



**Manurewa High School  
Board of Trustees Meeting  
Board Meeting Room, 5:00pm  
Monday 2 May 2016**

## Minutes

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

In attendance: Sarah Davies – *minutes*  
Sheryl Lane - *finance*

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### 1. APOLOGIES:

Steve Smith

**Moved J Hynds/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 F Lesa/S King**

That the minutes and public excluded minutes of the previous meeting held 26 March 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.

#### 3.3 FINANCE REPORT

**Matters Arising:**

##### 3.3.1 Profit and Loss

John asked about the following entries

- Trades Academy income versus budget.  
Can this be anticipated?
- International Students Income -  
John has asked if we can have a more accurate estimate

##### 3.3.2 Creditor Payments

- Larger payment notification emailed by Julie Lockie

##### 3.3.3 Budget 2016

John suggests that \$5,000 funds are put aside for trips as extra expenditure. Only for domestic trips. International trips will be re assessed with the new Board. Budgeting a surplus of \$20,261.

**Moved S King/A Fruean-Lautua**

That the 2016 Budget is approved

**CARRIED**

**Moved S Tomlins/J Hynds**

**CARRIED**

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

Sheryl Lane excused herself from the meeting now that the Finances have been discussed.

**4. REPORTS:**

**4.1 PRINCIPAL'S REPORT**

Pete shared a presentation that he presented to the students and staff at his formal welcome as Principal, held this morning.

Pete will be reporting on the Charter programmes on a regular basis. SLT have reported progress to date on each programme as included in the Principal's report.

As requested, a more detailed report on attendance has been generated and tabled. This report will be presented to the Board at the beginning of each term. SAC attendance stands at 82% and Starpath Project report that we are the only school in the programme that have maintained consistently high attendance rates since commencing the programme in 2010.

Attendance at junior level is really strong – the seniors are letting us down. Our attendance officer is vigilant and has made connections with some of our families which accounts for some of the accurate data and high attendance.

**Moved S Tomlins/J Hynds**

**CARRIED**

That the Principal's report is accepted

**4.2 STAFF REPORT**

Ariana has received a proposal from a teacher but Ariana feels that it is best to raise this as a discussion point with the board first. The matter surrounds the need for gender neutral bathrooms on school grounds for student use.

Pete states that this is a topical issue at present and from a management point of view we need to work out how to manage this and a possible solution. We may be in a position to allocate two toilets as gender neutral.

Fale suggests that we will need to consult with parents who may have concerns about their student sharing with the opposite sex. There could be legalities to consider.

**4.3 STUDENT REPORT - Nil**

**4.4 DISCIPLINE REPORT**

**Moved S King/J Hynds**

*Moved into in-committee at 6:24 pm*

**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 King/J Hynds**

**CARRIED**

That the Board move out of in-committee *Moved out of in-committee at 6:29 pm*

#### 4.5 BUSINESS ACADEMY

John tabled a report from the Business Academy and an annual plan. The Board would like to build something that will support the school but with the library on the bottom level and business on top there are huge costs with foundations of the building. There could potentially be an area adjacent to the proposed site for the Business Academy pending removal of classrooms by the Ministry therefore John will meet with the architect to amend the plans to a single level building that is more cost effective.

#### Moved A Fruean-Lautua /S King

That the Business Academy report is accepted

CARRIED

#### 4.6 HEALTH & SAFETY

External audit of school completed – working through some recommendations. John stated that as trustees we have a huge responsibility with contractors on site – we assume that contractors know what they are doing. Fale is sure that the organisation is held accountable, not individual board members. John requests that Fale look into this further as he does not feel this is the correct. Julie and Pete are attending a Health & Safety meeting with a focus on legalities in a few weeks so they will seek clarification on this.

Manaia Lauulu, Julie Lockie & Tim Randle to attend HSR course

New H & S committee to be formed term 2

Election of H & S Representative to be completed term 2

Software package for risk register, hazard register & JSA forms – we could possibly acquire a free programme.

### 5. SPECIAL OR GOVERNANCE TOPICS:

5.1 Learning Area Annual Review – postponed to next meeting

#### 5.2 Policies for Review

Health & Safety – the Board will take these away and review. Postponed to next meeting

### 6. PERSONNEL REPORT

#### Moved S King/S Tomlins

*Moved into in-committee at 6:47 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 King/S Tomlins

*Moved out of in-committee at 6:52pm*

That the board move out of in-committee

CARRIED

### 7. PROPERTY UPDATE

#### 7.1 Health Centre Update

Julie reports that the work has commenced on this project without final MOE approval, but as this is the first priority job on the 10 YPP there should not be a problem.

#### Moved J Hynds/S King

That the property update is approved

CARRIED

**8. GENERAL BUSINESS**

**Trips**

- 1. FPS – USA 28/5/16 – 9/6/16 – shortfall of \$7,500. John Hynds has kindly offered to pay half this amount if the Board will commit to pay the other half.

**Moved S King/A Fruean-Lautua**

That the above trip is granted final approval and the Board approve the proposal for payment of the shortfall of funds as a 50/50 split between John Hynds and the Manurewa High School Board of Trustees

- 2. 02 Leadership in PE – Waharau 9/5/16 – 13/5/16 – granted final approval
- 3. Huia Waitakere Ranges – 15/6/16 – 17/6/16 – granted pre approval
- 4. Huia Waitakere Ranges – 13/6/16 – 15/6/16 – granted pre approval
- 5. Tui Ridge Park & Rotorua Boys High 13/5/16 – 14/5/16 – granted final approval
- 6. Volleyball Premier Boys – approved via email – final approval sign off

BOT Election nomination forms are being posted this week and staff forms also to be distributed this week.

**Meeting concluded at 7:00pm**

**Future Board Meeting Date: 30 May 2016**

**CHAIRPERSON**

**DATE**

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