



**Manurewa High School
Board of Trustees Meeting
Board Meeting Room, 5:00pm
Monday 24 August 2015**

Minutes

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

In attendance: Sarah Davies – *minutes*

1. APOLOGIES:

Fale Lesa

Moved S King/S Tomlins

CARRIED

That the apology is accepted

Apaula Fruean-Lautua arrived at 5:12pm

2. CONFLICTS OF INTEREST:

None at this time

3. CONSENT AGENDA:

3.1 MINUTES OF PREVIOUS MEETING

Matters Arising:

Moved S Smith/S King

CARRIED

That the minutes and public excluded minutes of the previous meeting held 27 July 2015, having been distributed, are approved.

3.2 CORRESPONDENCE

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

3.3 FINANCE REPORT

• August 2015 Profit and Loss – Summary

Queries on the following:

1. Apaula seeks clarification on
 - Other admin - answer; copy write and legal fees
 - Fairfax - advertising cost for vacancies, open day etc.
2. John seeks clarification on
 - Communication - answer; mobile phones and land lines
 - Consumables - answer; 3 months of photocopying to come out
 - Operating leases - why so low? Julie to check
 - Activities expenditure over budget - Julie to check
 - Donations higher than the budget - answer; any grants we apply for we don't budget as we are not positive we will receive the grant.

John requests that a note be placed on the report if balances are over or under. John informed the board that any donations that come in for the Business Academy project are put on the balance sheet against that designated budget.

- **Creditors Payments** - approved

Moved J Hynds/S King

CARRIED

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

4. REPORTS:

4.1 PRINCIPAL'S REPORT

Video clip shared of the winning student performance by the dance team placed first in the GenX Competition.

Stand downs are down from previous periods. Different strategies being used and less tolerant. Discipline committee holding more family meetings.

NCEA Tracking data discussed. Level 3 is tracking well which is encouraging as this was a real focus for SLT this year.

Vacancies for next year will be placed in the 7 September Education Gazette.

Moved S Gargiulo/ A Fruean-Lautua

CARRIED

That the Principal's report is accepted

4.2 STAFF REPORT

No written report this meeting. A lot of positive things happening around school such as sport and music wins. KBB bands won 2 Bronze and 1 silver at recent competition.

4.3 STUDENT REPORT

No written report this meeting. Sulani reports that the school rules review with students went well. We have a good amount of student input.

The Principal reports that he will collate Sulani's results to formulate draft school rules and feed this back to the Board.

4.4 DISCIPLINE REPORT

Moved S Smith/S King

Moved into in-committee at 5:27pm

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

CARRIED

That the Board move out of in-committee *Moved out of in-committee at 5:30pm*

4.5 BUSINESS ACADEMY

John apologises for no report this evening as he has further work to complete.

Lawyers are still working on finalising the documentation. If there is anything that needs to be debated within the trustees, John will talk to Steve Smith.

5. SPECIAL OR GOVERNANCE TOPICS:

Policies for Review

From previous meeting with slight amendments

Trustee Remuneration and Expenses

Chairperson's Role

Responsibilities of the Staff / Student Trustee

Relationship between Board and Principal

Moved S Smith/S King

That the above policies are approved and adopted

CARRIED

Concerns and Complaints - approved

Principal Performance Management – approved

Board of Trustee Meeting Procedures – approved

Moved S Tomlins/A Fruean-Lautua

That the above policies having been reviewed are accepted with agreed amendments

CARRIED

Conflict of Interest

Apaula asked if we have a gift policy. Julie will look into a policy or see if it can be incorporated into the Conflict of Interest Policy.

6. PERSONNEL REPORT

Moved S Smith/S King

Moved into in-committee at 6:05pm

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 6:16pm

CARRIED

That the board move out of in-committee

7. PROPERTY UPDATE

7.1 Updated Plans of Business Academy Building

Plans tabled

7.2 Project Manager Appointed

The Ministry has appointed Maynard Marks as our Project Managers for the Business Academy building project and also to write our 10 year property plan. They are currently seeking condition assessments on areas such as roofing, electrical, the relocatable classrooms etc and have suggested that an electrical upgrade of light fittings etc could be incorporated into the plan. Final paperwork for the roundabout carpark project is ready to be submitted to the Ministry.

8. GENERAL BUSINESS

8.1 Review International Student Fee

Board required to review and approve international student fees annually.

The Board would like to know when they were last increased. Julie will

request a report from Sandra Shaw for the next meeting.

8.2 Returning Officer for Student Elections

The Board offer Julie Lockie the role of Returning Officer and Julie accepts.

Trips

1. Kurangaituku SS Netball Tournament – Rotorua 11/9/15- 14/9/15 – pre approval granted. Final approval on the condition that cost is finalised and police vets are approved.
2. Mt Ruapehu Skiing – International Students – 31/8/15-3/9/15 – not approved
3. Duke of Edinburgh Hillary Bronze Award Waiheke Island – 22/9/15-23/9/15 - pre approval granted
4. Duke of Edinburgh Hillary Silver Award Waiheke Island – 25/9/15-27/9/15 - pre approval granted
5. HALP trip final – final approval granted
6. OPC Tongariro – 26/10/2015 – 31/10/2015 – pre approval granted
7. 1st XIII Rugby League overnight in the Whare – final approval granted

Meeting concluded at 6:39pm

Future Board Meeting Date: Monday 21 September 2015

CHAIRPERSON

DATE

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