - Principal assured an appointment will be made.

Move that the Board gives permission for the Principal to move ahead with the timetable proposal, with the rider that a staff survey on PLD time is sent to staff to complete and that the decision is made based on staff approval.

Moved: C Betty

Seconded: S Hyland-Mills

Ashley Jacobs and Roxane Miller left the meeting at 7.45pm.

IN-COMMITTEE BUSINESS

Move into committee at 7.45pm.

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

Move out of committee at 8.00pm

Meeting finished at 8.00pm.

Next meeting: **Tuesday 27 August 2019 at 6pm.**