



**Manurewa High School
Board of Trustees Meeting
Board Meeting Room, 5:00pm
Monday 22 February 2016**

Minutes

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

In attendance: Sarah Davies – *minutes*

1. APOLOGIES:

Nil

2. CONFLICTS OF INTEREST:

None at this time

Steve Smith advised that as it is an election year, the appointment of a Board Chair is not conducted until the newly elected Board are elected, unless contested.

No objections.

3. CONSENT AGENDA:

3.1 MINUTES OF PREVIOUS MEETING

Matters Arising:

Moved F Lesa/S Tomlins

That the minutes and public excluded minutes of the previous meeting held 23 November 2015, 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 Year End Draft Accounts - Delegate final signing to Principal and Chairperson

3.3.2 Creditor Payments

John asked about the following entries

- Program Property Maintenance – John has dealings with the company and has been disappointed with charges. John would like to work with Julie on reviewing. Budget said \$80,000 figure is \$95,713.88 Julie advises that the budget figure was less GST
- Trak Ltd – air-conditioning – new units into several departments.

3.3.3 Final Budget 2016

John asked about the profit and whether the expectation is that it will be similar for this year.

Apaula asks if we are allowed to budget a loss?

John said we are trying to get hands on an extra \$1.2 million, is that extra income going to happen with the increased roll?

John asked if it would be helpful to have a breakdown of what we spent on items last year and what we budget to spend this year. Apaula suggested an annual comparative report. Julie to investigate.

Whatever we approve as the budget now is the set budget that Auditors will work with.

Moved S King/S Tomlins

That the final budget is accepted and that the delegate final signing to the Principal and Chairperson is approved.

CARRIED

Moved S King/J Hynds

That 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 other items requested.

4. REPORTS:

4.1 PRINCIPAL'S REPORT

Draft Charter 2016 tabled and discussed.

Pete Jones explained the improvements in the Future Pathway opportunities that present in the school this year.

Sonia Tomlins excused herself from the meeting at 5:40pm, returning at 5:42pm

Salvi explained the change to the old prefect system effective from this year. We have moved to a student leadership model and we have appointed a staff member, Barbara Ngawati, to pick up the role of coordinator of the programme. Student committees have been set up and students have the option to apply to a committee to work in a leadership role.

We have appointed more staff this year as every Whanau Tutor has been allocated an extra hour each week for associated duties.

Deputy Principal's appointment advertisement and timeline discussed.

Advertisement non-specific with regard to strengths at the moment. Once we short list and interview these will be discussed.

Timeline and advertisement approved.

John Hynds will be absent on Saturday 9 April for the DP interviews.

Salvi invited the Board to a farewell dinner with BOT, SLT and Daniel Wilson on the evening of 9 April 2016. Further details to follow.

CARRIED

Moved S Gargiulo/F Lesa

That the Principal's report is accepted

4.2 STAFF REPORT

Nil

4.3 STUDENT REPORT

A Whanau Dean has asked John what the limit is to the new hair colour rule? The planner does not stipulate the decision the board made on natural hair colour only. We will probably need to amend the planner for next term. We can announce that an error has been made and that the rule will be enforced from next term.

4.4 DISCIPLINE REPORT - Nil

4.5 BUSINESS ACADEMY

John reported on the annual plan as discussed at today's Business Academy Board meeting.

Strategies are to maximise student learning, help with the concept of professional teacher learning for Business teachers training at Auckland University (Emma has been asked to offer input on this).

The Business Academy board feel they are the link between future employment and future employers.

Working in Emma's role, there will be interaction with HOLA's.

Frank Solomon has offered to help in the area surrounding parents who don't have an understanding of further education pathways.

We have been advised that the cost of the building has increased. We are short \$2.8 million. The Business Academy board want to work with the BOT to make sure that the plans are not over specified for the use of the building. As this building will benefit multiple departments in the school John would like to know if the Board will consider underwriting further funds.

Steve requests accurate figure on the cost. Once we have this information the Board will set time aside to crunch numbers as a starting point.

John would like to work with Salvi and Pete on exactly what is required before submitting a final figure.

Time will be allocated at the 2 May board meeting to discuss and evaluate the funding request.

4.6 HEALTH & SAFETY

Hoax bomb threat

29 January – caller phoned to say there was a bomb on site. We phoned the Police and they came to school and advised us not to evacuate. Our staff were able to take down the phone number. The Police advise that the call was automated and sent to several schools within New Zealand and different countries. It was tracked back to Russia.

Tau fly

All clear has been given and bins removed from site.

5. SPECIAL OR GOVERNANCE TOPICS:

5.1 Policies for Review – none at this time

6. PERSONNEL REPORT

Moved S Smith/S King

Moved into in-committee at 6:06 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
That the board move out of in-committee

Moved out of in-committee at 6:15pm

CARRIED

7. PROPERTY UPDATE

7.1 T13

Asbestos has been found in the T13 building. We are able to retrieve some tools. The MOE are looking at decontaminating and decommissioning the building for removal. The building is closed off for access. The Ministry is paying for this.

7.2 10YPP

Draft plan should be ready for the next meeting

7.3 Storm damage insurance claim to MOE \$14,750

Damage caused by lightning strike last year

Another speaker theft was attempted but not successful. Repair pending.

8. GENERAL BUSINESS

8.1 BOT Elections 2016

3 June 2016 – date confirmed at previous meeting

Returning Officer – Steve would like to offer the role of Returning Officer for the 2016 Board elections to Julie Lockie, Julie accepts.

Steve advises that the board will need to start looking at succession planning from the next meeting. The board to consider if the number remains at 5 elected parent representatives.

8.2 Plumbwise Ltd – 2015

The annual expenses for Plumbwise are to be approved by the Board as the Business Manager is connected to the company. The invoices from 1 January 2015 to 31 December 2015 total \$39,474.04.

Approved

8.3 Novopay approval – Pete Jones

The Board are required to approve Pete Jones onto the Novopay system and remove Salvi Gargiulo.

Susanne Kiely also needs to be removed. This removal request was emailed on 22/5/2013 but not actioned. We are required to submit the form again.

Approved. Steve Smith signed off on all of the above.

8.5 Credit Card approval – Pete Jones

Approved. Steve Smith signed off on the above.

Moved J Hynds/F Lesa

That the credit card approval for Pete Jones in his role as Principal is approved

CARRIED

8.4 Meeting dates for 2016 - approved

Trips

1. **02GEO Camp – Tongariro National Park - 30/3/16-1/4/16** subject to finance. Final approval granted.
2. **History Trip – Waitangi – 22/3/16-24/3/16** – final approval granted
3. **Volleyball Premier Girls Nationals, Palmerston North – 3/4/16-9/4/16**
- pre approval signed off
4. **Volleyball Premier Boys Nationals, Palmerston North – 3/4/16-9/4/16**
- pre approval signed off
5. **02TACE to Waharau – 29 2/16-4/3/16** – final approval granted
6. **02BIO to Waharau – 11/4/16-13/4/16** – pre approval signed off
7. **02BIO to Waharau – 13/4/16-15/4/16** - pre approval signed off
8. **NZ Secondary School Waka Ama Nationals Rotorua – 4/4/16-9/4/16**
- pre approval signed off

Moved S Smith/J Hynds

CARRIED

That the above trips have been approved and signed off for pre and final approval as noted above

HOLA Learning Area Report Meeting

Julie will email the schedule and the reports to the Board, appropriate to the Learning Area each board member are meeting with on the evening. Sonia requested a printed copy. The new HOLA's have not been asked to feed back. They will be at the evening to see how the process works. They will be asked to feedback later in the year.

Julie will email the schedule to the board.

Meeting concluded at 6:42 pm

Future Board Meeting Date:

CHAIRPERSON

DATE

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