



**Manurewa High School  
Board of Trustees Meeting  
Board Meeting Room, 5:00pm  
Monday 25 May 2015**

## Minutes

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Present: Steve Smith – *chair*  
Stuart King, Fale Lesa, Apaula Fruean-Lautua, Sonia Tomlins, John Hynds,  
Saubree Edinberry, Patrick Gargiulo

In attendance: Sarah Davies – *minutes*

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### 1. APOLOGIES:

Julie Lockie and Sulani Helg

**CARRIED**

#### Moved F Lesa

That the apology is accepted

### 2. CONFLICTS OF INTEREST:

None at this time

### 3. CONSENT AGENDA:

#### 3.1 MINUTES OF PREVIOUS MEETING held 28 April 2015

**Matters Arising:** Change to Creditor bank account details will be reported to the board on a regular basis

#### Moved S Smith/S King

That the minutes and public excluded minutes of the previous meeting held 28 April 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.

Annual report copy distributed to the Board, as approved at the last meeting.

#### 3.3 FINANCE REPORT

- April 2015 Profit and Loss
- Detailed P&L
- Creditor Listing

#### Matters Arising:

- We invoiced and received \$100,000 income from Fuji Xerox.
- Query from Apaulu; any problems with the aged debtors? Request that Business Manager look into it. Business Manager will provide a schedule at the next meeting.
- Pizza oven cost a one-off. They have just been installed.
- Rubbish bags cost is a monthly cost under the cleaning contract.

#### Moved F Lesa/S Tomlins

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

**CARRIED**

## 4. REPORTS:

### 4.1 PRINCIPAL'S REPORT

Leavers' statistics discussed. Lift in performance at Level 2 could be due to the Hiranga programme having an impact, as it is male dominated and Trade's Academy and co-curricular that encourages students to remain at school to study. The Business studies programme is developing further interest.

Sulani reported to the Principal that the Governor General made comment that he has heard that Manurewa High School is doing good things.

The Principal reports that Sulani has travelled to Wellington today as recipient of a Youth Week 2015 Award. Also receiving a Youth Week 2015 Award is Fenella Colyer, teacher of Science. This is being presented at the Beehive tomorrow evening. These have not been announced in the media yet so confidentiality is requested.

Deputy Principal – now that we have received the resignation from Phil Muir we may be in a position to appoint 2 Deputy Principals. If the field of candidates is strong from the current advertised position the Principals suggest it beneficial to appoint two DP's this year, otherwise the appointment of a second DP could wait until the end of this year for commencement beginning of next year.

Short list meeting for the Board scheduled Monday 8 June at 5:00pm. Those shortlisted will attend a school visit on Friday 12 June at 3:30pm. This will conclude with drinks and nibbles with all staff and the Board are invited to attend. The Board are invited to attend on Friday 12 June at 3:30pm to meet the shortlisted candidates.

#### Moved S Gargiulo/S Edinberry

That the Principal's report is accepted

CARRIED

### 4.2 STAFF REPORT - Nil

### 4.3 STUDENT REPORT - Nil

### 4.4 DISCIPLINE REPORT

#### Moved S Smith/S King

*Moved into in-committee at 5:38pm*

CARRIED

That the public be excluded from the following part of the proceedings of this meeting, namely student 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 student discipline were discussed whilst the public was excluded.

#### Moved S Smith/S King

That the Board move out of in-committee *Moved out of in-committee at 5:45pm*

CARRIED

### 4.5 BUSINESS ACADEMY

John thanks the Board for attending the meeting to develop aspects of the Business Academy foundation. The lawyers have amended and finalised the agreement and John will get a copy to the Board. Hynds family is committed to \$250,000, \$50,000 from Fuji Xerox and \$25,000 from Wynis. The academy is keen to have a launch and invite John Key or Steven Joyce to officiate with member of the local board and community. John will approach Paul Maskell of Inder Lynch to request he approach the business community. John will talk to Rotary. John encourages the Board to under-rite the difference. Cost summary tabled. Optional items at \$2.2million. Board to consider under-rite \$1.2 - \$1.5million.

Salvi states that to guarantee that the building academy building gets underway and the re-locatables are removed, the school needs assistance. John has confidence that we will raise more money than estimated. The architect has redrawn preliminary designs and will liaise with Salvi and Emma to finalise the design. Detailed drawings will then be developed to obtain an estimate. The appointment of a Ministry project manager is still two weeks away. The Board would like consultation on the optional items with view to eliminate some of the items deemed as unnecessary.

**Moved S Smith/S King**

That the board will continue to under-rite funds for the Business Academy up to \$1.5 million

**CARRIED**

**Moved S Smith/F Lesa**

That the concept plans are to be agreed by all parties and the revised detailed design plans are revised with more accurate costing

**CARRIED**

Salvi thanks John for the work he has committed to developing the Business Academy project.

**5. SPECIAL OR GOVERNANCE TOPICS:**

**5.1 Policy Review**

- Board Roles and Responsibility
- Responsibility of Principal
- Disciplinary Process of Principal

**Moved S Smith**

That the board adopt the three policies as listed on the meeting agenda

**CARRIED**

**5.2 2016 Enrolment Scheme Criteria**

The Board are required to approve the 80 places available for out of zone applications 2016.

**Moved S Smith/F Lesa**

That the board approve the above criteria

**CARRIED**

**5.3 Electronic Sign-off of Roll Return**

**Moved J Hynds/S Tomlins**

The Board approve that the Principal (permanent or acting) has the power to approve roll returns electronically

**CARRIED**

**6. PERSONNEL REPORT**

**Moved S Smith/S King**

*Moved into in-committee at 6:14pm*

**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 6:40pm*

**CARRIED**

That the board move out of in-committee

**7. PROPERTY UPDATE**

**7.1 Artificial Turf Entrance**

90% complete. The gates have been delayed as Fence Master not completing the task. Colin Tunnicliffe is overseeing these negotiations

**7.2 Business Academy**

Delays to appointment of Ministry Project Manager. John asks that Patrick advise the Ministry that the Board would like an update on cause for the delay and express urgency in making an appointment

**8. GENERAL BUSINESS**

**8.1 STA Conference – Appoint Delegate for voting**

**Moved S Smith/J Hynds**

**CARRIED**

That the Board appoint Apaula Fruean-Lautua voting rights as only delegate attending conference

**Trips**

- 1. Urban Dance Project – 30-31 May

**Moved J Hynds/S Edinberry**

**CARRIED**

That final approval granted

- 2. Rotorua – Tourism – 19-21 August

**Moved F Lesa/S Tomlins**

**CARRIED**

That pre-approval is granted to the above trip

- 3. Duke of Edinburgh – 12-14 June

**Moved J Hynds/S Tomlins**

**CARRIED**

That final approval is granted for the above trip

Salvi is travelling on the school trip to Japan from 28 May – 8 June. The staff have been advised that Pete Jones has been appointed as Acting Principal DURING THIS TIME.

**Meeting concluded at 6:55pm**

**Future Board Meeting Date: 22 June 2015**

**CHAIRPERSON**

**DATE**

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