



**Manurewa High School
Board of Trustees Meeting
Board Meeting Room, 5:00pm
Monday 21 March 2016**

Minutes

Present: Steve Smith – *chair*
Stuart King, Fale Lesa, Apaula Fruean-Lautua, Sonia Tomlins, Ariana Stone,
John Chen, Julie Lockie, Salvatore Gargiulo, Pete Jones

In attendance: Sarah Davies – *minutes*

1. APOLOGIES:

John Hynds
Moved F Lesa
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:

Stuart queried under Business Academy item, 'Working in Emma's role, there will be interaction with HOLA's' - what does this mean?

Pete Jones explained that the Business Studies department are using the same business model as Young Enterprise Scheme; working with groups of students on chosen projects.

Moved S Smith/S King

That the minutes and public excluded minutes of the previous meeting held 22 February 2016, having been distributed, are approved.

CARRIED

3.2 CORRESPONDENCE

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

Julie Lockie congratulated Stuart King on receiving an NZSTA Trustee Study Award as documented in the STA news page 9

3.3 FINANCE REPORT

Matters Arising:

3.3.1 Creditors payments

Apaula asked about the following entries;

- 2 built in BBQ's – there are actually 3
 - portable BBQ's were not lasting due to constantly moving. Health & Safety wise they are to code, Gas
 - Cyclone Computers and PB Technology payment queries
 - Cyclone = BYOD, PB Technologies - other for use around school.
- We are working with the Ministry to find the best solution to assist funding laptops. At this stage we cannot lease directly to parents so have gone to

market for the best price. Students pay a bond on these devices, but do not own them. A grant application has been lodged to fund 60 further devices. Apaula asked if we considered combining the purchases when we went to market for the best price? Pete advised that the devices were different

- FYD
-contribution to help run the Career Navigator and Mentoring programmes within the school. Annual fee. These programmes are under scrutiny now that Barbara Ngawati-Salaivao has introduced the Leadership Programme
- Stuart made a suggestion – recommends that with large payments over \$25,000, Julie email these to the Board before payment is made

3.3.2 Budget 2016

- Auditor suggests that we use the last draft budget as tabled at the February meeting and when we get actual figures from 1 March numbers we slot the updated figures in the draft budget as the final budget.

3.3.3 Future Problem Solving Trip

Salvi Gargiulo asked for Future Problem Solving agenda item be moved to trips

Moved S Smith/S King

That the creditors payments and Budget 2016 are accepted as above and the reports listed on the meeting agenda under the consent agenda are adopted.

CARRIED

The Board chair asked if any further items are to be included on the agenda under General Business. No further items.

4. REPORTS:

4.1 PRINCIPAL'S REPORT

Final Charter discussed.

Improvement to the National average has been a highlight for Salvi during his time here and feels it is a good way to leave the school, Pete will continue with this work. It is crucial to improve the leavers level of qualification – to do better.

In the process of handing over to Pete Salvi has identified areas that need changing.

1. The resourcing around Julie's role. Julie manages 3 large areas and it is too much for one person to do. Pete and Salvi are working with Julie to work through this. It will mean there will need to be money committed to this.
2. The Business Academy – Board really need to commit to funding

These are the two areas that Salvi would like the Board to support Pete with as he takes over as Principal and moves the school forward.

Waka Ama and Volleyball teams have been doing really well. Waka Ama are doing winter training in clubs. Volleyball student's x 3 were selected for nationals.

Deputy Principal Vacancy; 3 applications received and 21 application pack requests received. The timeline has altered slightly and Sarah Davies will send an updated version.

Pete Jones talked to the Learning Area Annual Reports evening feedback as tabled.

Steve suggests that recommendations should be broken down into areas eg; Health & Safety, Wish List, Staffing, Resourcing, Curriculum.

Pete asks the board to look at the feedback and highlight areas they feel should be addressed. Pete will email the list. To be added to next month's agenda.

Moved S Gargiulo/S Tomlins

That the Principal's report is accepted

CARRIED

4.2 STAFF REPORT

Polyfest results tabled. Kapa Haka results very impressive as we have moved to division 2 for 2017. Salvi thanked Ariana for all her work in building this group up. Samoan group 2nd overall. Tongan did well.

Ariana would like to see an incentive/acknowledgement/gesture for the work that teachers put in with training and during Polyfest. Pete suggests that an official thank you letter is sent to all staff involved and a koha.

Apaula suggests that students are awarded a certificate of participation.

Ariana reports that some staff have raised concerns that there has been no input sought from staff about the appointment process for Deputy Principal.

Salvi said that as staff rep, Ariana should be getting feedback from staff on how they wish to be involved. Concept is that staff will have input at the end of day meet and greet session. Pete suggests that a panel is generated to ask a selection of agreed questions as one of the rotations during the shortlisted candidate school visit.

Ariana will talk to staff and ask staff to volunteer for the panel.

Moved A Stone/F Lesa

That the staff report is accepted

CARRIED

4.3 STUDENT REPORT - Nil

4.4 DISCIPLINE REPORT

Moved S Smith/S King

Moved into in-committee at 6:06pm

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.

CARRIED

Moved S Smith/S King

Moved out of in-committee at 6:11pm

That the Board move out of in-committee

CARRIED

4.5 BUSINESS ACADEMY - Nil

4.6 HEALTH & SAFETY

- Hoax automatic guns on site threat & Violence.
1 call traced to an educational facility in Pakuranga and the other through a Police station. We followed the Police recommendation to not lock down but ultimately up to the school. We decided to not lock down. Fale worries that we may get complacent.
- Crack in tree beside L block
Area has been roped off and an arborist is coming in tomorrow

5. SPECIAL OR GOVERNANCE TOPICS:

5.1 POLICIES FOR REVIEW

- Health & Safety
- Emergency evacuation – Fire
- Emergency Procedures – General
- Civil Defence Emergency
- Accident reporting and investigation
- Timetable

- Protected Disclosure
- Privacy

In light of the recent email from the Ministry re Health and Safety Practical Guide, Julie recommends that we don't review any policies associated with this Health & Safety until she looks into these further.

Policies reviewed:

1. Timetable – amendment as suggested by Stuart
2. Emergency evacuation – amendment as suggested by Stuart
3. Protected Disclosure to be amended as noted by Julie Lockie

The three policies above to be amended and presented at the next meeting for approval.

Moved S King/S Tomlins

CARRIED

That the Privacy policy is moved as reviewed

6. PERSONNEL REPORT

Moved S Smith/F Lesa

Moved into in-committee at 6:22 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 6:29 pm

CARRIED

That the board move out of in-committee

7. PROPERTY UPDATE

7.1 T13

clean up process has commenced. Wooden benches cannot be cleaned so Julie is making a request to the Ministry to fund the replacement.

7.2 Gym Roof

The Ministry have started the process to get paperwork ready to go out to tender for both gyms.

Usual Ministry process is:

Registration of interest advertised

View ROI received and select companies to submit tender

Receive tenders and select one company to complete contrac. We are hoping

MOE will approve not having to go to ROI, but straight to the tender process.

7.3 Whare Carvings

The first lot of wood arrived last week. Meeting with the carver, Ted Ngataki has taken place.

8. GENERAL BUSINESS

8.1 Trips

1. Mauri Toa Wananga 1 – 22/4/16-23/4/16

2. Mauri Toa Wananga 2 – 5/8/16-6/8/16

3. Mauri Toa Wananga 3 – 30/9/16-2/10/16

Pre-approval granted for 2 and 3 above and final approval granted to 1.

4. Well-Being Council – Relay for Life – 2/4/16-3/4/16

Final approval granted

5. Humanitarian Aid & Leadership – 7/12/16-19/12/16
Pre-approval granted

6. 01HPE – Waharau – 3/5/16-6/5/16
Pre-approval granted

Kapa Haka sleep over – 11/3/16-13/3/16 – notified via email

CARRIED

Moved F Lesa/S Tomlins

That the above trips are approved as noted above

8.2 Future Problem Solving

CARRIED

Moved S Smith/S King

Moved into in-committee at 6:50pm

That the public be excluded from the following part of the proceedings of this meeting, namely staff and 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 trip request were discussed whilst the public was excluded.

CARRIED

Moved S Smith/S King

Moved out of in-committee at 7:08pm

That the Board move out of in-committee

Julie Lockie informed the Board of the sad news that Ben Taufua – BOT Chair at Papatoetoe High School suffered a massive heart attack on the weekend and is not well.

Meeting concluded at 7:09 pm

Future Board Meeting Date: 2 May 2016 Annual Meeting

CHAIRPERSON

DATE

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