



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

Visitors to Meeting: P Moody (Executive Manager) and A Jacobs (Deputy Principal)

Apologies: A Tocker and H Kani

Absent: U Aitken

Start: 6:00 pm **Finish:** 7:58 pm

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

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| KARAKIA |
| C Betty |

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| AGENDA |
| Adopt the Agenda. |
| Moved: C Betty Seconded: N Moore Carried: All |

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| APOLOGIES |
| A Tocker and H Kani. |

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| DECLARATION OF INTEREST |
| None |

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| ELECTION/CONFIRMATION OF PRESIDING MEMBER AND DEPUTY CHAIR (BY BALLOT) |
| <p><u>Presiding Member</u></p> <p>M Albert nominated K Ngataki as Presiding Member. K Ngataki accepted the nomination.</p> <p>T Potts nominated N Moore as Presiding Member. N Moore accepted the nomination.</p> <p>The Board members present at the meeting voted via ballot and J Paton (Principal’s PA) counted the votes before presenting to the Board. A Board member that had given apologies for the meeting had emailed their vote to the Principals’ PA but the Board agreed that only members present at the meeting could vote, therefore the emailed vote was not counted.</p> <p>K Ngataki – five votes. N Moore – four votes.</p> <p>K Ngataki was duly elected as the Presiding Member of the Tuakau College Board.</p> |

Deputy Chair

N Moore nominated A Tocker.
K Ngataki nominated N Moore.
T Potts nominated M McDowall.

The Board members present at the meeting voted via ballot and J Paton (Principal's PA) counted the votes before presenting to the Board.

A Tocker – one vote.
N Moore – six votes.
M McDowall – two votes.

N Moore was duly elected as the Deputy Chair of the Tuakau College Board.

C Betty acknowledged N Moore for all her work during her time as the Board Chair. K Ngataki added thanks on behalf of the Board for N Moore's invaluable work and help.

MINUTES OF 19 DECEMBER, 2023 MEETING

| <i>Matters Arising</i> | <i>Actions</i> | <i>Update</i> |
|--|--------------------------|---------------------|
| <ul style="list-style-type: none">No matters arising. | | |
| K Ngataki moved the Board accepts the Minutes of the Board Meeting of 19 December, 2023. | | |
| Moved: K Ngataki | Seconded: T Potts | Carried: All |

HEALTH AND SAFETY REPORT

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

PROPERTY REPORT

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

FINANCE REPORT

| <i>Matters Arising</i> | <i>Actions</i> | <i>Update</i> |
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| <ul style="list-style-type: none">N Moore pointed out a mistake in the minutes from this meeting. N Moore was present at the meeting and K Ngataki put in apologies. | <ul style="list-style-type: none">J Paton to amend minutes from this meeting. | |
| Moved: C Betty | Seconded: M McDowall | Carried: All |

| BUDGET 2024 | | |
|--|-----------------------------|---------------------|
| Matters Arising | Actions | Update |
| <ul style="list-style-type: none"> The Finance committee had seen and discussed the draft Budget for 2024. A Jacobs indicated that the only thing that has changed from the draft version is the figure for the Attendance Service income. A Jacobs said we had a deficit to start with but by adding this in we have a surplus now. <p>A Jacobs reminded the Board that the 2024 Budget was based on 930 students but we are currently sitting at 1050 students so that will impact dramatically on the budget, in a positive way.</p> <p>A Jacobs explained to the Board that the trips were sitting under Department areas and they have now been removed from those areas and sit under the Curriculum Trips budget so P Moody can monitor accurately. This will help us to ensure we don't have any errors in paperwork being completed. The figures are the exact same, only the location of where trips sat on the 2024 Budget has changed.</p> <p>A Jacobs noted that there is a large capital expenditure being budgeted for but we are applying for grants for a lot of things and if those grants are used then we won't need to use the money budgeted for those things.</p> <p>M McDowall congratulated A Jacobs and the team for an outstanding budget that has been put together.</p> <p>Move that we confirm the 2024 Budget. Moved: C Betty Seconded: E Mouton</p> | | |
| Moved: C Betty | Seconded: M McDowall | Carried: All |

| POLICY REPORT |
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| No Policy report this month. |

| PTA REPORT |
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| No PTA Report this month. |

| GOLDEN JUBILEE COMMITTEE | | |
|---|---------------------------|---------------------|
| Matters Arising | Actions | Update |
| <ul style="list-style-type: none"> No matters arising. | | |
| Moved: C Betty | Seconded: M Albert | Carried: All |

| BUS NETWORK REPORT |
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| No Bus Network Report this month – there will be minutes put in the March Board meeting. |

| STUDENT REPORT | | |
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| Matters Arising | Actions | Update |
| <ul style="list-style-type: none"> A Walker read out her Student Representative Report. No matters arising. | | |
| Moved: A Walker | Seconded: T Potts | Carried: All |

| CORRESPONDENCE | |
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| Inward | Outward |
| <p>1. J Otunuku Leave Request (26 Jan, 2024)</p> <p>Move the Board approve the leave request for J Otunuku, commencing 27th May 2024 to 31st May 2024. The pay/leave without pay will be relative to the Collective agreement. Moved: C Betty Seconded: T Potts</p> <p>2. C Betty Leave Request (8 Feb, 2024)</p> <p>Move the Board approve the leave request for C Betty, commencing 6th May 2024 to 26th May 2024. This will be annual leave, with pay. Moved: M Albert Seconded: M Preston</p> <p>3. H Cochrane Leave Request (16 Feb, 2024)</p> <p>Move the Board approve the leave request for H Cochrane, commencing 22nd March 2024 to 29th March 2024. This will be leave without pay. Moved: C Betty Seconded: K Ngataki</p> <p>4. NZEI Te Riu Roa Formal Notification of Paid Union Meetings (22 Feb, 2024)</p> <p>Move that the Board allows NZEI members to attend these Paid Union Meetings when they occur (between 18 March and 5 April 2024). Moved: C Betty Seconded: M Albert</p> <p>5. S Davies Cancel LWOP Request (26 Feb, 2024)</p> <p>Move that the Board confirms the cancellation of S Davies previously approved leave without pay. Moved: C Betty Seconded: M Albert</p> | <p>1. C Rivers-Smith Confirmation of Resignation Letter (20 Dec, 2023)</p> <p>2. L Astadan Congratulations Letter (20 Dec, 2023)</p> <p>3. L Goodhand Congratulations Letter (20 Dec, 2023)</p> <p>4. A Wilson Congratulations Letter (20 Dec, 2023)</p> <p>5. X Nahi Congratulations Letter (20 Dec, 2023)</p> <p>6. C Sabine Congratulations Letter (20 Dec, 2023)</p> <p>7. C Quinlan Congratulations Letter (20 Dec, 2023)</p> <p>8. E Kaur Congratulations Letter (20 Dec, 2023)</p> <p>9. C Cottee Congratulations Letter (20 Dec, 2023)</p> <p>10. H McMillan Congratulations Letter (20 Dec, 2023)</p> <p>11. B Hynes Congratulations Letter (20 Dec, 2023)</p> <p>12. L Wilson Congratulations Letter (20 Dec, 2023)</p> <p>13. K Bvutira Congratulations Letter (20 Dec, 2023)</p> <p>14. T Jones Confirmation of Resignation Letter (20 Dec, 2023)</p> <p>15. R Walia Congratulations Letter (20 Dec, 2023)</p> |

| Late Correspondence |
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| <p>1. S Hammond Letter to the Board (26 Feb, 2024)</p> <p>The Board agreed that the Senior Leadership Team will create a proposal around this, with student voice from the Student Council.</p> <p>2. Journey to Te Tiriti Registrations Opening Soon! (26 Feb, 2024)</p> <p>3. Reminder Call for Remits to the NZSTA AGM (26 Feb, 2024)</p> |

4. Advance Notice Paid Union Meetings, Te Tiriti o Waitangi Survey (27 Feb, 2024)

Move that the Board allows PPTA members to attend the Paid Union Meetings when they occur (13 – 24 May 2024).

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

Matters Arising

No matters arising.

Moved that the inward be accepted and the outward be confirmed: C Betty

Seconded: T Potts

Carried: All

PRINCIPAL'S REPORT

| <i>Discussion</i> | <i>Actions</i> | <i>Update</i> |
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| <ul style="list-style-type: none"> Move that the Board award the Top Scholars (Courtenay Fah, Robert Davies, Caitlin Lees and Rochell Pangilinan) with the usual Top Scholar scholarship of \$250 per student and a letter of congratulations. | | |
| Moved: C Betty | Seconded: M McDowall | Carried: All |
| <ul style="list-style-type: none"> Move that the Board send a letter of congratulations to Caitlin Lees and a Scholarship prize of \$500 for her success. | | |
| Moved: C Betty | Seconded: T Potts | Carried: All |
| <ul style="list-style-type: none"> Move that the Board send a letter of congratulations to Sam Raja and a Scholarship prize of \$250 for his success. | | |
| Moved: C Betty | Seconded: T Potts | Carried: All |
| <ul style="list-style-type: none"> Move that the Board approve the Waka Ama Secondary Schools Nationals trip to Rotorua, from 18th March 2024 to the 22nd March 2024. | | |
| Moved: C Betty | Seconded: M Albert | Carried: All |
| <ul style="list-style-type: none"> Move that the Board approve the 13 Outdoor Education trip to the Hunua Ranges, from 26th March 2024 to the 28th March 2024. | | |
| Moved: C Betty | Seconded: M McDowall | Carried: All |
| <ul style="list-style-type: none"> Move that the Board approve the 11 Outdoor Education trip to the Waikato River (Tuakau), from 7th March 2024 to the 8th March 2024. | | |
| Moved: C Betty | Seconded: K Ngataki | Carried: All |
| <ul style="list-style-type: none"> Move that the Board approve the 12 Outdoor Education trip to Tawharanui Regional Park, from 13th March 2024 to the 15th March 2024. | | |
| Moved: C Betty | Seconded: M Albert | Carried: All |
| <ul style="list-style-type: none"> Move that the Board confirm the appointment of Ariana George to a full time permanent Te Reo Maaori teaching position which commenced 28th January 2024. | | |
| Moved: C Betty | Seconded: M Albert | Carried: All |
| <ul style="list-style-type: none"> Move that the Board confirm the appointment of Ursula Aitken to a full time permanent Te Reo Maaori teaching position which commences 29th April 2024. | | |
| Moved: C Betty | Seconded: M Preston | Carried: All |
| <ul style="list-style-type: none"> Move that the Board confirm the allocation of one permanent management unit and middle management allowance for work is Careers for Maaori students and monitoring and tracking Maaori students in a Reo context. These allowances commence 29th April 2024. | | |
| Moved: C Betty | Seconded: M Preston | Carried: All |
| <ul style="list-style-type: none"> Move that the Board confirm the appointment of Mark Paolo Alburo to a full time fixed-term maternity leave position from 29th April 2024 to 27th April 2025. | | |
| Moved: C Betty | Seconded: N Moore | Carried: All |

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| <ul style="list-style-type: none"> Move that the Board confirm the appointment of Kerry Van Rensburg to a Teaching Assistant position that is part-time permanent at 28.33 hours per week, commencing 26th February 2024. | | |
| Moved: C Betty | Seconded: M Preston | Carried: All |
| <ul style="list-style-type: none"> Move that the Board confirm the appointment of Donna van der Heyden to a Teaching Assistant position that is part-time permanent for three days at 17 hours per week, commencing 27th February 2024. | | |
| Moved: C Betty | Seconded: M McDowall | Carried: All |
| <ul style="list-style-type: none"> Move that the Board confirm the changing of hours for Marie Cowan from 26.67 hours per week to 28.33 hours per week commencing 31st January 2024. | | |
| Moved: C Betty | Seconded: M McDowall | Carried: All |
| <ul style="list-style-type: none"> Move that the Board confirm the changing of hours for Fiona Proctor from 26.67 hours per week to 28.33 hours per week commencing 31st January 2024. | | |
| Moved: C Betty | Seconded: M Preston | Carried: All |
| <ul style="list-style-type: none"> Move that the Board confirm the changing of hours for Ngaire Law from 26.67 hours per week to 28.33 hours per week commencing 31st January 2024. | | |
| Moved: C Betty | Seconded: M Albert | Carried: All |
| <ul style="list-style-type: none"> Move that the Board confirm the changing of hours for Kelly Anderson from 26.67 hours per week to 28.33 hours per week commencing 31st January 2024. | | |
| Moved: C Betty | Seconded: T Potts | Carried: All |
| <ul style="list-style-type: none"> Move that the Board confirm the changing of hours for Christine Yeager from 26.67 hours per week to 28.33 hours per week commencing 31st January 2024. | | |
| Moved: C Betty | Seconded: N Moore | Carried: All |
| <ul style="list-style-type: none"> Move that the Board confirm the changing of hours for Rosina De Thierry from 26.67 hours per week to 28.33 hours per week commencing 31st January 2024. | | |
| Moved: C Betty | Seconded: M Albert | Carried: All |
| <ul style="list-style-type: none"> Move that the Board confirm the changing of hours for Margaret Van Kan (four days a week) from 21.33 hours per week to 22.67 hours per week commencing 31st January 2024. | | |
| Moved: C Betty | Seconded: M Preston | Carried: All |
| <ul style="list-style-type: none"> Move that the Board confirm the changing of hours for Te Hiria Shaw (three days a week) from 16 hours per week to 17 hours per week commencing 31st January 2024. | | |
| Moved: C Betty | Seconded: K Ngataki | Carried: All |
| <ul style="list-style-type: none"> Move that the Board confirm the changing of hours for Samantha Ellery (three days a week) from 16 hours per week to 17 hours per week commencing 31st January 2024. | | |
| Moved: C Betty | Seconded: M McDowall | Carried: All |

The Board discussed the table in the Principal's Report regarding the NZQA results from schools in the area. The Board agreed that it would be a good idea to put on a morning tea for the staff at the kura. C Betty suggested it would be a good idea for the Board members to please try and attend this morning tea and meet the staff. J Paton to pick a couple of potential dates for this and co-ordinate with the Board members.

Move that the Board put on a morning tea for the Tuakau College staff, to thank them for their work with students.

Moved: C Betty **Seconded:** M McDowall

The Board discussed the BYOD requirements and the need to make it clear to students, parents and caregivers that students can loan devices, they don't have to pay for them, they just sign a contract. This could be a mis-communication from students to their parents as well. M McDowall said in regard to students not having a device, it could also be a shame thing where students don't want to be seen having to loan a device because they can't afford it.

C Betty moved his Principal's Report.

Moved: C Betty

Seconded: M McDowall

Carried: All

GENERAL BUSINESS

Discussion

Actions

- U Aitken, who is currently an elected parent representative on the Board, will begin teaching at Tuakau College on 29th April 2024. U Aitken is unable to sit on the Board and teach at the school, therefore she will need to resign from her position on the Board before she starts her employment at the college.

K Ngataki queried if we need to have a by-election or if we can co-opt a member on. J Paton to find out and let the Board know.

- Strategic Plan - C Betty went through the College Review Service Quality Survey for 2024 with the Board. K Ngataki thanked C Betty for all his work on the Strategic Plan and collating information.

- Bus Network – C Betty informed the Board he has been fighting hard for buses for our students. The Ministry have written to the Council and said no, so the Bus Network has to go ahead, with the decrease in funding. The Minister doesn't want to intervene. The Bus Network met last week and went through the routes and what they have with the decrease in funding. C Betty met with Jo Caldwell, from By the Book, today on ZOOM and went through possible changes. The Network needs to save approximately 300km to sort the deficit by the decrease in funding.

Buses will be for eligible students only so if they are ineligible they will have to pay. All Pookeno students will be ineligible, along with Pukekawa South and Port Waikato.

By the end of this week or early next week a letter will go out to all parents/caregivers regarding the upcoming changes. A separate letter will be sent to ineligible and eligible students' parents/caregivers. The Board agrees that it needs to be clear who is and isn't eligible. The Board also agreed that parents/caregivers won't be happy and this could 'blow up' big time on social media, backlash, etc. C Betty said the school bus service will cost parents/caregivers more than the public bus service.

The Board members requested a sheet of information be sent out to them in case they have people approach them with queries/accusations/etc.

- J Paton to find out if the Board needs to have a by-election or can co-opt on to fill U Aitken's position when she resigns.

- The Board to look at this document (in the shared folder) and let C Betty know of any issues or changes by Sunday 3rd March.

- C Betty to send letter to parents/caregivers about the bus changes by the end of this week or start of next week.

- C Betty/J Paton to send a sheet of information re: the buses to the Board.

The Board members agreed that communication needs to be very clear that it is not the school or Councils fault and that the Board is doing everything possible to try to find a resolution and to lighten the burden.

IN COMMITTEE

At 7:54 pm

Moved into committee: K Ngataki

Seconded: C Betty

Carried: All

At 7:56 pm

Moved out of committee: K Ngataki

Seconded: C Betty

Carried: All

KARAKIA MUTUNGA

M Albert

Board Meeting finished at 7:58 pm.

NEXT MEETING

Tuesday 26th March, 2024