



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

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

Apologies: M Albert and A Tocker

Absent:

Start: 6:00 pm **Finish:** 7:23 pm

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

KARAKIA
U Aitken

AGENDA
Adopt the Agenda.
Moved: E Mouton Seconded: T Potts Carried: All

APOLOGIES
M Albert A Tocker M Preston advised he will be slightly late.
Moved: H Kani Seconded: M McDowell Carried: All

DECLARATION OF INTEREST
No declarations of interest. The Board noted that there is now a Declaration of Interest Register in the Google Drive shared folder that can be completed before each monthly meeting.

MINUTES OF 27 FEBRUARY, 2024 MEETING		
Matters Arising	Actions	Update
<ul style="list-style-type: none"> No matters arising. 		
M McDowell moved the Board accepts the Minutes of the Board Meeting of 27 February, 2024.		
Moved: M McDowell	Seconded: N Moore	Carried: All

HEALTH AND SAFETY REPORT		
Matters Arising	Actions	Update
<ul style="list-style-type: none"> No matters arising. 		
Moved: K Ngataki	Seconded: T Potts	Carried: All

PROPERTY REPORT		
<i>Matters Arising</i>	<i>Actions</i>	<i>Update</i>
<ul style="list-style-type: none"> M McDowell advised that he had tried to help get the timeline for the new road crossing on Buckland Road for the buses hurried up. C Betty advised the plans are done, the Council just need the money to do it now. P Moody gave an update on the air conditioning tender and suggested that the Board may need to make a contribution (indication of around \$25,000) to help make this happen. P Moody said ten companies have quoted and he has narrowed it down to four companies now and is working through the process of selecting one. M McDowell advised that a family member works for an air conditioning company so P Moody will need to supply the names of the companies/company before the next Board meeting as it may become a conflict of interest. 		
Moved: E Mouton	Seconded: U Aitken	Carried: All

FINANCE REPORT		
<i>Matters Arising</i>	<i>Actions</i>	<i>Update</i>
<ul style="list-style-type: none"> The Board raised a query around the Year 7 Camp not being budgeted for and whether we need to budget for this or not in the future, using historical figures? The Board noted that we make a point of people paying before they go on trips, etc. however here that hasn't been the case and it needs to be consistent across the board so it's fair for all students. The Board discussed that this could be because the Year 7 Camp is at the start of the year so parents/caregivers are purchasing uniform, stationery, etc. so it's high expenditure for them. The Board agreed that they want all kids to go on this camp but it needs to be a consistent approach. The Board queried if the camp could be later in the year? P Moody advised that unfortunately this year that early time slot was all that was available. Payments to authorise: Feb 2024 \$181,068.48 Moved to authorise payments: M McDowell Seconded: K Ngataki Approval for Ops Grant Payroll PP: 252024 \$115,651.32 Moved to confirm salaries: N Moore Seconded: E Mouton M Preston queried if there is a policy around coaches/staff not paying for their kids to go to sports events? M Preston gave the example of the Sports Co-Ordinator recently attending Waka Ama Nationals and doing all the work for that but having to pay for her child to attend. M Preston queried if we could maybe half the cost for coaches, etc? C Betty said this would mean others in the team would need to pay more to cover it. The Board queried if we could get 	<ul style="list-style-type: none"> P Moody to investigate what the process is around Year 7 Camp and how we can make this consistent across the board, compared to other camps P Moody to get some numbers for this and take it to the next Finance meeting to discuss. 	

<p>numbers for this for the next meeting to consider it? P Moody advised that staff going on trips do get overnight/travel/fuel allowances.</p> <ul style="list-style-type: none"> Move that P Moody can apply to the Manukau Counties Community Facilities Charitable Trust for up to \$20,000 for new high jump mats and rugby post pads. <p>Moved: K Ngataki Seconded: H Kani</p>		
Moved: K Ngataki	Seconded: T Potts	Carried: All

POLICY REPORT		
<i>Matters Arising</i>	<i>Actions</i>	<i>Update</i>
<ul style="list-style-type: none"> No matters arising. 		
Moved: M McDowell	Seconded: K Ngataki	Carried: All

PTA REPORT
No PTA Report this month.

GOLDEN JUBILEE COMMITTEE		
<i>Matters Arising</i>	<i>Actions</i>	<i>Update</i>
<ul style="list-style-type: none"> U Aitken queried the timing of the blessing of the pou. U Aitken suggested that there is a ceremony for the pou on the Friday night (explaining it, etc.) and then a cultural blessing of the pou on the Saturday morning as per cultural tikanga. 	<ul style="list-style-type: none"> C Betty to advise the Golden Jubilee Committee of an amendment to the program 	
Moved: U Aitken	Seconded: M McDowell	Carried: All

BUS NETWORK REPORT		
<i>Matters Arising</i>	<i>Actions</i>	<i>Update</i>
<ul style="list-style-type: none"> No matters arising. 		
Moved: C Betty	Seconded: T Potts	Carried: All

STUDENT REPORT		
<i>Matters Arising</i>	<i>Actions</i>	<i>Update</i>
<ul style="list-style-type: none"> A Walker read out her Student Representative Report. K Ngataki thanked A Walker for her initiatives around helping Year 7&8 students and helping with the school lunches distribution, along with the other Head Students/Prefects. K Ngataki suggested that maybe this same concept could be applied around rubbish/litter? The Board acknowledged A Walker's point raised around students wanting hoodies as part of the uniform. The Board queried when the last uniform review was and C Betty 	<ul style="list-style-type: none"> A Walker to propose this to the Student Council 	

<p>advised that the uniform is under constant review. M McDowell said it is good A Walker has suggested students write letters to the Board regarding this but suggested maybe it would be good if A Walker was to give the students some advice around writing these letters so that students are writing them thinking about what questions the Board/parents/caregivers/staff might have around their reasoning? Eg. Why do they want hoodies? Why is it more practical and beneficial? M McDowell said this doesn't mean they'll get hoodies, but we are listening to student's voice which is part of our Strategic Plan, etc. C Betty reminded the Board that the uniform is a policy set by the Board and the Senior Leadership Team enforces that. A Walker suggested maybe sending out a survey about hoodies/uniform to all students to get their voice?</p>	<ul style="list-style-type: none"> • A Walker to provide students with guidance around writing letters to the Board regarding uniform and to consider sending out a survey to students around uniform/hoodies – this will be ongoing 	
<p>Moved: A Walker</p>	<p>Seconded: E Mouton</p>	<p>Carried: All</p>

CORRESPONDENCE		
<i>Inward</i>	<i>Outward</i>	
<p>1. H Yeo Leave Request (28 Feb, 2024)</p> <p>Move the Board approve the leave request for H Yeo, commencing 6th May 2024 to 10th May 2024. This will be leave without pay. Moved: T Potts Seconded: E Mouton</p> <p>2. A George Resignation Email (5 Mar, 2024)</p> <p>Move the Board confirm the resignation of A George, with regret. Moved: M McDowell Seconded: U Aitken</p> <p>3. B Bonghanoy Resignation Letter (11 Mar, 2024)</p> <p>Move the Board confirm the resignation of B Bonghanoy, with regret. Moved: T Potts Seconded: N Moore</p> <p>4. Paid Union Meetings 13-24 May (20 Mar, 2024)</p> <p>Move that the Board confirm the school may close for half day when the Paid Union Meeting occurs, due to not being able to staff the school for instruction. Moved: K Ngataki Seconded: M McDowell</p> <p>5. P.E.B Letter (25 Mar, 2024)</p> <p>Move that the Board confirm that this letter goes to the Senior Leadership Team to deal with first, as per the process. Moved: U Aitken Seconded: K Ngataki</p>		<p>1. J Otunuku Confirmation of Leave Request Letter (28 Feb, 2024)</p> <p>2. C Betty Confirmation of Leave Request Letter (28 Feb, 2024)</p> <p>3. H Cochrane Confirmation of Leave Request Letter (28 Feb, 2024)</p> <p>4. S Davies Confirmation of Cancellation of LWOP Request (28 Feb, 2024)</p> <p>5. C Fah Congratulations Letter (28 Feb, 2024)</p> <p>6. R Davies Congratulations Letter (28 Feb, 2024)</p> <p>7. R Pangilinan Congratulations Letter (28 Feb, 2024)</p> <p>8. C Lees Congratulations Letter (28 Feb, 2024)</p> <p>9. C Lees Scholarship Letter (28 Feb, 2024)</p> <p>10. S Raja Scholarship Letter (28 Feb, 2024)</p>
Late Correspondence		
No late correspondence.		
Matters Arising		
No matters arising.		
<p>Moved that the inward be accepted and the outward be confirmed: C Betty</p>	<p>Seconded: T Potts</p>	<p>Carried: All</p>

PRINCIPAL'S REPORT		
<i>Discussion</i>	<i>Actions</i>	<i>Update</i>
<ul style="list-style-type: none"> Move that the Board approve the 12 Outdoor Education tramp to Waitawheta, from 11th June 2024 to the 13th June 2024. 		
Moved: M McDowell	Seconded: M Preston	Carried: All
<ul style="list-style-type: none"> Move that the Board approve the 13 Outdoor Education tramp to Rotorua Lakes, from 6th May 2024 to the 10th May 2024. 		
Moved: M Preston	Seconded: K Ngataki	Carried: All
<ul style="list-style-type: none"> Move that the Board approve the 12 Outdoor Education trip to Hunua Ranges, from 23rd May 2024 to the 24th May 2024. 		
Moved: E Mouton	Seconded: T Potts	Carried: All
<ul style="list-style-type: none"> Move that the Board approve the 12 Outdoor Education trip to Waitawheta, from 5th June 2024 to the 7th June 2024. 		
Moved: K Ngataki	Seconded: M McDowell	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the appointment of Paul Heta to a Community Liaison position from 29th April 2024 to 27th January 2026. With this he will get a Community Liaison allowance and time which will be negotiated over this time. 		
Moved: K Ngataki	Seconded: M McDowell	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the appointment of Joidene Preston to a Community Liaison position from 29th April 2024 to 27th January 2026. With this she will get a Community Liaison allowance and time which will be negotiated over this time. 		
Moved: T Potts	Seconded: E Mouton	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the appointment of Lee-Anne Shaw to a Community Liaison position from 29th April 2024 to 27th January 2026. With this she will get a Community Liaison allowance and time which will be negotiated over this time. 		
Moved: U Aitken	Seconded: K Ngataki	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the appointment of Gerschen van Niekerk to a Community Liaison position from 29th April 2024 to 27th January 2026. With this he will get a Community Liaison allowance and time which will be negotiated over this time. 		
Moved: K Ngataki	Seconded: M McDowell	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the appointment of Ursula Aitken to a Community Liaison position from 29th April 2024 to 27th January 2026. With this she will get a Community Liaison allowance and time which will be negotiated over this time. 		
Moved: K Ngataki	Seconded: H Kani	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the charge for the Pookeno students' schools' bus to be amended from \$200 to \$100 per student for Term 2 <u>only</u> and a review will be done at the end of Term 2 on this price. Pookeno families wanting to use this school bus will need to pay a term in advance to use the bus. 		
Moved: K Ngataki	Seconded: N Moore	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the termination of the Pukekohe school bus service from the 5th June, 2024. 		
Moved: K Ngataki	Seconded: M McDowell	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the termination of the Port Waikato school bus service from the 5th June, 2024. 		
Moved: H Kani	Seconded: U Aitken	Carried: All

<ul style="list-style-type: none"> Move that the Board confirm the termination of the Pukekawa South school bus service from the 5th June, 2024. 		
Moved: E Mouton	Seconded: T Potts	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the termination of the Harrisville school bus service from the 5th June, 2024. 		
Moved: H Kani	Seconded: T Potts	Carried: All
<ul style="list-style-type: none"> Move that the Board approve an MOE Teacher Only Day on 31st May, 2024. 		
Moved: M Preston	Seconded: K Ngataki	Carried: All
<ul style="list-style-type: none"> Move that the Board approve a Kaahui Ako Teacher Only Day on 4th June, 2024. 		
Moved: H Kani	Seconded: M Preston	Carried: All
<ul style="list-style-type: none"> The Board discussed an email that was sent to Year 7&8 parents/caregivers. The Board discussed a student who was recently excluded that wants to enroll at Northern Health School but has to be on a school roll to be able to do that. The Board agreed that this student can sit on our roll, but not be enrolled at the college, and when they want to return to a school they will not be able to return to Tuakau College as they have been excluded. <p>Move that the recently excluded student can sit on our roll, but not be enrolled at the college, and when they want to return to a school they will not be able to return to Tuakau College as they have been excluded.</p> <p>Moved: C Betty Seconded: T Potts</p>		
C Betty moved his Principal's Report.		
Moved: C Betty	Seconded: K Ngataki	Carried: All

GENERAL BUSINESS	
Discussion	Actions
<ul style="list-style-type: none"> Delegations to the Principal. The Board confirmed they approve the 'Delegations to the Principal' document. <p>Move that the Board approves the delegations to the Principal for 2024.</p> <p>Moved: K Ngataki Seconded: U Aitken</p> <p>Move that the Board delegates its responsibilities to a sub-committee to take on the role and make decisions for suspension meetings.</p> <p>Moved: K Ngataki Seconded: N Moore</p> <ul style="list-style-type: none"> 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. At the last meeting K Ngataki queried what the process was around filling this vacancy when it occurs? J Paton contacted NZSTA and provided some documentation/advice around this for the Board. <p>K Ngataki thanked U Aitken for her time on the Board. The Board agreed that (as per the documentation provided by NZSTA) they would fill the casual vacancy by</p>	

selection, as the Board has only just recently completed an election.

Move that the Board confirms it will fill the casual vacancy by selection.

Moved: H Kani **Seconded:** C Betty

N Moore suggested the possibility of having Pasifika representation on our Board, as this is a largely growing area of our school. N Moore said there was a Pasifika candidate that applied at the recent Board election and suggested that the Board reaches out to her to see if she would be happy to be selected? The Board agreed that it would be good to have Pasifika representation and that the Presiding Member should reach out to this person to see if she would like to be on the Board still.

- Strategic Plan and Analysis of Variance – C Betty advised that he had to put Te Tiriti o Waitangi document together urgently as the auditors required it however this is a living document that can be amended and C Betty suggested the Board members look at this document before the next Board meeting so it can be discussed then.

Move the recommendation for the Strategic Plan.

Moved: M McDowell **Seconded:** U Aitken

- K Ngataki informed the Board that the NZSTA Conference is coming up in June (6th – 9th) in Wellington, if anyone wants to attend. K Ngataki reminded the Board that the Student Representative and Staff Representative can attend this also.

- K Ngataki to contact the Pasifika candidate that applied at the recent Board election, to see if she would be interested in being selected to be on the Board as Pasifika representation.

- Board to look at this document before the next meeting so it can be discussed at the next meeting.

- Board members to let K Ngataki know if they are interested in attending the upcoming NZSTA conference.

IN COMMITTEE

At 7:15 pm

Moved into committee: K Ngataki

Seconded: C Betty

Carried: All

At 7:20 pm

Moved out of committee: K Ngataki

Seconded: C Betty

Carried: All

KARAKIA MUTUNGA

U Aitken

Board Meeting finished at 7:23 pm.

NEXT MEETING

Tuesday 30th April, 2024