



**Manurewa High School  
Board of Trustees Meeting  
Board Meeting Room, 5:00pm  
Monday 29 June 2015**

## Minutes

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

In attendance: Timothy Dreadon

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### 1. APOLOGIES:

Sarah Davies  
Lateness: Sonia Tomlins and Salvi Gargiulo

**CARRIED**

#### **Moved F Lesa/S King**

That the apologies are accepted

Timothy Dreadon – student running a Business Studies group called Warm As Beanies presented his sample beanies to the board and sought permission to sell these as a one off at the upcoming market day at school. There would be 20 beanies to sell as part of their Business Studies course.

The Board agreed to this and would let the staff know that this is a one off incident. Timothy then left the meeting.

### 2. CONFLICTS OF INTEREST:

None at this time

### 3. CONSENT AGENDA:

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

**Matters Arising:** The amount of funding the Hynds family are putting towards the Business Academy Building should read \$500,000 and the Xerox donation is \$250,000 (over a number of years).

Request to follow up an outstanding MIT invoice due for payment

**CARRIED**

#### **Moved S Smith/S King**

That the minutes and public excluded minutes of the previous meeting held 25 May 2015, having been distributed, are approved.

#### **3.2 CORRESPONDENCE**

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

School Audit Arrangements – it was discussed and agreed to stay with the current auditor for the next three year period.

#### **Moved S King/F Lesa**

To remain with the current school auditor

**CARRIED**

### 3.3 FINANCE REPORT

- May 2015 Profit and Loss
- Creditor Listing

Queries on the following payments:

Direct Group – Sports Equipment

Chilvary Training – HAC and Gateway Courses

West Plaza Hotel – Accommodation Salvi and Pete Trades Academy Meeting

**CARRIED**

#### **Matters arising:**

John asked how often a stocktake of assets is done – there is one planned for this year – usually every second year

Julie explained that the Travel Card is used in conjunction with the All of Government Procurement process we have entered into for air travel.

#### **Moved F Lesa/S King**

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

## 4. REPORTS:

### 4.1 PRINCIPAL'S REPORT

Salvi thanked the Board for the input into the process of the Deputy Principals' appointments. A farewell for Phil Muir is to be held on Friday afternoon at 3.30pm, Board are invited to attend.

Salvi had an enjoyable trip to Japan with 27 students and 3 staff to continue the link with our sister school in Takasaki Higashi High School and our sister city Utsunomiya. Salvi thanked the Board for their attendance at the school production which was a huge success. There is a music fundraising concert in the hall this Thursday to raise funds for the Australian trip. Salvi noted the passing of a long serving staff member Mr Paul Lees.

Salvi thanked the Board for allowing his brother Patrick to fill in during Julie's annual leave.

Salvi informed the Board that we are looking at rationalizing and reformatting the enrolment form and a copy would be sent to the Board to look at before confirming for next year.

John Hynds enquired about the number of International Students we have and the fee we charge. It was explained that we need to keep on term deposit an amount to cover any payment that possibly would have to be returned to students if our course was to cease.

Steve asked that the Board be informed of any serious issues (health) relating to staff members so they are aware at the time.

**CARRIED**

#### **Moved S Gargiulo/J Hynds**

That the Principal's report is accepted

### 4.2 STAFF REPORT

Saubree presented feedback and recommendations from the BYOD teachers. This is a new course for this year and has been going well.

Recommendation would be to employ an e-Leader to oversee and support the programme and staff. Salvi advised this would be taken into consideration when staffing is looked at for next year.

**CARRIED**

#### **Moved S Edinberry/F Lesa**

That the staff report is accepted

### 4.3 STUDENT REPORT

Sulani presented feedback from students re the school rule of no facial hair being allowed. Discussion was held and it was decided that all school rules needed to be reviewed with student, staff and community feedback sought.

Steve stressed to Sulani that once this was done and if the rules are revised

that students would have to adhere to these changes. Timeline for the review would be term 3 and 4 in preparation for 2016 planner

CARRIED

**Moved S Helg/F Lesa**

CARRIED

That the student report is accepted

#### 4.4 DISCIPLINE REPORT

**Moved S Smith/S King**

*Moved into in-committee at 6pm*

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 6:05pm*

#### 4.5 BUSINESS ACADEMY

John informed the board that there was a meeting to be held with the Architect on Tuesday 7 July at 10am to go through the proposed plans of the building. Board members were welcome to attend. The Foundation Board will be meeting on Tuesday also to finalize the Memorandum of Understanding and also the Charitable Trust documents. When these have been finalised they will be sent to the MHS Board members via email for their final approval. Once these are accepted (at the July meeting) a launch would then be organised for the Business Academy.

CARRIED

The Ministry has confirmed they have signed off on the Project Manager and we should be hearing from White Associates in the near future and moving forward.

CARRIED

### 5. SPECIAL OR GOVERNANCE TOPICS:

#### 5.1 Policy Review

- Principal Professional Expenses
- Reporting to the Board
- Trustee Code of Behaviour

**Moved S King/S Edinberry**

CARRIED

That the board adopt the three policies as listed on the meeting agenda with slight amendments

#### 5.2 Support Staff Collective Agreement Increase

The next SSSCA increase is due on 29 June 2015 which is half way through a pay period. It is requested that we pay this increase from 22 June, the beginning of the current pay period rather than one week of old rates and one week of new rates.

CARRIED

**Moved S King/S Edinberry**

That the SSSCA increase be implemented from 22 June 2015

CARRIED

**6. PERSONNEL REPORT**

**Moved S Smith/S King** *Moved into in-committee at 6:20pm* **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**

Gates have now been installed – project completed  
Business Academy building – discussed under Business Academy  
Light for carpark beside Whare – to be installed ASAP

**8. GENERAL BUSINESS**

**Trips**

- 1. Manurewa Marae – Approved via email **CARRIED**
- 2. Waiouru History Camp – 5-7 August  
**Moved J Hynds/F Lesa**  
That pre-approval is granted to the above trip **CARRIED**
- 3. Te Unga Waka Marae (TRF) – 10-13 July  
**Moved J Hynds/F Lesa**  
That final approval is granted for the above trip **CARRIED**
- 4. Kakako Lodge Outdoor Education L3 – 27-31 July  
Yr 13 students to stay all week, Yr 9, Yr 10, Yr 11 to visit on daily basis  
**Moved J Hynds/F Lesa**  
That final approval is granted for the above trip

**Meeting concluded at 6:45pm**

**Future Board Meeting Date: 27 July 2015**

**CHAIRPERSON**

**DATE**

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