



**Manurewa High School  
Board of Trustees Meeting  
Board Meeting Room, 5:00pm  
Monday 21 September 2015**

## Minutes

---

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

In attendance: Sarah Davies – *minutes*

---

### 1. APOLOGIES:

Apaula Fruean-Lautua, Fale Lesa

**CARRIED**

**Moved S Tomlins**

That the apology is accepted

### 2. CONFLICTS OF INTEREST:

None at this time

### 3. CONSENT AGENDA:

#### 3.1 MINUTES OF PREVIOUS MEETING

##### Matters Arising:

**Moved J Hynds/S Tomlins**

**CARRIED**

That the minutes and public excluded minutes of the previous meeting held 24 August 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

##### Matters Arising:

##### 3.3.1 September 2015 Profit and Loss – Summary

- John asked about the high cost of Taxi charges. Would we consider contracting to one company
- Stuart asked about Government grants being down, is it just the time of year? Yes. \$4,000 variance

##### 3.3.2 Creditor Payments

- Page 1 Quality Rehabilitation? For special needs students.
- PBS? Replacement of stolen alarm horns

**Moved J Hynds/S Tomlins**

**CARRIED**

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

### 4. REPORTS:

#### 4.1 PRINCIPAL'S REPORT

The Principal reports that management have dealt with the fighting students

through BOT discipline hearings. To date two have been expelled. Another 5 students were stood down. Two further discipline hearings to take place. The Principal spoke at all assemblies last week about the incident not being tolerated and the focus it brought upon the school. Many of our students are not happy about the shame that it has placed on the school and community.

Stuart King felt that the school dealt with the situations well but has a suggestion – if this occurs in the future an email to all BOT could be sent with an outline of what has occurred and a reminder not to comment to media. Salvi had informed Steve Smith as the media always endeavour to contact the Chairperson first.

John Hynds would like to thank Salvi for the work he did to defuse the situation.

Saubree Edinberry would like to see more professional development/training for the Youth Workers to assist handling of students and situations such as these.

The Principal advised the Board that he is bringing his retirement forward to 2 May 2016 and asked that this be kept confidential until he is able to announce to the whole staff tomorrow.

School rules survey results discussed. Sulani Helg will share her results with SLT then the two will be combined to report back to the Board.

**Moved S Gargiulo/S Edinberry**

That the Principal's report is accepted

**CARRIED**

**4.2 STAFF REPORT**

Saubree will make request to all staff for a temporary replacement while he is on leave and report back to the Board.

**4.3 STUDENT REPORT**

Sulani tabled an edited version of feedback from students on the miscellaneous school rules.

**4.4 DISCIPLINE REPORT**

**Moved S Smith/S King**

*Moved into in-committee at 5:33pm*

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 5:36 pm*

**CARRIED**

**4.5 BUSINESS ACADEMY**

John Hynds reported on the meeting held today. Trustees were appointed. Deed of Trust finalised. Memorandum of Agreement finalised. The lawyer approves of the final documents. The foundation group have been given a copy and asked to feed back. If you have any thoughts please email John.

John is sorry that Salvi is leaving sooner as he was hoping to have more time to work with him on this project. Barry Spicer and David Irving have been a huge help and Tony Faulkenstein who helped set up a similar programme at Onehunga High School.

**CARRIED**

John is hoping to have an opening to draw in the press to launch the project in February. The aim is to have the Prime Minister attend. Another member of the foundation board will be encouraged to become a school Board member.

#### **4.6 HEALTH AND SAFETY**

EAP Services Presentation completed – an association for our employees to use an independent mediation/counselling service. Paid service by the school.

Code of Conduct document sent to all staff – Julie downloaded from NZSTA and distributed to staff for signing.

Saubree questioned why on the back page it states that there will be a presentation/discussion about the document yet this hasn't occurred. Some have crossed this out signed and returned, some are stating that they will not sign until the discussion takes place. Julie has advised all staff that they can come and see her to discuss any concerns/questions that they have about the document.

Julie would like to see the document as part of the appointment documentation from this point. Some schools will not load staff onto their system until they receive the signed document.

Food Safety Course booked for café staff

Health & Safety Committee meeting held this month

John questioned why the school trustees are not liable for health and safety issues. John asks if a student was badly injured eg; during a fight, if a parent lays legal complaint who is held liable?

Julie is working her way through webinars from the ministry to seek answers to that. The school is responsible to ensure that everything possible is done to ensure safety of staff and students and to rectify any areas of concern are done quickly.

John thought it would be a good idea to form a committee that looks at risk. At present the staff Health & Safety committee is working through the information and it may be that later the school could form a higher level governance group.

### **5. SPECIAL OR GOVERNANCE TOPICS:**

#### **5.1 Policies for Review**

Conflict of Interest – Code of Conduct

#### **Moved S Smith/S Tomlins**

That the conflict of interest policy is seen as reviewed

**CARRIED**

### **6. PERSONNEL REPORT**

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

*Moved into in-committee at 6:03 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 leave applications and resignations were discussed whilst the public was excluded.

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

*Moved out of in-committee at 6:38 pm*

That the board move out of in-committee

**CARRIED**

**7. PROPERTY UPDATE**

7.1

**8. GENERAL BUSINESS**

**8.1** Letter from parent re uniform  
Concern that her son, Junior student not allowed to wear long trousers. Julie to respond on behalf of the Board

**8.2** Proposal from Sandra Shaw re International Student Building  
Comparison of fees between us and other schools is variable. Salvi feels that our fees are about right. John feels that we could increase the fee and suggests \$12,500 + \$1,000. Agreed.

**Moved J Hynds/S Tomlins**

**CARRIED**

That the fee for International students is increased to \$12,500 + \$1,000

In terms of what we charge, the facility we currently use is not a nice space. Sandra's proposal is that the profit that is made from International Students from this goes into a building for international student space.

**Moved S Gargiulo/ S Edinberry**

**CARRIED**

The profit from international student fees is used toward a designated building for International Students

**8.3** Novopay Leave confirmations

Any changes or adjustments to sick leave entitlement need to be brought to the Board making them aware that the school is working on getting sick leave balances adjusted.

**Trips**

1. Samoa final trip – final approval

**Moved S Edinberry/S King**

**CARRIED**

That the above trip is granted final approval

2. The Rising Foundation Camp – final approval

**Moved S Tomlins/J Hynds**

**CARRIED**

That the above trip is granted final approval

**Meeting concluded at 6:48 pm**

**Future Board Meeting Date: Tuesday 27 October 2015**

**CHAIRPERSON**

**DATE**

.....

.....