



**Manurewa High School  
Board of Trustees Meeting  
Board Meeting Room, 5:00pm  
Monday 30 May 2015**

**Minutes**

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Present: Steve Smith – *chair*  
Stuart King, Fale Lesa, Apaula Fruean-Lautua, Sonia Tomlins, John Hynds, Peter Jones,  
Julie Lockie

In attendance: Sarah Davies – *minutes*

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**1. APOLOGIES:**

John Chen, Sheryl Lane, Ariana Stone

**Moved S Smith/F Lesa**

**CARRIED**

That the apologies are accepted

**2. CONFLICTS OF INTEREST:**

None at this time

**3. CONSENT AGENDA:**

**3.1 MINUTES OF PREVIOUS MEETING**

**Matters Arising:**

**Moved S Smith/S King**

That the minutes and public excluded minutes of the previous meeting held 2 May 2016, 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 Creditors Payments**

John queried the following entry

- House of Fundraising – purchases for student group fundraising

Apaula queried the following entries

- New lazer unit – hot water unit in old whare
- Roof repairs – ongoing on M Block roof

### 3.3.2 Accounts to April 2016

- Audit fees increase – by the end of the year this should balance out

#### **Auditors report**

Crowe Horwarth 'Auditors report to those charged with Governance' as distributed to the Board, discussed.

Apaula queried the following:

Clause 3.1 Overseas Trips – school paying for some of the travel - lack of appropriate business case for travel and reporting of the educational value of the travel

Decision; the Travel Policy to be included on next meeting agenda. The board to review the policy with possible additions/amendments to the wording in the policy to incorporate the recommendation in the report for overseas trips in the travel policy. 3.1

John raised further concern over the following:

Clause 3.2 - Escalation Clause in Painting Contract – John states that we are committed to the contract until renewal but we will also discuss with the current provider.

Auditor recommendation noted

Clause 3.4 – Novopay Reports – the recommendation is now being actioned, the Principal is now signing off on Payroll.

Apaula queried:

Clause 3.5 - Expenditure of a Personal Nature. This was approved and came out of Careers budget.

Clause 3.6 – Approval of Credit Card Expenditures

It will be suggested to the new Board to re-establish a finance committee, meeting prior to the board meeting whereby the recommendation would be covered.

Clause 3.7 - Approval of Fixed Asset Disposals - relates to disposal of chairs with no book value. Need to review delegated authority.

Clause 3.8 - Accounting for Fund Accounts for School and Sport Trips - We will continue to use our system and not follow the recommendation that funds held for trips over two years are put back into account before the trip is complete. We will transfer funds once the trip ends.

Appendix II – Accounting for Leases - auditors are suggesting we record our Xerox lease as a finance lease.

The above report and recommendations are approved.

#### **Moved S King/F Lesa**

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

The Board chair asked if any further items are to be included on the agenda under General Business.

#### 4. REPORTS:

##### 4.1 PRINCIPAL'S REPORT

Report as emailed to the Board discussed.

Assessment week focus – getting students to gain credits first time around – as many through as possible. Also the timetable was designed to reduce the disruption. Pete reports that it has been really positive with majority of students able to gain up to 20 credits. Junior programme run. Pete will report back once all feedback is collated.

Charter Progress – this report only includes the new updates. Does the board want to see the document grow accumulatively or just the current detail to report on? Suggestion to colour code each month.

Board would prefer a paper copy for meetings that only includes the latest update. Steve Smith suggests in the electronic document, minimising (hiding) the previous text so that only the current reports show but the previous can be pulled up to read if necessary.

Appraisal – Pete requests approval from the Board to appoint John Good to conduct individual appraisals of the SLT team. As John Good is acting as Pete's mentor, the Board may feel it inappropriate for him to conduct the Principal's appraisal. The Board will need to decide how they want the Principal's appraisal conducted. Pete has some information from several outside agencies that may be appropriate to use.

##### **Moved J Hynds/S Smith**

That the board approve John Good is appointed to conduct the collective SLT appraisal and individual appraisals of SLT

**CARRIED**

Attendance – full report attached to the Principal report.

Pete asked if the Board want this format or a report with less details?

Steve Smith would prefer a summary report including issues and solutions, initiatives that impact attendance rate.

A percentage breakdown of ethnicities to accompany the attendance data requested for future attendance reports.

Pete advised that the school is in the process of looking to appoint an additional person to assist in attendance. Would help in the office and be present at the front gate.

##### **Moved P Jones/F Lesa**

That the Principal's report is accepted

**CARRIED**

##### 4.2 STAFF REPORT - Nil

##### 4.3 STUDENT REPORT - Nil

##### 4.4 DISCIPLINE REPORT

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

*Moved into in-committee at 6:18 pm*

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

**CARRIED**

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**

*Moved out of in-committee at 6:22pm*

**CARRIED**

That the Board move out of in-committee

#### **4.5 BUSINESS ACADEMY**

Report tabled and discussed

#### **4.6 HEALTH & SAFETY**

##### **Health Centre Report**

Report from the Health Centre outlining the number of students and the reason they attend the health centre. This is an extensive breakdown as the report covers 4 months.

Julie will bring details of any accidents on grounds to the Board. Near misses will need to be recorded and a register will need to come to the monthly board meeting. Trends could be looked at later, 6 monthly.

There has been an accident on the work site – contractor cut his hand with a stanley knife – see by our nuses and sent to Medical Centre for stitches.

##### **HSR Elections underway**

8 nominations received to date.

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

### **5.1 Learning Area Annual Review – carried over from last meeting**

To be carried over to next meeting

### **5.2 Policies for Review**

#### **Health & Safety – carried over from last meeting**

- Induction, training and information
- Personal Protective Equipment
- Health & Safety Policy/Procedure: Risk Management
- Health & Safety
- Worker engagement and participation
- Others in the workplace

#### **Moved F Lesa/J Hynds**

**CARRIED**

That the Health & Safety Policies as noted above are approved and adopted

- Emergency evacuation – Fire
- Emergency evacuation – General
- Civil defence emergency
- Accident reporting and investigation

- Smoke free environment

**Moved F Lesa/J Hynds**

That the Health & Safety Policies as noted above are approved as reviewed

**CARRIED**

- Protected Disclosure

**Moved F Lesa/S Tomlins**

That the Protected Disclosure policy is approved as reviewed with the slight amendment to wording in clause 2

**CARRIED**

**6. PERSONNEL REPORT**

**Moved S Smith/S King**

*Moved into in-committee at 6:42 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 6:49 pm*

**CARRIED**

That the board move out of in-committee

*6:49pm Steve Smith advised that the meeting will run over time and sought approval from the board to continue.  
All approved.*

**7. PROPERTY UPDATE**

**7.1 Health Centre update**

As discussed

**7.2 10YPP for approval**

The highlighted items need to be recorded even though work will not be carried out on these and funds will not be spent.

The order that the buildings go is decided by the school. To be submitted to the ministry at the same time as the 10-year plan. This is a working document.

**Moved S Smith/J Hynds**

That the 10YPP is approved

**CARRIED**

**7.3 Project Manager RFQ – approval**

Julie Lockie seeks Board approval on the recommendation to appoint Maynard Marks to implement the projects on the 5YA.

**Moved S Smith/J Hynds**

That the Board approve Maynard Marks appointed as the Project manager for 5YA

**CARRIED**

**8. GENERAL BUSINESS**

### **8.1 Wireless School Network Upgrade Project (WSNUP)**

This document is an agreement to proceed only. \$60,000 approximately, based on \$30 per pupil.

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

**CARRIED**

That the agreement to proceed is approved as signed off by the board chair

#### **Year 9 BYOD 2017 for Board consideration.**

John queried targeted funding as proposed in the recently released budget.

Pete said that we don't know how much that could be at the moment.

We would be one of the first low decile schools in this area to implement this fully. We are required to spend the grant, that was received for computers, before the next Board meeting but we will seek funding for further devices. Devices would be on a payment plan. After 3 years they would own the device dependent on all payments being met.

John Hynds recommends that the board support the programme and fund as per recommendation.

Steve Smith would like it minuted that his feeling is that this programme will blow out year by year and the school could be in the position where we can't afford to sustain.

John suggests that we do this on a year by year basis.

Before making a decision, Pete suggests that Sheryl Lane conduct some detailed financial forecasts and bring it to the next board meeting.

Year on year costs of technology have been reducing significantly. Each year there would be a recommended device.

### **8.2 Uniform**

It has been brought to our attention that our official uniform supplier increased two of our products, blouse, shirt and skirt by \$5 per item without advising us. This is a breach of the terms of our contract.

John feels that NZ Uniform needs to honour the contract.

Discussion about the continuing sale of exclusive school uniform by the Uniform Shoppe in Manurewa and the request from NZ Uniform that the school board take further action. John requests that our school lawyer sends a letter to the Uniform Shoppe about selling our exclusive uniform. This has been done in the past.

Pete will meet with the CEO of NZ Uniform in the first instance and will report back to the Board.

John would like Pete to feedback from the Board that the contract was approved with the clause re fixed pricing.

### **8.3 Volleyball funding request**

Two students have been selected to attend an International Tournament. Volleyball NZ do not financially support team members. Their own club will sponsor them to the amount of \$500 each. They are personally fundraising. Leanne Gibson is contacting Alumni to seek possible sponsorship.

Families are requesting that the Board donate \$2,000 for each student.

John suggests that Leanne Gibson contact the ASB Trust for sponsorship.

**Moved S Smith/F Lesa**

That the board offer subsidy of \$500 per student for the above request

**Trips**

1. 03OED Journey – updated dates to 27 & 28<sup>th</sup> June  
– sign off on change of dates
2. Hilary Challenge, Taupo 24/6/16 – 25/6/16 – final approval granted
3. Waharau Camp – Trades Academy – 30/5/16-3/6/16 – final approval granted
4. Duke of Edinburgh Hillary Award – 26/5 & 27/5/16 – postponed – final approval granted
5. Rotorua – 03GEO – 17/8/16-19/8/16 – pre approval granted
6. Alo Pao Pao International Outrigging, Samoa – 24/8/16-2/9/16 – pre approval granted
7. 02 History Camp – Waiouru – 1/8/16-3/8/16 – pre approval granted
8. Yr 10 Leadership camp – Carey Park Christian Camp – 13/6/16-15-6-16 – final approval granted
9. Italy Trip 2017 – 5/7/2017 – 15/7/2017 – pre approval granted

The Principal presented a token of appreciation to Apaula Fruean-Lautua and Sonia Tomlins as it is their final meeting as Board members and thanked them for their service to the school.

**Meeting concluded at 7:53pm**

**Future Board Meeting Date: 27 June 2016**

**CHAIRPERSON**

**DATE**

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