

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
HELD ON TUESDAY 26 MARCH 2019  
AT 6PM IN THE STAFF ROOM

Present: Sean Hyland-Mills, Chris Betty, Sue Askew, Matt Preston, Kelly Sinfield,  
Claudia Duffus, Robyn Grey, Kelly McCardle, Ashley Jacobs and Lesley MacMichael.

Apologies: Carmen Delle Donne

Action

**ADOPT THE AGENDA**

*Moved: C Betty      Seconded: S Hyland Mills*

**DECLARATION OF INTEREST** – None.

**MINUTES OF THE PREVIOUS MEETING**

Move the Minutes of the Meeting of 26 February 2019.

*Moved: K Sinfield      Seconded: K McCardle*

*Matters Arising:*

- Student Rep to talk to Student Council this term about funding for rain cover. CDD
- Sean will follow up on Spark home internet initiative in Decile 2 South Island schools. SH-M
- Principal spoke to Mrs Stilwell re Hauraki Plains College private bus service. They have one bus going to Mangatawhiri. Principal will speak to MOE adviser to see what we can do. CB
- Science/Lab safety protocols to be added to enrolment forms. CB
- Tomorrow's Schools' Review – can do as a Board or individually online. CB
- The Board will be involved in Kahui Ako interviews. Kelly Sinfield will do *Across School* and Matt Preston *Within School*. Principal to email timeline next week. Interviews on 4 April and 11 April. Lead Principal re-appointment process starts soon. BOT/CB

**HEALTH & SAFETY REPORT**

*Matters Arising – None.*

Move that the Health & Safety report be accepted

*Moved: C Betty      Seconded: K Sinfield*

**PROPERTY REPORT**

*Matters Arising*

- Principal confirmed to Kelly S that school was still working with Watershed and he had met with them on Tuesday. Huge delay on project.
- In response to an email from Matt, and in the wake of the Christchurch mosques’ attack, the school does have a lockdown procedure. Parents/caregivers to be made aware of this by text.

CB

Move that the Property report be accepted

*Moved: C Duffus                      Seconded: K Sinfield*

*Sue Askew arrived at the meeting at 6.15pm.*

**FINANCE REPORT**

Finance Minutes tabled at meeting by the Principal.

*Matters Arising*

- In response to a query from Kelly S, Sue Askew advised that Generosity NZ provides students with access to helpful information on scholarships and awards. Sue thought the subscription was worthwhile.
- Sue Askew asked about term deposits. Ashley confirmed that we have an ASB Account Manager.

Move that the Finance report be accepted.

*Moved: C Betty                      Seconded: K Sinfield*

**POLICY** – None.

*Robyn Grey arrived at the meeting at 6.20pm.*

**PTA AGM REPORT and PTA REPORT**

**PTA AGM** - Election of Officers:

Julie Burton elected as Chair, Joseph Eramiha elected as Secretary, Teresa Davidson elected as Treasurer and Heather Clarke, Liam Wong and Lee-Anne Shaw will share Staff Rep position.

**PTA MINUTES**

PTA playground – look at financial funding for this.

Move that the PTA AGM Minutes and PTA reports be accepted.

*Moved: C Betty                      Seconded: M Preston*

**STUDENT REPORT**

- Meet the Teacher evening was good, especially for newer students and parents.
- Move that the Board send congratulations note to Y8 Alex de Lautour on his selection for Ricki Herbert Football Academy international tour.  
*Moved: C Betty    Seconded: S Askew*
- Move that the Board send congratulations notes to Paige Johnson-Winkelaar and Nina Annemans whose Cheerleading team "2 Cool" won two top awards at the National Cheerleading Association competition in Texas and overall NCA Level 2 Grand Champions and International Junior 2 NCA National Champion awards.  
*Moved: C Betty    Seconded: K Sinfield*
- Tuakau College had great representation at a Clevedon Pony Club equestrian event. Seven riders, a mix of Y9, 10 and 13s, formed two teams. Although they did well, they did not place but showed great team spirit, upholding school values by encouraging and supporting one another.
- On 19 March, Mr Jacobs had some powerful words on the recent shootings in Christchurch. After, we all had a moment of silence to honour those who lost their lives, followed by the national anthem, a karakia and waiata.
- On 20 March, Ruauoko hosted assembly. The main theme was people's roots and whakapapa. Following the national anthem, Mr Fogarty spoke of his Irish roots. There was a house competition where each house sang 'Don't Forget your Roots' by Six60. Lastly, house leaders organised a Jump Jam competition for a bit of fun and we sang the school song.
- On 20 March, Year 7 students had their 3-day Kokako Lodge camp where they participated in fun activities and got to know their peers and teachers.
- Year 12 students also went to Kokako Lodge for one night for leadership camp, where they taught ABL activities to the Year 7s as part of their leadership assessment.
- Friday 22 March marked one week since the terrorist attack on the mosques in Christchurch. We observed the nationwide two-minute silence at 1.32pm. Afterwards, some students performed a Haka in remembrance of the 50 people who lost their lives and those injured.

Move that the Student report be accepted.

*Moved: C Betty    Seconded: K Sinfield*

**CORRESPONDENCE**

- *Item #2* - Move the Board accepts the resignation of Robert Taylor, effective 28 April 2019.  
*Moved: C Betty    Seconded: M Preston*
- *Item #3* – RSM Hayes auditors here 30 April.

- *Item #7* – Principal read out letter of apology from the young person who stole our school speakers. His father has paid \$1,000 towards the damage and he will pay his father back. Board to write letter of reply. Insurance claim has been received. Peter Moody to get someone to install speakers.

LM

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

*Moved: C Betty      Secoded: K McCardle*

### PRINCIPAL'S REPORT

- Move the Board confirms acceptance of four Y7 students who enrolled when the zone was opened up for a short period. Next year the enrolment zone will be open longer so students can be included in 1 March roll return.  
*Moved: C Betty      Secoded: S Hyland Mills*
- Move the Board approves, in retrospect, an overnight PSSP Hui (Auckland District Health Board) on 18 March 2019.  
*Moved: C Betty      Secoded: S Hyland Mills*
- We have some more teacher aide hours available so have made the following changes. Move the Board confirms a change in hours in 2019 for Ngaire Law from 18.08 hours to 24.67 hours p.w., commencing 19 March 2019.  
*Moved: C Betty      Secoded: K McCardle*
- Move the Board confirms a change in hours in 2019 for Ma'ata Vakalahi from 12.25 hours to 17.5 hours p.w., commencing 19 March 2019.  
*Moved: C Betty      Secoded: S Askew*
- Move the Board confirms the decision to give two Kahui Ako *Within Schools* roles to other schools.  
*Moved: C Betty      Secoded: K Sinfield*
- Principal tabled two reports: *Tomorrow's Schools' Review – The 8 Key Issues* and *A Personal Response – M Abraham, Hobsonville Point Secondary School*.

BOT to read

Move that the Principal's report and the two above reports be accepted.

*Moved: C Betty      Secoded: K Sinfield*

### GENERAL BUSINESS

1. Move the Board approves *Extra-Curricular Code of Conduct* with two amendments, as follows.  
*Moved: C Betty      Secoded: C Duffus*
  - i. 2<sup>nd</sup> bullet point changed to read:  
*Attend all timetabled classes. Expected 85% minimum attendance and no more than 15% unjustified absence.*
  - ii. First sentence, last paragraph to read:  
*Students who have been Stood Down/Suspended from school are unable to participate/train in any extra-curricular activity while on Stand Down or Suspension.*

LM

2. Communication platform - Claudia Duffus disappointed at the lack of school news for parents/caregivers. The website was out of date and there were no newsletters for 2019. She used the example of the early closure for *Meet the Teacher* evening as she was unable to find any information on this. Principal said a notice had gone home to parents. It was also posted on Facebook which feeds on to the website home page. Claudia said that Facebook as a communication tool was all very well but not everyone used or wanted to use Facebook. Principal is aware of the problem and is looking to appoint a media content person who will cover the school magazine, Facebook and the website where we intend to set up a “news” area.
3. **Confirm** Resolution dated 15 March 2019 to apply to NZCT for grant, not exceeding \$14,000+GST, for Sports Uniform.  
*Moved: C Betty Secoded: S Askew.*
4. **Confirm** Resolution for *Counties Manukau Sport* to be contracted provider for 2018/19 *Breakaway* school holiday programmes.  
*Moved: S Hyland-Mills Secoded: M Preston.*
5. **Trustee Elections** – Move the Board confirms Election Date as Friday 7 June 2019.  
*Moved: C Betty Secoded: C Duffus*  
Matt Preston confirmed he would stand again. Sue Askew will not run for Staff Rep.  
*Note: Returning Officer must be appointed before 1 May.*

CB

6. Determine BOT Committee Members as follows:

PERSONNEL <i>Meets as and when required</i>	H&S/PROPERTY <i>Meets monthly 4.30pm Tuesdays one week prior to Board meeting</i>	FINANCE <i>Meets monthly 5pm same day as Board meeting</i>	PRINCIPAL APPRAISAL <i>Yearly</i>	POLICY <i>Meets as and when required</i>
Chris Betty Robyn Grey Sean Hyland-Mills Sue Askew Carmen Delle Donne	Chris Betty Claudia Duffus Sue Askew Carmen Delle Donne	Chris Betty Sean Hyland-Mills Kelly Sinfield Kelly McCardle Ashley Jacobs (Deputy Principal)	Chair: Sean Hyland-Mills Deputy Chair: Kelly Sinfield	Chris Betty Robyn Grey Sean Hyland-Mills
			NO OTHER MEMBERS REQUIRED	

7. Principal’s appraisal is in draft form. It will be sent to Chair and Deputy Chair who will meet with Principal Appraiser, Mike Leach.
8. Confirmed that Procurement plan for gym refurbishment has been signed by Board Chair.  
*Moved: C Betty Secoded: K McCardle*
9. David Hopkins, CEO, High Wire Trust, rang to gauge the Board’s opinion regarding students using shooting range, targets and drills, in the wake of the Christchurch mosque shootings. Did the Board want to continue? Robyn felt it was a parent choice.  
Move the Board confirms it will continue with the current firearms training and standards.  
*Moved: C Betty Secoded: K McCardle*  
*Ashley Jacobs left the meeting at 7.30pm*
10. Do we submit school review as a Board? Chair happy to go with Principal’s recommendations. Consultation closes 7 April 2019. Lesley reminded Board they can complete online survey. Principal to email two-page staff feedback. Important to note that proposed education *hubs* are there to supports schools not take over. They can also provide specialist expertise for Board if required.

CB

BOT  
CB

Move into committee at 7.35pm

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

Move out of committee at 7.55pm

Meeting finished at 8pm

Next meeting: **Tuesday 30 April 2019 at 6pm.**