

**MINUTES OF THE MEETING OF THE TUAKAU COLLEGE BOARD
HELD ON TUESDAY 30 MARCH 2021
AT 6PM IN THE STAFF ROOM**

Present: Sean Hyland-Mills, Chris Betty, Matt Preston , John Everitt (Staff Rep), Anna-Marie Kingi, Kandi Ngataki, Elena Kazakevich, Ashley Jacobs (Deputy Principal), Brearna Rowsell (Student Rep) and Lesley MacMichael.

Apologies: None.

The Board Chair, Sean Hyland-Mills, welcomed the newly elected members – Kandi Ngataki and Elena Kazakevich. Sean, who was previously in a co-opted position, was elected to the board. The board members introduced themselves to the new members.

ADOPT THE AGENDA

Moved: S Hyland-Mills Secoded: C Betty

DECLARATION OF INTEREST – None.

MINUTES OF THE PREVIOUS MEETING

Move the Minutes of the Meeting of 23 February 2021 as a true and correct record.

Moved: C Betty Secoded: A Kingi

Matters Arising:

- No further correspondence from Concerned Parent Group. Principal replied to another parent.
- John Everitt said the P8, P9 and P10 classrooms are still on the property register. Executive Manager to follow up with MOE.
- *Special Programmes for Enrolment Schemes* – cannot do this currently as there are no Te Reo Maori teachers available.

ACTION

CB/PM

PROPERTY REPORT

Matters Arising

- No H&S report for February.
- Discussed congestion and chaos in the car parks. It is not an easy fix. Suggested that Principal talks with his contact at the Waikato District Council.
- Shortfall in Admin upgrade funding is approximately \$100,000 - a large portion of which is contingency money. Need to contact MOE to see how we can get the funding to ensure the project is not compromised. One solution is to save money by not upgrading the staff room. Further work to be done before any decisions made. Peter Moody will try to make it work.
- Master plan needs to be looked at soon. Where will new buildings go? Experiencing roll growth so more classrooms required. Principal and Deputy Principal to start.
- Board needs to look urgently at Board-owned buildings, Te Atarua and T5, and get these up to scratch. Set aside time to plan. MOE is slow – needs to be done before 4 July.

CB

CB/PM

CB/AJ

BOARD

Move the Property Report is accepted

Moved: C Betty Secoded: E Kazakevich

FINANCE REPORT & MINUTES – Finance Meeting Minutes tabled at meeting by Principal.*Matters Arising*

- Accounts are one month behind.
- Principal outlined the Board committees - Health & Safety, Personnel, Finance, Principal Appraisal and Discipline. Lesley to email committees to Board.
- We are the fundholder school for the Bus Network.

Move the Finance Meeting Minutes of 23 February 2021 be accepted.

Moved: C Betty Secoded: A Kingi

LM

PTA REPORTS

- Move that the Board accepts the PTA AGM Minutes of 23 March 2021.
Moved: C Betty Secoded: A Kingi
- Move that the Board accepts the PTA Meeting Minutes of 23 March 2021.
Moved: C Betty Secoded: M Preston

POLICY – None. Policies are on *SchoolDocs* (link on school website).

STUDENT REPORT*Matters Arising*

Student report indicates there are still issues for students regarding Uniform policy. John Everitt is meeting with Assistant Principal, Mrs Fletcher, in two weeks' time to start Uniform review process. Consultations with staff, students and parents will be part of the review. Students' uniform concerns will be considered. Mrs Fletcher to contact SAS regarding materials used for skirts and shirts.

With regard to Common Room requests, some can be notified to Mr Moody, Executive Manager (e.g., fridge repair). Suggest students bring their own utensils/cutlery, etc. School is looking at a second volleyball court. Courts will have to be moved for Adventure Playground.

Move the Student report be accepted.

Moved: B Rowsell Secoded: M Preston

CORRESPONDENCE

Item #1: Move the Board accepts Puja Molechan's resignation letter 2 March 2021.
Moved: C Betty Secoded: A Kingi

LM

Item #2: Move the Board accepts Grant Miles resignation letter 3 March 2021.
Moved: C Betty Secoded: A Kingi

LM

Item #3: Move the Board accepts the 2021 Parent Election Results.
Moved: C Betty Secoded: M Preston

Item #4: Move the Board approves payment for Returning Officer, 2021 Parent Election.
Moved: C Betty Secoded: S Hyland-Mills

CB

Item #5: Move the Board approves a resolution for Tuakau College to apply to Grassroots Trust for funds not exceeding \$35, 000 towards building the Compact Adventure Confidence Course using *Playground People Ltd.*
Moved: C Betty Secoded: S Hyland-Mills

Item #7 RSM Hayes Audit to 31 December 2019 approved by Finance Committee earlier today.

Item #10 Move that the Board approves a letter to the parents/caregivers of a student concerning attendance at school.

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

Moved: C Betty Seconded: S Hyland-Mills

PRINCIPAL'S REPORT

- Y7&8 students working hard on Market Day (14 May) plans.
- Y9&10 students a little unsettled but Year 9 Dean, Mrs Welch, is doing a sterling job as Dean.
- Y11-13 students are focused on learning. Principal did a comparison of interim NCEA results with local schools and we have done very well. First year of being above national at all three levels. Suggested a staff morning tea before the end of term.
- Move the following overnight trips are approved:
17 May 13OUT 5-day Tramp *Moved: C Betty Seconded: J Everitt*
30 June 12OUT 3-day Tramp *Moved: C Betty Seconded: A Kingi*
- Move that the Board confirms the appointment of Nicole Blake to a full-time, permanent position as English & Social Science teacher, commencing start of Term 2 on 3 May 2021.
Moved: C Betty Seconded: A Kingi
- Move that the Board confirms the continuation of Sheree Siemelink in the role of Accounts Assistant from 1 April to 3 May 2021, following which she will be in a job share position with Liz Loosemore from 3 May 2021 until an agreed date.
Moved: C Betty Seconded: S Hyland-Mills

During Term 2, the Principal will be on a sabbatical so a process was put in place to appoint a senior teacher to the Senior Leadership Team (SLT). In answer to a query, the Principal explained the Higher Duty Allowance comes from *TeachNZ*.

- Move that the Board confirms the fixed-term appointment of Jared Slee to the position of Acting Assistant Principal from 3 May to 9 July 2021.
Moved: C Betty Seconded: S Hyland-Mills
- Move that the Board confirms the fixed-term appointment of Ashley Jacobs to the position of Acting Principal from 3 May to 9 July 2021.
Moved: C Betty Seconded: A Kingi
- Move that the Board confirms the fixed-term appointment of Alison Fletcher to the position of Acting Deputy Principal from 3 May to 9 July 2021.
Moved: C Betty Seconded: A Kingi
- Move that the Board confirms the fixed-term appointment of Christina Stilwell to the position of Acting Deputy Principal from 3 May to 9 July 2021.
Moved: C Betty Seconded: A Kingi

- Move that the Board confirms the allocation from 29 March 2021 of \$5,000 to the Executive Manager, Peter Moody, for his work overseeing sport and implementing and managing the *Ka Ora Ka Ako* healthy school lunches programme. Principal confirmed to John Everitt that Mr Moody's entire salary comes from the Operations Grant.
- John Everitt thought there would be an increase in the litter problem with the *Ka Ora Ka Ako* programme. Principal to look at ways to curb litter.
- We have had computer and internet issues over the past week. The problem is students accessing Virtual Private Networks (VPNs) too often and not closing properly. Ashley Jacobs and *New Era* staff are working to resolve the issue. John wondered how it was handled in other schools.
- Develop a GATE programme within school – will need a coordinator.
- Enrolment zone problems in determining eligibility to enrol. Principal contacted Ken White at the Ministry of Education. Ken said it is up to school to decide who is primary caregiver and that person should be the one who makes the full decisions about the student and as such can be counted as a guardian. If the school is happy, it can proceed to enrol. If not, we can require that guardianship be changed.

CB/AJ

Move the Principal's report be accepted.

Moved: C Betty Seconded: A Kingi

GENERAL BUSINESS

1. Kandi Ngataki advised of Treaty of Waitangi seminar tomorrow 5.30-7.30pm at Tuakau Primary.
2. Kandi Ngataki is attending NZSTA Conference 2021 in Rotorua, 16-18 April. Anna is keen to go and will register and the Board will reimburse registration cost.

AK

Moved: K Ngataki Seconded: S Hyland-Mills

3. Deputy Chair

K Ngataki nominated A Kingi for Deputy Chair. Seconded by M Preston.

Duly Elected.

Move into committee at 7.30pm.

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

Move out of committee at 7.40pm.

Meeting finished at 7.40pm.

Next meeting: **Tuesday 27 April 2021 at 6pm.**