

**MINUTES OF THE MEETING OF THE TUAKAU COLLEGE BOARD
HELD ON TUESDAY 23 FEBRUARY 2021
AT 6PM IN THE STAFF ROOM**

Present: Sean Hyland-Mills, Chris Betty, Kelly Sinfield, Kelly McCardle, Claudia Duffus, John Everitt, Anna-Marie Kingi, Ashley Jacobs (Deputy Principal), Brearna Rowsell and Lesley MacMichael.

Apologies: Matt Preston

ADOPT THE AGENDA

Moved: S Hyland-Mills Seconded: C Betty

ACTION

DECLARATION OF INTEREST – None.

MINUTES OF THE PREVIOUS MEETING

Move the Minutes of the Meeting of 15 December 2020 as a true and correct record.

Moved: S Hyland-Mills Seconded: K McCardle

Matters Arising:

- Overseas trip almost complete with final payments made. Scholarships have been set up.
- *Concerned Parents' Group* did not get a reply from the Board Chair, Sean Hyland-Mills. Sean did not receive the letter. He will check his emails as may have been delivered to wrong address.

SH-M

PROPERTY REPORT

Matters Arising

- In October 2020, there was an agreement to remove P8,9 &10 classrooms from available teaching space on our property register. We need to contact MOE Property Advisor.

CB

Move the Property Report is accepted

Moved: C Betty Seconded: K Sinfield

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

Matters Arising

- November and December Budgets discussed at Finance Meeting.
- Board has underwritten expenses for the proposed playground but we can still apply for funding.

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

Moved: C Betty Seconded: A Kingi

POLICY

SchoolDocs Policies and Procedures now live on school website for parents, caregivers and students to access our policies and procedures. Each month we will have a set of policies to review.

PTA REPORT – No report.

STUDENT REPORT

Matters Arising

1. New Students' Orientation Day. Students enjoyed playing rounders but some concerns from parents about lack of sun hats, sunscreen, and shelter for children. Recommend that plain black hat be allowed next time. Principal advised that bucket hats are on order.
2. Request for shelter around school. Principal explained this would be expensive especially as already committed to playground.
3. *Healthy Lunches in Schools* initiative will help with the recycling problem.
4. Discussed a proposal from Mrs Fletcher, in charge of Uniform Policy, to allow an amendment to jewellery items "two plain ear studs or small sleepers (maximum of 2 per ear). We need to review the Uniform Code and clearly define the rules. Check *SchoolDocs* review date for Uniform and we will undertake a review then. Proposal moved in *Correspondence*.
5. Request for Common Room lockers – unlikely to occur as expensive and little space for them.
6. Installation of flagpoles will happen soon following a grounds survey.

Move the Student report be accepted.

Moved: B Rowsell Seconded: J Everitt

CORRESPONDENCE

1. Item #1: NZSTA Eligibility Declaration form was signed by Board Chair.
2. Item #2: NZSTA Notice of Term 1 Workshops emailed to Board.
3. Item #3: Email from Ursula Aitken to advise of her resignation effective 28 January 2021. Move the Board accepts the above resignation.
Moved: C Betty Seconded: S Hyland-Mills
4. Item #4: Proposal for Uniform Change (A Fletcher) – see *Student Report above*. Move the Board accepts the proposed uniform change to *Jewellery* and that the policy will be reviewed in line with *SchoolDocs*' review dates.
Moved: J Everitt Seconded: S Hyland-Mills

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

Moved: C Betty Seconded: S Hyland-Mills

PRINCIPAL'S REPORT

- Reviewed the recent Covid 3-day lockdown in a meeting with HODs. An email was sent to parents/caregivers to advise of Level 2 requirements. We did not issue chrome books as students could come to school.
- John asked Principal who had the final word if any disagreements with PWA doing Y7&8 and e-AsTTle with Y9&10. Principal replied that Mrs Stilwell, as Curriculum Leader, will have final say.
- Junior College Year 7 has 114 students and Year 8 has 107 students. Both years have five classes.
- Middle College has a high roll of 168 students in Year 9 and 118 students in Year 10. We have increased the number of classes in Year 9 from five to seven.

ACTION

LM

- Senior College – Interim NCEA Results have been published and we have done better than previous years. We did have assistance from the *Learning Recognition Credits*, as did many other schools. We will wait final results for comparison with other schools.
- The Board moved the following awards for the top Year 11, 12 and 13 students in 2020.
 - Award of \$250 to Rhianna Barker for Top Scholar in Year 11 in 2020.
Moved: C Betty Secoded: J Everitt
 - Award of \$250 to Anica Dutt for Top Scholar in Year 12 in 2020.
Moved C Betty Secoded: A Kingi
 - Award of \$250 to Ben Peters for Top Scholar in Year 13 in 2020.
Moved C Betty Secoded: A Kingi
- We had two applicants for 2021 Scholarships. The Board moved the following awards.
 - 2021 Scholarship Award of \$350 to Natasha Kihi-Marshall.
Moved: C Betty Secoded: K Sinfield
 - 2021 Scholarship Award of \$350 to Tiina Namoriki.
Moved: C Betty Secoded: S Hyland-Mills
- Move the Board approves the following Teacher Only days for 2021.
Thursday 13 May, Tuesday 10 August, and Thursday 25 November.
Moved: C Betty Secoded: C Duffy
- Move the Board approves the following EOTC Overnight Trips 2021.

DATE	EVENT	MOVED BY BOARD
22 March 2021	Waka Ama Champs	C Betty/A Kingi
30 March 2021	13OUT Tramp	C Betty/C Duffy
10 December 2021	12OUT Kayak Trip	C Betty/K Sinfield
14 April 2021	Y7 Camp	C Betty/K McCardle
14 April 2021	Y12OUT Leadership at Y7 Camp	C Betty/J Everitt

Move the Board confirms the appointment of Alec Benson to a full-time, permanent position as Spanish/Social Sciences teacher from 26 January 2021.

Moved: C Betty Secoded: K Sinfield

Natasha Haereroa has been issued with a Limited Authority to Teach (LAT) for 2021.

Move the Board confirms the appointment of Sheree Siemelink to a part-time, fixed-term position of Accounts Assistant from 26 January to 1 April 2021. Sheree is covering Liz Loosemore's sick leave.

Moved: C Betty Secoded: K Sinfield

Move the Board confirms the appointment of Deanie Cooper-Lang to a relieving position of 10 extra periods from Monday 22 March. This will be fixed term until 12 November 2021.

Moved: C Betty Secoded: K Sinfield

Overseas Tour

- Refund 3 was paid out on 17 December 2020.
- Scholarships have gone out for participants to apply. Some staff also have a scholarship. The Board sub-committee will handle any queries.
- We will be able to finalise once the auditors have checked the spreadsheets.
- Principal thanked the Board for their understanding and support with the process.

LM

BOT

Special Programmes for Enrolment Schemes – MOE Fact Sheet

Principal had enquiries from the community regarding the status of the zone to be changed to include the special programme, Reo Rua, to assist out-of-zone students to enter the programme. This year, we turned down three Year 9 applicants. *Te Puaha o Waikato Kura Kaupapa* and *Pukekohe North* students would like to have this pathway for competent speakers of Te Reo Maori. Out-of-Zone students who meet special programme enrolment criteria have enrolment priority above out-of-zone students. MOE cannot dictate on students enrolling in special programme schemes. The Board should read the fact sheet and see what we would have to put in place for the scheme and consider this for the future. We must ensure there is no overload on Te Reo Maori teaching staff.

BOT

Ka Ora Ka Ako - Healthy School Lunches Programme

Move the Board accepts the proposal from *La Valla* and *Kai Sisterz* to be Tuakau College's lunch providers for the programme.

Moved: C Betty *Seconded: K Sinfield*

Principal requested that the Board reads the ERO and other reports on Google Docs. ERO may want to meet with the Board at some stage.

BOT

Pokeno Bus Routes

Principal negotiated with Murphy's Buses to add another bus to Pokeno run. We now have a new service, TK10, which will only do both sub-divisions. TK5 will cover the other areas of Pokeno and Mercer. This has been a cost to the bus network but is necessary. We have almost 160 students from Pokeno and it is growing. Need to review or go to MOE but other school funding may be chopped.

Move the Principal's report be accepted.

Moved: C Betty *Seconded: K Sinfield*

GENERAL BUSINESS1. Board Chair

- Move that Sean Hyland-Mills is confirmed as Board Chair.

Moved: C Betty *Seconded: A Kingi*

- Move that Kelly Sinfield is confirmed as Deputy Chair.

Moved: C Betty *Seconded: K McCardle*

2. Board Delegations

- Move the Delegations to the Principal for 2021.

Moved: S Hyland-Mills *Seconded: K Sinfield*

- Move the Delegations by the Board to Sub-Committee for 2021.

Moved: S Hyland-Mills *Seconded: K Sinfield*

- Move the Principal's Delegations to Deputy Principal for 2021.

Moved: S Hyland-Mills *Seconded: J Everitt*

Move into committee at 7.20pm.

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

Move out of committee at 7.30pm.

Meeting finished at 7.30pm

Next meeting: **Tuesday 30 March 2021 at 6pm.**