

Tuakau College Board Meeting Minutes 28 May, 2024



TUAKAU COLLEGE

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

Present: C Betty (Principal), K Ngataki, A Tocker, M Preston, M McDowell, H Kani and J Paton (Principal's PA)
Via ZOOM:
Visitors to Meeting: A Jacobs (Deputy Principal), P Moody (Executive Manager), S Pearson and R Davies
Apologies: T Potts (Staff Representative), N Moore, M Albert and A Walker (Student Representative)
Absent: E Mouton
Start: 6:00 pm **Finish:** 7:04 pm

The Board agreed that A Jacobs (Deputy Principal), P Moody (Executive Manager), S Pearson and R Davies could be at the meeting. The Presiding Member explained that S Pearson and R Davies are also members of 'Friends of Tuakau College' (PTA).

KARAKIA

C Betty

AGENDA

Adopt the Agenda.

Moved: K Ngataki

Seconded: C Betty

Carried: All

APOLOGIES

T Potts, A Walker, N Moore and M Albert.

Moved: H Kani

Seconded: M Preston

Carried: All

DECLARATION OF INTEREST

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

MINUTES OF 30 APRIL, 2024 MEETING

Matters Arising

Actions

Update

- No matters arising.

M McDowell moved the Board accepts the Minutes of the Board Meeting of 30 April, 2024.

Moved: M McDowell

Seconded: A Tocker

Carried: All

HEALTH AND SAFETY REPORT

No Health and Safety Report this month.

| PROPERTY REPORT | | |
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| <i>Matters Arising</i> | <i>Actions</i> | <i>Update</i> |
| <ul style="list-style-type: none"> 13 Outdoor Education Trip Executive Summary – P Moody read out the Executive Summary for the 13 Outdoor Education Trip incident. It was a positive that our processes proved robust and worked well, and things to work on have been identified. A Jacobs confirmed to the Board that the parents/caregivers of the student involved were thankful for the communication from the school regarding this. Modular’s – P Moody informed the Board that the pre-start meeting is next week and that the buildings are ready to come here but that’s all he can speak to at this stage. C Betty said it will be a positive thing when these arrive as it’s not easy on the staff and students to be moving around so much at the moment. Pastoral Care Building proposal – as discussed at the Property committee meeting after evaluation, the committee found that the proposal aligned with the school’s Strategic Plan and merited further consideration. <p>The Board moved that they formally agree that a Pastoral Care Facility is a first priority and that feasibility study work can be undertaken as per the timeline provided by the Property committee.</p> <p>Moved: K Ngataki Seconded: M McDowell</p> <p>K Ngataki queried the time period that a feasibility study could take and P Moody indicated he is hoping to have something for the Board by the June Board meeting.</p> <ul style="list-style-type: none"> Marae proposal – K Ngataki explained to the Board that she had some concern around the wording of “if this was a priority.” K Ngataki explained that she wanted it to be clear to the Board that a marae is also a place of support/awhi/pastoral care/etc. however she agrees with the Property committee’s conclusion that a marae is in the Master Plan and is treated as a distinct project, recognising that both a marae and a Pastoral Care Building would contribute unique advantages to Tuakau College. A Tocker said that the minutes of the meeting don’t accurately reflect how the marae proposal was discussed at the meeting, and that the Property committee recognise that it is critical that the school has a marae when we can get one. | <ul style="list-style-type: none"> P Moody to work on feasibility study for Pastoral Care Building proposal. | |
| Moved: K Ngataki | Seconded: M Preston | Carried: All |

| FINANCE REPORT | | |
|---|----------------|---------------|
| <i>Matters Arising</i> | <i>Actions</i> | <i>Update</i> |
| <ul style="list-style-type: none"> A Jacobs explained to the Board that in ‘Items of Significance’ the Year 7 Camp doesn’t have \$0 budgeted for it, it’s just that it is self-funded (eg. what goes in goes out) The 2023 Audit has been signed off today. | | |

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| <ul style="list-style-type: none"> • P Moody noted that the Finance committee will do due diligence in looking at the finance implications for the Pastoral Care Building proposal. • Budget Review – A Jacobs explained that the Board could do a ‘working budget’ but the auditors will <u>always</u> refer back to the signed budget. • Golden Jubilee – K Ngataki queried if there was a finance update for the Golden Jubilee and C Betty indicated that there are still some outstanding accounts to finalise and there should be something for the Board at the next meeting. | | |
| Moved: A Tocker | Seconded: M McDowell | Carried: All |

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

| ‘FRIENDS OF TUAKAU COLLEGE’ (PTA) REPORT | | |
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| <i>Matters Arising</i> | <i>Actions</i> | <i>Update</i> |
| <ul style="list-style-type: none"> • No meeting minutes were sent through to the Board Secretary but as one of the visitors to the meeting is the Chair of ‘Friends of Tuakau College’ the Presiding Member gave permission for R Davies to give a verbal update. • Cultural Evening – upcoming event. R Davies informed the Board that they have asked for parents to come in and help as they know that teachers are busy and community involvement would be a great way to get people working with the school. • Frozen Pies/Savouries Fundraiser – an email went out to parents/caregivers about this today thanks to J Paton. | | |
| Moved: A Tocker | Seconded: H Kani | Carried: All |

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| BUS NETWORK REPORT |
| No Bus Network Report this month. |

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

| CORRESPONDENCE | | |
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| Inward | Outward | |
| <ol style="list-style-type: none"> 1. PPTA: Employment Relations Education Leave (22 April, 2024) 2. NZEI: Paid Union Meetings Notification (16 May, 2024) 3. B Kumar Resignation Letter (27 May, 2024) <p>Move the Board confirm the resignation of B Kumar, with regret. Moved: C Betty Seconded: K Ngataki</p> <ol style="list-style-type: none"> 4. Waikato District Council Notification of Works – Tuakau College Bus Stop (27 May, 2024) 5. H Laird Letter to Board (28 May, 2024) <p>Move that the Board refer this letter back to management to follow up. Moved: C Betty Seconded: K Ngataki</p> | <ol style="list-style-type: none"> 1. V Fung Confirmation of Resignation Letter (1 May, 2024) 2. U Aitken Confirmation of Resignation as Board Member (1 May, 2024) 3. J Preston Response Letter (2 May, 2024) | |
| Late Correspondence | | |
| <ol style="list-style-type: none"> 6. H Warner Email to Board (28 May, 2024) <p>Move that the Board send a letter of response thanking H Warner for their letter and for utilising the Staff Representative and stating that once there is legislation in place regarding this the Board will consider this further.</p> <p>Moved: K Ngataki Seconded: A Tocker</p> <p>The Board discussed the possibility of having a ‘workshop’ around this topic in the future.</p> | | |
| Matters Arising | | |
| No matters arising. | | |
| Moved that the inward be accepted and the outward be confirmed: A Tocker | Seconded: M McDowell | Carried: All |

| PRINCIPAL'S REPORT | | |
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| Discussion | Actions | Update |
| <ul style="list-style-type: none"> • Move that the Board approve the 12OUT 1 Day Tramp to Hunua, on the 25th June 2024 (and that they note this is a change of date to a previously approved trip). <p>Moved: C Betty</p> | Seconded: M McDowell | Carried: All |
| <ul style="list-style-type: none"> • Move that the Board confirm the appointment of Preet Mistry to the part-time fixed-term position of a Kaahui Ako ‘Within School Leader’ commencing 15 May 2024 and ending 14 May 2026. <p>Moved: K Ngataki</p> | Seconded: A Tocker | Carried: All |
| <ul style="list-style-type: none"> • Move that the Board confirm the appointment of Jade Wilton to the part-time fixed-term position of a Kaahui Ako ‘Within School Leader’ commencing 15 May 2024 and ending 14 May 2026. <p>Moved: M McDowell</p> | Seconded: A Tocker | Carried: All |
| <ul style="list-style-type: none"> • Move that the Board confirm the appointment of Sifiso Dzadya to the part-time fixed-term position of a Kaahui | | |

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| Ako 'Within School Leader' commencing 15 May 2024 and ending 14 May 2026. | | |
| Moved: C Betty | Seconded: K Ngataki | Carried: All |
| <ul style="list-style-type: none"> Move that the Board confirm the appointment of Lee-Anne Shaw to the part-time fixed-term position of a Kaahui Ako 'Within School Leader' commencing 15 May 2024 and ending 14 May 2026. | | |
| Moved: K Ngataki | Seconded: A Tocker | Carried: All |
| <ul style="list-style-type: none"> Move that the Board confirm the appointment of Justin Bailey to the part-time fixed-term position of a Kaahui Ako 'Within School Leader' commencing 15 May 2024 and ending 14 May 2026. | | |
| Moved: K Ngataki | Seconded: H Kani | Carried: All |
| <ul style="list-style-type: none"> Bus Network – C Betty informed the Board that Ritchie's have done nothing about changing the bus routes, despite having correspondence from C Betty for three weeks. C Betty reviewed the contract that they offered the Franklin Transport Network Group and it wasn't right so C Betty hasn't signed it. The Franklin Transport Network Group will only pay for the bus routes they have designed. C Betty advised that the Franklin Transport Network Group will be going to tender with the new bus runs. Some good news is that on 4th June work will commence on the crossing and new bus stops on the Buckland Road entrance to the college for the bus students. A bonus is that shelters are going up! C Betty advised that it has been indicated that this work will take around two weeks and there will be stop-go during this time. K Ngataki thanked A Jacobs for his mahi as Acting Principal while C Betty was away, along with the rest of the Senior Leadership Team. C Betty added his thanks and recognised the work of A Jacobs and the Senior Leadership Team while he was away. | | |
| A Jacobs moved his Principal's Report. | | |
| Moved: A Jacobs | Seconded: K Ngataki | Carried: All |

| GENERAL BUSINESS | |
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| <i>Discussion</i> | <i>Actions</i> |
| <ul style="list-style-type: none"> Casual Vacancy of Elected Board Member - the Board previously moved that they resolved to fill the casual vacancy of an elected Board member by selection. Since that resolution the Returning Officer has notified the community of this, as per NZSTA requirements. The requirements are that the Board waits 28 days from when the notice was published and if less than 10% of eligible voters request an election then the Board can select a person to be a Board member within 6 weeks of the end of the 28-day notification period. The Returning Officer only received two requests for an election, which is less than 10% of eligible voters. The notice was published on 1st May 2024 so today is the 28th day since notification. <p>The Board unanimously agreed that they want to select G Tema-Liapanek, as a Pasifika representative that had previously put her name forward as a candidate for Board elections.</p> <p>Move that the Board agrees they ask G Tema-Liapanek if she is willing to be selected to join the Board, providing she completes the required NZSTA Eligibility Form.</p> <p>Moved: K Ngataki Seconded: M McDowell</p> | <ul style="list-style-type: none"> The Returning Officer is to contact the selected person to see if they will complete the NZSTA Eligibility Form and join the Board. |

H Kani left the Board meeting at 6:44pm and before she left acknowledged J Paton for all her work and mahi getting Board reports out and organising things for the Board. H Kani also acknowledged A Jacobs for his work as Acting Principal while C Betty was away. S Pearson and R Davies also left the meeting at 6:44pm.

- Awhi Whaanau Meetings – M McDowell suggested that in the future when Board members are notified of meetings such as Awhi Whaanau meetings, a brief explanation is provided to the Board members about what those meetings entail. M McDowell also suggested the possibility of having certain days of the week that these meetings are held on.
- K Ngataki thanked the Board for their support with staff while C Betty was away and the school was facing social media accusations. M McDowell said he reached out to some teachers to check in with them. K Ngataki thanked the Board for the emergency meeting they held. A Tocker said that he was happy with how everyone reacted and kept together.

IN COMMITTEE

At 6:48 pm

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| Moved into committee: K Ngataki | Seconded: C Betty | Carried: All |
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At 7:01 pm

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| Moved out of committee: K Ngataki | Seconded: C Betty | Carried: All |
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KARAKIA MUTUNGA

M McDowell

Board Meeting finished at 7:04 pm.

NEXT MEETING

Tuesday 25th June, 2024