



**Manurewa High School  
Board of Trustees Meeting  
Board Meeting Room, 5:00pm  
Monday 25 July 2016**

**Minutes**

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Present: Steve Smith – *chair*  
John Chen, John Hynds, Pete Jones, Stuart King, Fale Lesa, Julie Lockie, Mitlesh Prasad,  
Richard Thornton, Bruno Watkins

In attendance: Sarah Davies – *minutes*  
Lexy Derby-Ngawaka and Joanna Long

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Introduce new board members – welcome to Joanna Long and Lexy Derby-Ngawaka

Board PD – Presentation by Peter Gall and Mike Leach, Directors of Edsol Ltd

Points of discussion:

Government v Management	BOT / Principal Roles
NAG's	The Principal and the Board Chair
Risk Factors – Board and Board Chair	Risk Factors – Principal

**1. APOLOGIES:**

Nil

**2. CONFLICTS OF INTEREST:**

None at this time

**3. CONSENT AGENDA:**

**3.1 MINUTES OF PREVIOUS MEETING**

**Matters Arising:**

**3.2 CORRESPONDENCE**

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

**Moved F Lesa/S King**

**CARRIED**

That the minutes and public excluded minutes of the previous meeting held 27 June 2016 and correspondence, having been distributed are approved

**3.3 FINANCE REPORT**

**Matters Arising:**

Minutes of Sub-Committee tabled and discussed  
Next meeting will focus on the Audit Report and recommendations.  
Copy of money in and money out will be distributed to the Board once Julie has completed this and approved by the Principal.

**Moved R Thornton/F Lesa**

**CARRIED**

That the minutes of the Finance and Property Sub-Committee meeting held 21 July 2016, having been distributed, are approved

**Moved S Smith/R Thornton**

**CARRIED**

That the Finance-Property sub-committee acts on behalf of the Board on Finance and Property for the school

**Moved S Smith/F Lesa**

**CARRIED**

That the disciplinary sub-committee has the right to act on behalf of the board for matters of discipline

The Board chair asked for any further agenda items under General Business.  
3 trip applications received after agenda printed - added to the agenda.

**4. REPORTS:**

**4.1 PRINCIPAL'S REPORT**

Report tabled and discussed.

e-Learning Executive Summary tabled for the Board to read before the next meeting.

Enrolment packs are being distributed next week but detail on BYOD specs not able to be included as the Ministry has not approved the school funding the bulk purchase of machines. The school has been awarded a grant that enables the purchase of 100 machines. Another application has been submitted to the Lotteries Commission for the purchase of 300 machines.

**Moved P Jones/F Lesa**

**CARRIED**

That the Principal's report is accepted

**4.2 STAFF REPORT**

Bruno reported back on the Breakfast club. The numbers are highest during lunchtime. Some products run low on a regular basis – bread, baked beans. The school budgets for top up of some supplies.

**4.3 STUDENT REPORT - Nil**

**4.4 DISCIPLINE REPORT**

**Moved S King/S Smith**

*Moved into in-committee at 7:04pm*

**CARRIED**

That the public be excluded from the following part of the proceedings of this meeting, namely student and staff 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, staff leave applications and resignations were discussed whilst the public was excluded

**Moved S Smith/S King**

*Moved out of in-committee at 7:15pm*

**CARRIED**

That the Board move out of in-committee

**4.5 BUSINESS ACADEMY**

Building update - still waiting on the exact cost of the building. Pledges of around \$800,000, MOE may fund \$4.2 million. Still looking for \$1.5 – \$1.6 million. John is confident that we will get the extra from the Business community. John is in talks with ASB who may be interested in assisting with low to no interest funding.

Manurewa High School Business Academy Highlights form recent weeks' document tabled and discussed.

The key people in school driving the Business links are Rekha Ram, HOLA Business Studies and Emma O'Riordan returning from leave next term in a new role – to be presented to the Board. Leanna Gibson has community connections with Business.

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

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

919 visits. Moved into new premises this morning following a blessing.

##### **4.6.2 School closure due to drainage issue**

Quote received for repair of \$27,000. Working with the Ministry on how we will pay for it.

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

#### **5.1 Co-option of new members for term of current board**

Steve Smith proposed co-option of Lexy Derby-Ngawaka and Joanna Long onto the Board.

##### **Moved S Smith/F Lesa**

That the above-named are co-opted onto the Board for the term of the current Board

**CARRIED**

### **6. PERSONNEL REPORT**

Discussed in-committee

### **7. GENERAL BUSINESS**

#### **7.1 Uniform update**

Following the situation with the current supplier, NZ Uniform, overcharging for two uniform items, the Director would like to present a proposal to the Board. The Board agreed.

##### **7.2 E-learning**

As discussed under Principal's report.

##### **7.1 The Trusts Community Foundation – grant applications**

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

That the Board approve the school apply to TTCF for scholarships

**CARRIED**

##### **Trips**

1. O2OED Camp – Anawhata – 14/8/16-17/8/16

2. O2OED Camp – Anawhata – 17/8/16-19/8/16

3. O2OED Camp – Anawhata – 22/8/16-24/8/16

##### **Moved F Lesa/R Thornton**

That the above trips have been granted final approval

**CARRIED**

4. Music Band Camp – Camp Adair – 4/8/16-6/8/16

##### **Moved L Derby-Ngawaka/B Watkins**

That the above trip has been granted final approval

**CARRIED**

- 5. Save the Children NZ Team Building – approved via email
- 6. 01HPE – Piha Mill Camp 8/8/16-10/8/16
- 7. 01HPE – Waharau 10/8/16-12/8/16

**Moved M Prasad/R Thornton**

**CARRIED**

That the above trip is granted final approval subject to RAMS forms being sighted

**8. Carey Park - Henderson**

Year 10 Leadership Camp – 15/8/16-18/8/16

**CARRIED**

**Moved S King/J Hynds**

That the above trip is granted approval

**Meeting concluded at 7:26pm**

**Future Board Meeting Date: 22 August 2016**

**CHAIRPERSON**

**DATE**

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