



**Manurewa High School
Board of Trustees Meeting
Monday 23 March 2015, 5:00pm
Hynds Limited Head Office, 25 Arwen Place, East Tamaki**

Minutes

Present: Steve Smith – *chair*
Stuart King, Fale Lesa, Apaula Fruean-Lautua, Sonia Tomlins, John Hynds,
Saubree Edinberry, Salvi Gargiulo, Julie Lockie, Sulani Helg, Phil Muir

In attendance: Sarah Davies – *minutes*

1. APOLOGIES:

Nil

CARRIED

2. CONFLICTS OF INTEREST:

None at this time

3. CONSENT AGENDA:

3.1 MINUTES OF PREVIOUS MEETING

Matters Arising:

3.1.1 Stuart requests that the Board send a formal thank you letter to the HOLA's and caterers re the Learning Area annual report evening. Stuart also has some feedback that he would like to raise at another meeting.

Steve suggests that feedback should be emailed to Sarah Davies to arrange for all to be compiled into one report by Pete Jones. The Board can then use to follow up on any issues and as reference document for future Learning Area meetings.

Moved S Tomlins/F Lesa

That the minutes and public excluded minutes of the previous meeting held 23 February 2015, having been distributed, are approved

CARRIED

3.2 CORRESPONDENCE

That the correspondence on the attached schedule given to the Board is received and ratified.

Board alerted to the new MOE website as emailed Julie Lockie

<http://www.minedu.govt.nz/NZEducation/MinistryBulletinSchoolLeaders/Issue25/EducationWillBeOurMainSite.aspx>

Moved S Smith/S King

That the inwards correspondence is accepted and the outward is endorsed

CARRIED

3.3 FINANCE REPORT

Matters Arising:

3.3.1 Auditor has requested that the Board approve the 2014 payments for plumbing work by Plumbwise Ltd (as previously approved on a monthly basis) as the business is owned by the partner of the Board of Trustees Secretary

Moved S Smith/J Hynds

That the Board accept the payment schedule of invoices from Plumbwise Ltd to the value of \$41,815 for the year 2014 for work carried out at Manurewa High School.

CARRIED

3.3.2 Payment Queries

Stuart – Fuji Xerox – amount covers bulk paper charge for the year.

Auckland annual sports levy – based on number of students on roll

Apaula – IT = fixed assets within budget

Julie Lockie advised that annual audit near completion. Accounts will be distributed next month.

Moved S Smith/S King

That the reports listed on the meeting agenda under the consent agenda are adopted.

CARRIED

4. REPORTS:

4.1 PRINCIPAL'S REPORT

Tabled and discussed

Building on Success programme introduced to the school. A student and teacher survey was conducted and the results are included in the Principal's report. This is a snapshot of how staff, maori and non-maori students feel about the school.

Polyfest went well on Friday and Saturday. Some groups will perform during assemblies this week with others performing during lunchtime of International Week, next week. Sevens Rugby won competition, Volleyball boys won Auckland champs with girls placed fourth. Mixed Touch team won Auckland champs. Athletics team success at regional competition sees many students through to the Nationals

Moved S Gargiulo/F Lesa

That the Principal's report is accepted

CARRIED

4.2 STAFF REPORT

Saubree reported on the success of the Rocket Ropes programme that Te Pae Tawhiti students participated in, all bar one student completed the course.

4.3 STUDENT REPORT

Samoa group placed second overall at Polyfest. Sulani glad to see fellow students getting involved in events that help them embrace their culture. She is proud to be part of the students who leave a legacy to the school.

Spirit of adventure trip was awesome – 5 days around Waiheke and other islands.

4.4 DISCIPLINE REPORT - Nil

4.5 BUSINESS ACADEMY – Nothing for discussion at this meeting – Board/Business Academy agreement paper to be discussed at the meeting following this.

5. SPECIAL OR GOVERNANCE TOPICS:

5.1 Election of Deputy Chairperson and sub-committees

Steve Smith calls for nominations for deputy chairperson. Stuart King nominates Fale Lesa. Fale accepts the nomination. Steve Smith declares the nominations closed. All in favour. Fale accepts the position.

Steve Smith calls for nominations for finance sub-committee. Sonia Tomlins nominates Apaula Fruean-Lautua. Apaula accepts the nomination. Steve Smith declares the nominations closed. All in favour. Apaula Fruean-Lautua accepts the position.

Steve Smith calls for nominations for discipline. Fale Lesa nominates Stuart King.

Stuart King accepts the nomination. Steve Smith declares the nominations closed. All in favour. Stuart accepts the position

Steve Smith call for nominations for business academy. Apaula Fruean-Lautua nominates John Hynds. John accepts the nomination. Steve Smith declares the nominations closed. All in favour. John accepts the position.

Steve Smith call for nominations for property. Sonia Tomlins nominates Steve Smith. Steve accepts the nomination. Steve Smith declares the nominations closed. All in favour. Steve accepts the position.

Phil Muir was asked to leave the meeting as the meeting proceeding in-committee.

6. PERSONNEL REPORT

Moved S Smith/S King

Moved into in-committee at 5:45 pm

CARRIED

That the public be excluded from the following part of the proceedings of this meeting, namely personnel matters. This resolution is made in reliance on Section 48(1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are to protect the privacy of the individuals. Matters relating to staff resignations were discussed whilst the public was excluded.

Moved S Smith/S King

Moved out of in-committee at 5:55 pm

CARRIED

That the board move out of in-committee

Phil Muir returned to the meeting.

7. PROPERTY UPDATE

7.1 Whare carvings

Proposal tabled for the inside and the outside of the new Whare.

To progress the project, the Board are required to make a decision on the amount prepared to pay.

Salvi is not comfortable with the word 'Estimate'.

Stuart feels that the progress payments should be as work is completed, say 50 per cent of work completed = 50 per cent payment.

Saubree questioned why we can't use the carvings from the old Whare – they are rotten and we have been advised that they should not be used in the new Whare.

Fale has advised that the building is a Whare Kura therefore does not need the full carvings/weaving inside. Perhaps students could learn skills to produce carvings/weaving for the inside into the future.

Stuart will seek opinion from a colleague about whether the costing is accurate.

Approved in principle for outside to proceed but inside requirement needs further discussion. Specific quote for outside carving only to be acquired.

8. GENERAL BUSINESS

John Hynds asks Salvi if a replacement for Daniel will be filled this year.

Salvi reports that the responsibilities Daniel held have been distributed amongst the SLT team. It is not likely that we would fill the position any time this year – if it is deemed necessary after term 2 it is likely to be advertised for next year.

Steve recommends that we mark as an agenda item for the end of Term 2.

Trips

1. The rising foundation – Whangaruru 3/4/15 – 6/4/15 – final approval granted
2. The rising foundation – Takahiwai Marae Ruakaka 7/4/15 – 10/4/15 - final approval granted
3. 02 Bio Camp – Waharau 30/3/15 – 1/4/15 - final approval granted
4. Volleyball Nationals – Palmerston North – 22/3/15 – 28/3/15 - final approval granted
5. Waka Ama Nationals – Rotorua – 23/3/15 – 28/3/15 - final approval granted
6. Spirit of Adventure Year 10 – 6/4/15 – 10/4/15 – final approval granted
7. 02SPT – Waharau – 28/4/15 – 1/5/15 – accepted with final approval subject to the clarification of the Bus price and a Police Vet of the ext student, Lapa Kienga, attending as additional support
8. Duke of Edinburgh Silver Camp – Rangitoto – 28/3/15 – 29/3/15 – Final approval
9. Duke of Edinburgh Bronze Camp – Waiheke – 1/4/15 – 2/4/15 - final approval granted
10. Relay for Life – approved via email – sign off
11. Duke of Edinburgh – approved via email – sign off

Moved S King/J Hynds

CARRIED

That the above trips are accepted and granted final approval

Meeting concluded at 6:19pm

Future Board Meeting Date: 28 April 2015

CHAIRPERSON

DATE

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