

## **1.0 ADMINISTRATION**

**CONSTITUTION OF MEETING:** Mr McGeorge constituted the meeting with prayer.

**PRESENT:** David McGeorge (in the Chair), Sepa Tala'imanu(5.20pm), Gillian Laird, Sifa Pole, Nashua Morrison, Jean-Paul Eason, Jeff Johansson, Te Aroha Rountree and Chris Bean

**APOLOGIES:** Nasili Vaka'uta, Mr Bogitini for absence and Sepa Tala'imanu for lateness

**IN-ATTENDANCE:** Barbara Ngataki, Board Secretary

### **ACKNOWLEDGEMENTS:**

- WCOSA: Mr Johansson acknowledged the appointment of Rev Ian Faulkner as President of WCOSA
- Past Students: Epalahame Faiva [2007-2011] – Italian B Rugby Representative, Zuriel Togatama [2012-2016] – Fijian Rugby Representative.

**Declaration of Interest – Declared at Point of Interest:**

## **STRATEGIC DECISIONS/DISCUSSIONS**

**2.1 2021 Annual Plan and Charter:** no items for this meeting of the Board

## **3.0 MONITORING**

**3.1 NAG 1: Student Learning, engagement, process and achievement**

- **Student Trustees Report:** deferred due to lockdown/election

**NAG 1 Student learning, engagement, progress and achievement**

The Acting Principal reported on his report as presented to the Board:

- Week 4 of Term 3, COVID 19 procedures were activated on Tuesday 17<sup>th</sup> August at 6pm after the Government's announcement of a nationwide lockdown.
- Response of hostel staff was superb alongside the support of other school staff who were available to assist.
- Families/caregivers were contacted and by the end of the night all students were off site and at home.
- Online learning was initiated, and teaching staff engaged with students remotely during the lockdown.
- During the lockdown, onsite staff assisted in the distribution of chrome books to our students who did not have one. This saw deliveries to all areas of Auckland and to Huntly and Hamilton.
- Dr Brian Evans confirmed he would be on sabbatical for Term 4.
- The school involvement in all the winter sports was cancelled.
- Online learning continued for the start of Term 4.
- Students were able return to school in Week 2. Hostels opened for Year 12 and 13 students Monday 25<sup>th</sup> October
- Onsite learning was open to all Year 12 and 13 students Tuesday 26<sup>th</sup> October while those who remained at home continued with online learning.
- Staff who returned onsite met the vaccination requirements mandated by the MOH/ MOE.
- On 31<sup>st</sup> October the hostels opened to Year 11 students plus a selection of Year 10 students who are sitting Level 1 NZQA exams.
- Onsite learning was open to all Year 11 to 13 students plus the selected group of Year 10 students on Monday 1<sup>st</sup> November while those who remained at home continued with online learning.

- Teaching staff and students are aware to the new targets to achieve success at Level 1 to 3 for NCEA. Learning Recognition Credits (LRC) are available to our students with 16 credits offered at Level 1 and 12 credits offered at Level 2 and 3.
- Teaching staff and students are also aware of the Unexpected Events Grade (UEG) process. Students will be informed of their UEG grade before the start of the NZQA exams which run from November 22nd to December 14th. These grades will be recorded within our KAMAR system and sent to NZQA.
- Information about the LRC and UEG has been shared with Hostel staff and parents/caregivers.
- Gateway- A selected group of Year 12 and 13 students will attend a Workplace Health and Safety course onsite on Thursday 11<sup>th</sup> November.

Mr Johansson sought confirmation that the plan for Year 9 and 10 is to remain online distance learning until the end of the year.

The Acting Principal confirmed Year 9 and 10 will remain with online distance learning until 8 December and would not be returning this year. The main reason was to be able to continue to focus and support senior students. The Acting Principal also advised that consideration was given to the impact on those who are already onsite since the initial return of senior students who are mainly boarders. The school has made good headway keeping the school a safe space.

Mr Johansson enquired how is the student vaccination register going?

The Acting Principal advised the school has requested the information to be provided and has received a response from approximately 25% of the families.

Mr McGeorge acknowledged the work of staff and enquired the thoughts of Mr Bean, Mr Eason and Mrs Ngataki since the return to site.

Mr Eason advised the return to onsite teaching has gone smoothly, a very relaxed, and calm atmosphere. It been really good to work with students again onsite. All very positive.

Mrs Ngataki advised that she along with other office staff have worked all the way through lockdown onsite. The office created its own bubble. Mrs Ngataki was surprised at how anxious she was when students and other staff came back but was grateful that it was gradual. It has been good to see the students back and to know we have put in place all the safety protocols. A sense of normality.

The Acting Principal advised that the school has put in all the right messages to ensure everyone can keep safe and learn in the right setting. The Acting Principal acknowledged the support of all the staff across both Boards who have made it possible to return.

Mr McGeorge acknowledged the work of staff.

Mr Johansson requested that the Acting Principal share with the student body at assembly the Mega Vaccination Pasifika drive at Mt Smart stadium this weekend. The event is supported by the Warriors and Moana Pasifika and there will be a few past students involved/performing.

Mrs Morrison advised that as parents they have been very worried about their children returning to onsite learning however her son has reported that he feels very safe and supported by staff since his return.

Mr Johansson also advised that some parents have been reporting to him how comfortable they have been feeling this term with the return of their children to onsite learning.

Ms Laird advised that an option might be to look into the Vaccine bus visiting the school to offer vaccinations to students and families.

It was **AGREED** to receive the report of the Principal.

- 2022 Roll

2022	Full Roll		Day		Boarding	
	Male	Female	Male	Female	Male	Female
Year 9	60	21	6	8	54	13
Year 10	64	23	13	10	51	13
Year 11	56	23	20	12	36	11
Year 12	64	18	23	9	41	9
Year 13	45	21	14	8	31	13
<b>Sub Total</b>	<b>289</b>	<b>106</b>	<b>76</b>	<b>47</b>	<b>213</b>	<b>59</b>
<b>Total</b>	<b>395</b>		<b>123</b>		<b>272</b>	

<b>International</b>	<b>3</b>	<b>Applications Pending</b>	<b>4</b>
<b>Domestic</b>	<b>392</b>	<b>Places Available</b>	<b>1</b>

Mr Bean advised that the roll is now closed at 400 students for 2022.

### NAG 2 Strategic planning, Self-review and Reporting

- MOE ACCORD training day 4 set for end of term- focus on
  - : Local curriculum design
  - : Mana orite mo te matauranga Maori
  - : Strengthening Literacy and Numeracy

It was **AGREED** to receive the report of the Principal.

### 3.3 NAG 3: Personnel

#### Resignations

- Mr Robert Short (HOD PE) effective at the end of 2021 transitioning to Massey High School.
- Mr David Ryan (English) effective at the end of 2021 transitioning to St Pauls College.
- Mr Gavin Sheppard (HOD Technology) effective at the end of 2021, transitioning to own business.
- Mrs Elisa Tufala-Life and Faith at the end of 2021 transitioning to Liston College.
- Ms Kauri Walker (Digital) Teach 1<sup>st</sup> Contract End.
- Ms Sharron McCowatt has resigned as Chef Manager.

#### New Staff

- Ms Katie Mitchell, LTR.
- Mr Phillip Ma'aelopa, full time permanent teacher.
- Mrs Sharon Ledua, Hostel Parent.
- Mr Henrik Jensen, Chef Manager.

Mrs Desiree Pole has returned from maternity leave.

It was **AGREED** to receive the report of the Principal.

### 3.4 NAG 4: Property and Infrastructure

The Principal advised that work continues on general maintenance and taking opportunities to improve the site.

- The railings along the recreation centre are being repaired and this should be completed by the end of this term.

- Work is underway to relocate the Principals office to the board room in the administration block.
- Planned in the budget is the upgrading of the office reception area and modernising the Hames Music Centre.

**Hostel Council:** Mr Johansson advised Hostel Council meets next week.

## **Finance Report – P&F Sub-Committee**

### **2022 Budget**

Mr McGeorge reported on the shared 2022 Budget.

Following discussions, it was **AGREED** to approve the 2022 Budget.

**MCGEORGE/BEAN  
AGREED**

### **IN-COMMITTEE**

It was **AGREED** at 5.35pm that in terms of Section 48 of the Local Government and Official Information Act 1987, the public be excluded from this part of the meeting, to discuss matters which, in public would infringe the privacy of a natural person under Section 9(a) of the Official Information Act 1989.

**MCGEORGE/BEAN  
AGREED**

It was **AGREED** that the Board of Trustees return to open meeting at 5.45pm after discussing staff matters.

**MCGEORGE/BEAN  
AGREED**

It was **AGREED** to receive the report of Mr McGeorge.

**Charity Applications:** there were no applications

### **3.5 NAG 5: Health and Safety:**

The Acting Principal advised the Covid 19 protocols are all in place as per the guidelines from MOE and MOH. A safe environment created for our staff and students with a vaccine register has been started and will be maintained from the office.

### **IN-COMMITTEE**

It was **AGREED** at 5.20pm that in terms of Section 48 of the Local Government and Official Information Act 1987, the public be excluded from this part of the meeting, to discuss matters which, in public would infringe the privacy of a natural person under Section 9(a) of the Official Information Act 1989.

**MCGEORGE/BEAN  
AGREED**

It was **AGREED** that the Board of Trustees return to open meeting at 5.30pm after discussing staff matters.

**MCGEORGE/BEAN  
AGREED**

### **3.6 NAG 6: Administration and Compliance**

- **Community Consultation:** no item for this meeting of the Board.
- **Fijian Community Consultation:** tbc
- **Compliance Sub-Committee:**

### **Policies and Procedures:**

Following discussion, it was **AGREED** to approve on block the following policies with amendments.

**TALA'IMANU/JOHANSSON  
AGREED**

- Firearms and Personnel

It was **AGREED** to receive on block the following procedures:

**TALA'IMANU/JOHANSSON  
AGREED**

- Firearms, Pastoral Committee, Privacy, Sexual Harassment, Student Attendance, Vulnerable Children's Act, Animal Welfare, School records, Copyright

It was **AGREED** to receive the report of the Compliance Sub-committee.

Mrs Ngataki advised that NZQA has determined to change the definition of an International Student to International School Learner which means we have to amend all our policies, procedures, documents, and website to reflect the new definition. As the Board has already renewed many the International Policies and Procedures in May and, with the only change being the definition enquired if the Board was happy to get them all resigned with the 11 November date.

It was **AGREED** to amend the International Student Policies and Procedures and sign them all off with the 11 November 2021 date.

**JOHANSSON/TALA'IMANU  
AGREED**

**2021/2022 Student Trustee Elections:** Paused per advice from NZSTA

**2022 Parent Representative Election:** Succession Planning

Mrs Ngataki advised this should remain an Agenda item with the Parent Representative election scheduled for 2022. Further information will come from NZSTA in the new year.

- **Covid 19 Vaccination Status**

Mr McGeorge noted the mandate information contained in the Board Information relating to Board members.

It was **AGREED** that Board members provide a copy of their vaccine status by 1 January 2022 to be included with the school vaccine register.

It was also noted that if a member does not provide any information it is assumed, they are unvaccinated and cannot come on to the College site.

- **Managing National Assessment (MNA)**

A review was conducted by Jane Griffin from NZQA. This review found the school is meeting the requirements of the *Consent to Assess Against Standards on the Directory of Assessment Standards Rules 2011*. No significant issues with the school's management of national assessment were found. Therefore, it is anticipated that the next MNA review will be conducted within three years.

- **2022 Meeting Dates**

It was **AGREED** to approve the 2022 meeting dates as presented.

**MCGEORGE/JOHANSSON  
AGREED**

#### **4.0 ADMINISTRATION**

##### **4.1 Approve Minutes 23 September 2021**

It was **AGREED** to confirm the minutes of the meeting held 23 September 2021, as a correct record.

**MCGEORGE/LAIRD  
AGREED**

##### **4.2 Correspondence**

DATE	OUTWARD	REGARDING
	No outward mail	

DATE	INWARD	REGARDING	SUGGESTED ACTION
27.09	Aqualab	Drinking water results – Office Kitchen	Information
14.10	Mr David Ryan	Resignation effective 8/12	Receive/Approve
21.10	Mr Rob Short	Resignation effective 8/12	Receive/Approve
28.10	Aqualab	Drinking water results – Drinking Fountain	Information

**Matters Arising:**

**Resignations:**

It was **AGREED** to receive with regret the resignations of Mr David Ryan, Mr Gavin Sheppard, Ms Elisa Tufala and Mr Rob Short and the end of contract for Ms Kauri Walker.

It was also **AGREED** to send a letter of acknowledgment to Mr David Ryan, Mr Gavin Sheppard, Ms Elisa Tufala, Mr Rob Short and Ms Kauri Walker acknowledging their service to the school.

**MCGEORGE/BEAN  
AGREED**

It was **AGREED** to receive the inward and approve the outward correspondence.

**MCGEORGE/JOHANSSON  
AGREED**

**IN-COMMITTEE**

It was **AGREED** at 6.10pm that in terms of Section 48 of the Local Government and Official Information Act 1987, the public be excluded from this part of the meeting, to discuss matters which, in public would infringe the privacy of a natural person under Section 9(a) of the Official Information Act 1989.

**MCGEORGE/LAIRD  
AGREED**

It was **AGREED** that the Board of Trustees return to open meeting at 6.35pm after discussing student discipline and staff matters.

**5.0 GENERAL BUSINESS**

• **Combined Boards/Dinner:**

It was noted the Combined Boards meeting has been postponed and the Combined Boards dinner has been cancelled.

• **Prize Giving/Leavers Dinner**

The Acting Principal advised that the Prize Giving has been cancelled  
Leavers Dinner has also been cancelled

**6.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING:**

- Parent Representative election to remain on the Agenda.

**6.2 Next board meeting: Thursday, 24 February 2022, via Zoom**

The meeting closed at 6.40pm in prayer.

Signed as a correct record this 24 February 2022

*David McGeorge*  
**CHAIRPERSON**