



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

## Minutes

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

In attendance: Sarah Davies – *minutes*

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Opening Karakia by Bruno Watkins

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### 1. APOLOGIES:

Nil

### 2. CONFLICTS OF INTEREST:

None at this time

### 3. SPECIAL GOVERNANCE TOPICS:

#### 3.1 Uniform Supplier Presentation

David and Melanie Bunnell of NZ Uniform – request to the Board for an extension on existing agreement that has a short term to run, expiring August 2017. Asking to extend to a 5-year contract. There is a provision in the current contract to roll over for 2 years only. As part of this long term agreement, an additional \$10,000 sponsorship will be offered to the school by NZ Uniform. Steve Smith asks if the prices would be fixed for 5 years. David cannot commit to fixed pricing for 5 years. Steve Smith requested NZ Uniform submit a detailed proposal which will be discussed at the next meeting of the financial sub-committee of the Board.

#### 3.2 e-Learning

Introduction of the e-Learning team; Craig Render – e-Learning Coordinator, Lyall Tavener – Network Manager and Lawrence Naicker – DP Line Manager of ICT. e-Learning Strategic Plan 2016-2018 tabled and discussed. Separate administrative role required for Term 4, 2016 @\$55,000pa as Craig's input cannot continue with the growth and the e-Learning coordinator role needs to return to a stand-alone role. Pete Jones thanks the e-Learning team for all the work involved in keeping the BYOD programme running efficiently.

### 4. PREVIOUS MINUTES:

#### 4.1 MINUTES OF PREVIOUS MEETING

##### Matters Arising:

Leave requests for sibling weddings should have been 3 days LWP as per collective agreement.

**Moved F Lesa/J Hynds**

That the minutes and public excluded minutes of the previous meeting held 25 July 2016, having been distributed, are approved

**4.2 CORRESPONDENCE**

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

**5. REPORTS:**

**5.1 PRINCIPAL'S REPORT**

Tabled / questions (*e 17/8/16*)

Key Charter update is the e-Learning.

The carver who is currently working in the school is proving to be very talented

At communicating with our students and staff. Pete would like to recruit him in the future.

**Moved P Jones/F Lesa**

That the Principal's report is accepted

**CARRIED**

**5.2 FINANCE REPORT**

Minutes sub-committee (*e 19/8/16*). Format of the notes explained.

Where there is a significant contribution into some part of the school eg;, oven, café equipment, some of the funds could be used from the Trades Academy. The appointment of a Device Administrator and an e-Learning Coordinator discussed.

Anything over \$5,000 - \$6,00 is discussed by the finance committee, approved and signed off by Richard Thornton.

Dashboard and letter from staff member to be noted as in-committee

Recommendations for Board approval:

1. Purchase of new oven for HAC

**Moved M Prasad/F Lesa**

That the purchase of a new oven for HAC is approved

**CARRIED**

2. Schedule of delegations

**Moved R Thornton/J Hynds**

That the Schedule of delegations is approved

**CARRIED**

3. Appointment of an Device Administrator – Fixed Term until end of 2017

Appointment of e-Learning Coordinator – Permanent

**Moved R Thornton/J Hynds**

Appointment of the two positions above approved with the understanding that the Principal is confident that the budget will meet the staffing

**CARRIED**

*John Hynds excused himself from the meeting 6:25pm*

**5.3 BUSINESS ACADEMY**

Building update – hope to have a price from the surveyor shortly

**5.4 HEALTH & SAFETY – Summary - 485 visits to the Health Centre reported for the month**

## POLICIES FOR REVIEW:

None at this time

## 7. TRIPS:

- 7.1** Yr 10 Hilary Outdoors Scholarship 16-10 – 21-10 & 24/10 – 20/10 – Preliminary  
**Moved P Jones/L Derby-Ngawaka** **CARRIED**  
That the above trip is granted preliminary approval
- 7.2** Volleyball – Nelson – 10/12 – 12/12 – Preliminary  
**Moved P Jones/L Derby-Ngawaka** **CARRIED**  
That the above trip is granted preliminary approval
- 7.3** HAC Students – Tauranga – 5/9/16 – 6/9/16 – Final  
**Moved L Derby-Ngawaka/J Long** **CARRIED**  
That the above trip is granted final approval
- 7.4** Japan – 9 – 21 April 2017 – Pre-approval  
**Moved B Watkins/J Long** **CARRIED**  
That the above trip is granted pre-approval

## 8. GENERAL BUSINESS

- 8.1** NZSTA President & Board election (*e 12/8/16*)  
Board voting received by Julie Lockie sees a clear cut selection of Lorraine Kerr for President. 3 clear cut for the Board with 6 having the same amount of votes. Board decision to vote for top 3 only
- 8.2** Date for BOT/SLT Charter planning 2017 – 15/10/16, 9:00am – 1:00pm  
Date agreed and confirmed
- 8.3** Uniform – John Chen shared an email from students re uniform. Several students have conducted student voice survey with about 90 students focusing on uniform. Based on the results, a uniform change requested to allow girls to wear shorts/trousers and junior boys allowed to wear trousers. Rationale; cold in winter, will not affect their grades, fair to all genders. Pete Jones supports the request. Question posed; will there be males who wish to wear skirts? A lava lava option for male students was submitted to the Board when the uniform was last reviewed but not approved.

Consideration needed as a different cut of short/trouser required for girls will increase the number of regulation uniform items. A whole school survey suggested to get broader feedback. John Chen and Pete Jones to develop and conduct the survey.

## 9. PERSONNEL (including in committee)

- Moved S Smith/S King** *Moved into in-committee at 6:46 pm* **CARRIED**  
That the public be excluded from the following part of the proceedings of this meeting, namely staff and 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 staff personnel and/or student discipline were discussed whilst the public was excluded.

**CARRIED**

**Moved S Smith/S King**

*Moved out of in-committee at 7:02 pm*

That the board move out of in-committee

Closing Karakia by Bruno Watkins

**Meeting concluded at 7:02 pm**

**Future Board Meeting Date: 19 September 2016**

**CHAIRPERSON**

**DATE**

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