



**Manurewa High School
Board of Trustees Meeting
Board Meeting Room, 5:00pm
Monday 27 July 2015**

Minutes

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

In attendance: Sarah Davies – *minutes*
Martin McAllen and Fiona Toloa presenting on Kia Eke Panuku – Building on Success

Martin McAllen and Fiona Toloa presented on Kia Eke Panuku – Building on Success programme. Basic aim of this programme is to raise Maori achievement levels by enabling Māori students to not only reach their full potential and to achieve and succeed as Māori, but to excel. The strategic change leadership team comprises Salvi Gargiulo, Martin McAllen, Fiona Toloa, Nichola McCall, Ariana Stone and Craig Render. We have received feedback that our school is streets ahead of other schools. Of the 44 teachers observed the results are positive; Basic = 1 teacher; Developing = 22 teachers; Integrating = 21 teachers. Now developing an action plan to implement throughout entire school.

1. APOLOGIES:

Sulani Helg has advised that she will be late to the meeting. (Arrived at 5:14pm)
John Hynds puts in apologies

Moved S Tomlins
That the apology is accepted

CARRIED

2. CONFLICTS OF INTEREST:

None at this time

3. CONSENT AGENDA:

3.1 MINUTES OF PREVIOUS MEETING

Matters Arising: Nil

Moved S Smith/S Tomlins

That the minutes and public excluded minutes of the previous meeting held 29 June 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.

Matters Arising:

1. MOE Pathways Document for Manurewa – Julie will email the three page letter to the Board. The full report is available from Julie Lockie upon request.

2. School Evaluation Indicators and cover letter discussed.

3.3 FINANCE REPORT

- **June 2015 Profit and Loss – Summary & Detailed**

Queries on the following:

1. Stuart asks about difference between budgeted amount versus actual spend for the Breakfast Club.
'We originally had a staff member making sandwiches but now contract Dee Jays to make these therefore wages make up difference'
2. Stuart asks about Hospitality and Catering costs high
'Extra Hiranga cooking classes that they didn't budget for'

Stuart requested that an extra column be put on right hand side of report to include the annual budget. Julie will look into it – there may be a separate report that can be generated.

All of the changes will be included in the next report.

- **Creditors Payments**

Queries on the following payments:

Copyrite Licence – 'Is annual'

Architect for Turf project – 'Has notified us that he has done 64 extra hours on the project'

Electrician – is this monthly? 'Yes'

Scholarship – 'Every year we apply for scholarship for students of \$20,000, used to pay for resources, fees etc. Students apply and payment made directly to Universities'

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

Report tabled. Mr Gargiulo discussed Leavers statistics that have become available on the Education Counts website. Improvement still required for Level 3. NZQA recently conducted an MNA review on the school as a means of confirmation that we are meeting requirements. A good result that anticipates the next review will be conducted within 4 years.

Principal's appraisal is currently underway. Salvi shared a snapshot of some of the feedback received so far and will share the full report with the Board shortly.

The process is to be continued by Rob Douglas who will work with the rest of SLT in September.

Student leadership is under review and feedback is being sought from staff and students.

With the appointment of Andrea Bossenger to DP we have appointed a replacement HOLA of Social Sciences, Jeff Burtenshaw. He is to commence towards the end of this term as he is committed to seeing out his resignation term at Otahuhu College.

Moved F Lesa/S Edinberry

That the Principal's report is accepted

CARRIED

4.2 STAFF REPORT – no report for this meeting

4.3 STUDENT REPORT

Sulani reports that she is still in the process of seeking feedback on school rules.

4.4 DISCIPLINE REPORT – no report for this meeting

4.5 BUSINESS ACADEMY

- **Architects Contract**

This has not yet officially been accepted by the Board and Julie has a bill to pay to Neville Price.

Moved S Smith/S Tomlins

That Neville Price be appointed as the Architect of the Business Academy project

CARRIED

Amendments still to be finalised on the documents sent to the Board by John Hynds, Deed of Charitable Trust and Memorandum of Agreement. Once amendments have been made John will bring the documents back to the Board.

Julie will bring the latest plans for the Business Academy/Library project to the next Board meeting.

5. SPECIAL OR GOVERNANCE TOPICS:

5.1 Schedule Of Delegations

No changes to this document apart from the inclusion of the new Deputy Principal's Andrea Bossenger and Fiona Toloa and removal of Phil Muir

Moved S King/F Lesa

That the changes to the Schedule of Delegations are approved

CARRIED

5.2 Policies for Review

- Trustee Remuneration and Expenses
- Chairperson's Role
- Responsibilities of the Staff / Student Trustee
- Relationship between Board and Principal

Approval of all policies above pending amendments and sighting of the Code of Behaviour document.

6. PERSONNEL REPORT

Moved S Smith/S King

Moved into in-committee at 6:15 pm

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.

CARRIED

Moved S Smith/S King

Moved out of in-committee at 6:28pm

That the board move out of in-committee

CARRIED

7. PROPERTY UPDATE

7.1 Business Academy – update as above

7.2 School House

We have received a letter from Darroch who act for MOE for school houses, offering to purchase the house under the current surplus property programme for \$332,250

CARRIED

Moved S Smith/ F Lesa

The Board decline the offer to sell the house as it will be used as accommodation for the Caretaker to be appointed shortly.

8. GENERAL BUSINESS

The Careers department are seeking approval to apply for the annual scholarship to The Trust Community Foundation for \$20,304 for Spirit of Adventure trips and also scholarships.

CARRIED

Moved S Smith/ Apaulu

That approval is given for the Careers department to apply for the above grant

Trips

- 1. NZSS Girls Football Nationals, Inglewood 30/8/15 – 4/9/15

Moved S Smith/S King

Moved into in-committee at 6:37 pm

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 6:42pm

That the board move out of in-committee

Meeting concluded at 6:44 pm

Future Board Meeting Date: 24 August 2015

CHAIRPERSON

DATE

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