

Tuakau College Board Meeting Minutes 30 April, 2024



TUAKAU COLLEGE

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

Present: C Betty (Principal), T Potts (Staff Representative), K Ngataki, N Moore, E Mouton, M Preston, M McDowell, H Kani, M Albert, A Walker (Student Representative) and J Paton (Principal's PA)

Via ZOOM: A Tocker

Visitors to Meeting: G Tema-Liapaneke, P Moody (Executive Manager) and A Jacobs (Deputy Principal)

Apologies:

Absent:

Start: 6:00 pm

Finish: 7:31 pm

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

The Presiding Member invited G Tema-Liapaneke to the April Board Meeting to see if she would be interested in being selected by the Board in the future to replace an elected member that has had to resign from their Board member position due to taking a permanent teaching position at the school. G Tema-Liapaneke introduced herself to the Board.

KARAKIA

M McDowell

AGENDA

Adopt the Agenda.

Moved: K Ngataki

Seconded: E Mouton

Carried: All

APOLOGIES

M Preston indicated he was running a few minutes late.

Moved: M Albert

Seconded: M McDowell

Carried: All

DECLARATION OF INTEREST

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

MINUTES OF 26 MARCH, 2024 MEETING

Matters Arising

Actions

Update

- P Moody's investigation into what the process around Year 7 Camp is and how we make processes around camps consistent across the board is ongoing.
- P Moody's investigation into staff members students' payments for sports events/trips is ongoing and will be discussed in a Finance meeting.

• Ongoing

• Ongoing

| | | |
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| <ul style="list-style-type: none"> There has not yet been a Student Council meeting this year so A Walker's proposal, as Student Representative on the Board, around Student Leaders helping with rubbish/letter will go to the Student Council when they have their next meeting. | <ul style="list-style-type: none"> Ongoing | |
| M McDowell moved the Board accepts the Minutes of the Board Meeting of 26 March, 2024. | | |
| Moved: M McDowell | Seconded: T Potts | Carried: All |

| HEALTH AND SAFETY REPORT | | |
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| Matters Arising | Actions | Update |
| <ul style="list-style-type: none"> The Board queried the 'shoe' issue and C Betty advised that it's about the Technology and Science learning areas Health and Safety processes that are outlined in their booklets versus what the Health and Safety Committee wants. C Betty informed the Board they are working through this. J Everitt has looked at the policy on this and it's not clearly defined. | <ul style="list-style-type: none"> C Betty to let the Board know if this is an issue that needs to be reviewed by the Board | |
| Moved: N Moore | Seconded: T Potts | Carried: All |

| PROPERTY REPORT | | |
|---|-----------------------------|---------------------|
| Matters Arising | Actions | Update |
| <ul style="list-style-type: none"> No matters arising. | | |
| Moved: C Betty | Seconded: M McDowell | Carried: All |

| FINANCE REPORT | | |
|--|---|---------------------|
| Matters Arising | Actions | Update |
| <ul style="list-style-type: none"> P Moody advised of a recommendation that the Board pass resolution to Manukau Counties Communities Facilities Charitable Trust for up to \$8,000 to fund the purchase of four replacement portable netball posts. <p>Move that the Board approves a resolution for Tuakau College to apply to Manukau Counties Communities Facilities Charitable Trust for up to \$8,000 to fund the purchase of four replacement portable netball posts.</p> <p>Moved: M McDowell Seconded: K Ngataki</p> <ul style="list-style-type: none"> M McDowell informed the Board that at the Finance meeting the idea was suggested for there to be a working budget for the next three months. A Jacobs informed the Board that he is meeting with the auditors within the next month and he will see what their recommendation is around this and then feedback to the Finance committee. | <ul style="list-style-type: none"> A Jacobs to feedback to the Finance Committee about this after meeting with the auditor | |
| Moved: E Mouton | Seconded: M Preston | Carried: All |

POLICY REPORT

No Policy Report this month.

PTA AGM REPORT**Matters Arising**

- No matters arising.

Actions**Update****Moved:** C Betty**Seconded:** T Potts**Carried:** All**PTA REPORT****Matters Arising**

- No matters arising.

Actions**Update****Moved:** C Betty**Seconded:** M Albert**Carried:** All**BUS NETWORK REPORT****Matters Arising**

- There has not been a bus meeting yet this term so C Betty gave a verbal update to the Board.

All bus changes occur on 5th June, 2024. J Caldwell from By The Book has redone new routes (tried to keep them as similar to the current routes as possible) and these will be what the network tenders for. Ritchie's have put their prices up. The network has managed to cut around 350km off the bus routes which needed to happen. A price review for the costs for students will occur at the end of Term 2.

Students are starting to use the public BusIt bus. C Betty and A Jacobs have been up at the Buckland Road entrance to the school to make sure that students are crossing the road safely. The Police were also out there this morning. C Betty has contacted the Council to ask them to please tell the bus drivers to stop at the new bus stops, not the old bus stops. A crossing will be put in at Buckland Road eventually. C Betty said we will inform staff at a briefing about the importance of road safety when on duty.

Actions**Update****Moved:** C Betty**Seconded:** T Potts**Carried:** All**STUDENT REPORT****Matters Arising**

- A Walker read out her Student Representative Report.

Actions**Update****Moved:** A Walker**Seconded:** T Potts**Carried:** All

| CORRESPONDENCE | | |
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| Inward | Outward | |
| 1. NZEI Important Changes to upcoming employment relations education leave (28 March, 2024) 2. V Fung Resignation Letter (2 April, 2024) Move the Board confirm the resignation of V Fung, with regret. Moved: K Ngataki Seconded: M Albert 3. Att Presiding Member PPTA Paid Union Meetings May 2024 (8 April, 2024) 4. PPTA Union Meeting Reminder (29 April, 2024) 5. Concern about lack of teaching spaces letter (30 April, 2024) | 1. H Yeo Confirmation of Leave Request Letter (27 March, 2024) 2. A George Confirmation of Resignation Letter (27 March, 2024) 3. B Bonghanoy Confirmation of Resignation Letter (27 March, 2024) 4. B Kalra Confirmation of Resignation Letter (8 April, 2024) | |
| Late Correspondence | | |
| No late correspondence. | | |
| Matters Arising | | |
| <p>The Board discussed the letter received regarding concern about lack of teaching spaces. C Betty informed the Board that he had a face to face meeting with the schools Senior Advisor and politely put pressure on her to hurry this process along as the school is struggling to cope with the lack of teaching spaces available to it until the modular's arrive. C Betty said there are a lot of staff that are always having to move around classrooms throughout the day and it isn't good for their wellbeing. C Betty said the modular's will help this hugely when they get here. K Ngataki said this was also raised with the Council, around hurrying the process along, however they are still waiting for a consent number. A Tocker suggested that the Board respond to this letter to say thank you for the letter and that the Board will follow this up. The Board agreed to do this.</p> | | |
| Moved that the inward be accepted and the outward be confirmed: H Kani | Seconded: E Mouton | Carried: All |

| PRINCIPAL'S REPORT | | |
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| Discussion | Actions | Update |
| <ul style="list-style-type: none"> Move that the Board approve the 11OUT 2 Day Extreme Edge Climbing trip to Hamilton, from 1st July 2024 to the 2nd July 2024. | | |
| Moved: C Betty | Seconded: M Albert | Carried: All |
| <ul style="list-style-type: none"> Move that the Board confirm the appointment of Josephine Gonzaga to the permanent full-time position of Mathematics Teacher commencing 29th April, 2024. | | |
| Moved: C Betty | Seconded: M McDowell | Carried: All |
| <ul style="list-style-type: none"> Move that the Board confirm the appointment of Rhoda Williams to the permanent full-time position as a Year 7&8 teacher commencing as soon as possible. | | |
| Moved: C Betty | Seconded: A Tocker | Carried: All |
| <ul style="list-style-type: none"> Move that the Board confirm the appointment of Jodie Booth to the permanent part time position as a school Nurse commencing 29th April, 2024. | | |
| Moved: C Betty | Seconded: N Moore | Carried: All |
| <ul style="list-style-type: none"> Move that the Board confirm the appointment of Kayley Lindsay to the permanent part time position as a school Nurse commencing 29th April, 2024. | | |
| Moved: C Betty | Seconded: T Potts | Carried: All |

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| <ul style="list-style-type: none"> • Move that the Board approve the school closing for instruction at midday on 24th May 2024 due to a Paid Union Meeting for PPTA members. | | |
| Moved: C Betty | Seconded: K Ngataki | Carried: All |
| <ul style="list-style-type: none"> • Move that the Board approve the allocation of one more management unit to each Dean (meaning they receive two management units in total each). | | |
| Moved: C Betty | Seconded: M Albert | Carried: All |
| <ul style="list-style-type: none"> • C Betty informed the Board that he is in the process of the Kaahui Ako Within School Leaders appointment process. | | |
| C Betty moved his Principal's Report. | | |
| Moved: C Betty | Seconded: M Albert | Carried: All |

| GENERAL BUSINESS | |
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| <i>Discussion</i> | <i>Actions</i> |
| <ul style="list-style-type: none"> • Enrolment Process for 2025. The Board read through the enrolment process for 2025 document provided to them and noted that although the document states "hardcopies are available" they will not be available. The Out of Zone enrolment applications open on the same day as the In Zone enrolment applications. Move that the Board approves the enrolment process for 2025, as outlined in the document provided. Moved: T Potts Seconded: M Preston • Casual Vacancy of Elected Board Member. The Board agreed that they wish to fill the casual vacancy of an elected Board member by selection. The Board agreed they are happy for the Returning Officer to begin this process. Move that the Board resolves to fill the casual vacancy of an elected Board member by selection. Moved: K Ngataki Seconded: N Moore • Annual Implementation Plan. M Albert queried Te Tiriti o Waitangi and how we embed this through? Suggested making this a 'to do' for the Board. C Betty advised the Board that they need to put time aside to do this, it can't be done at Board meetings. The Board discussed the possibility of doing this later this year. M McDowell requested that statement maybe could be explained to the Board before this proposed meeting. M Albert said the Ministry of Education provides legislation around that statement and also the Treaty itself. C Betty and K Ngataki discussed the possibility of a 'pack' of information being put together/emailed out regarding this. Move that the Board approves the Strategic Plan. Moved: C Betty Seconded: T Potts | <ul style="list-style-type: none"> • Insert |

Move that the Board approves the Analysis of Variance.

Moved: C Betty **Seconded:** M Albert

Move that the Board approves the Annual Implementation Plan.

Moved: C Betty **Seconded:** M Albert

- Guidance Area Proposal. C Betty explained to the Board the proposal around a new 'Guidance' area. C Betty explained that our current layout worked for around 500-700 students however now that we are over 1000 students it's no longer working. We either have to decide to put a new space in for this area, or we have to live with it as it is (not working) and try to manage it.

The Guidance Counsellors are currently located on the opposite side of the school to the Deans/Student Centre/Senior Leadership Team which isn't feasible. C Betty said there is a recommendation that the Board seriously look at a separate building in front of the Admin block for a new 'Guidance' area.

M Albert said he is not opposed to the idea but wondered how high on the priority list this is? Does it sit high on this list or not? C Betty explained that 'Guidance' is Category 6 and is not high on the Ministry's list of priorities for schools. P Moody explained that we could put this in our plans with the Ministry and it could be 10 years and we still wouldn't have this space.

C Betty said if we shift this area then we would gain a classroom back again. M McDowell queried how much a new classroom is valued at and P Moody suggested it could be around \$400k. K Ngataki said listening to the discussion, it sounds like this building could possibly be a marae.

Move that the Board agrees that C Betty (and the Senior Leadership Team) investigates this further and comes back to the Board with costings and a proposal at the May Board meeting.

Moved: M Albert **Seconded:** M McDowell

- Uniform (plain black Religious/Cultural Headwear).

Move that the Board approves an addition to the Uniform Policy of religious/cultural headwear that is plain black only.

Moved: M Albert **Seconded:** E Mouton

- 2024 NZSTA Conference. K Ngataki asked the Board if any members wanted to go to the NZSTA Conference from the 6th – 9th June, 2024. Early bird registrations are now open. K Ngataki and H Kani indicated that they wish to attend.

Move that K Ngataki and H Kani attend the 2024 NZSTA Conference.

Moved: C Betty

Seconded: M Albert

G Tema-Liapaneka thanked the Board for letting her observe the meeting and expressed her interest in joining the Board as a 'bridge' for the Pasifika community and to represent the Pasifika culture/community.

IN COMMITTEE

At 7:06pm

Moved into committee: K Ngataki

Seconded: C Betty

Carried: All

At 7:30pm

Moved out of committee: K Ngataki

Seconded: C Betty

Carried: All

KARAKIA MUTUNGA

M McDowell

Board Meeting finished at 7:31pm.

NEXT MEETING

Tuesday 28th May, 2024