



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

Minutes

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

In attendance: Adrienne Norsstrand, Faapaia Folasa

Opening Karakia

Welcome to Grace Tuailili – new student representative

1. APOLOGIES:

Sarah Davies absent – Julie Lockie taking minutes

2. CONFLICTS OF INTEREST:

None at this time

Steve Smith invited John Chen to present his survey results to the Board. Survey response was 442 students and they were asked a range of questions. John presented four recommendations for consideration by the Board:

- Allowing junior boys to wear trousers
- Allowing boys to wear black socks (any kind)
- Allowing girls to wear shorts and trousers
- Allowing students to wear a black winter jacket (any kind)

Discussion was held and the Board would continue their discussions in general business. Steve thanked John and his team for putting the survey together

Adrienne and Faapaia left the meeting.

3. SPECIAL GOVERNANCE TOPICS:

3.1 Health and Safety presentation

Julie and Manaia Lulu showed a power point presentation re Health and Safety. Points were clarified. Suggested an approved supplier list be formed for contractors. Board informed all staff now wear high-vis vests while on duty – Board asked that grounds staff also wear high-vis vests. Steve suggested a Health and Safety week could be planned for next year.

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING

Matters Arising:

Specialist Services Standards Review – where are we at – Pete to send out

confirmed action plan which has just been completed.
Stuart asked about the query from Bruno re facial hair and whether it was on a one-year trial – nothing had been minuted as to length of time or trial.

CARRIED

Moved F Lesa/J Hynds

That the minutes and public excluded minutes of the previous meeting held 19 September 2016, having been distributed, are approved

4.2 CORRESPONDENCE

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

A letter from Homai Primary has been received re students taking a short cut through their grounds. Julie informed the Board previously we have installed a camera at Homai but the receiver unit had been stolen in a burglary they had and had not been replaced. Suggested to follow up with CCTV company as to whether we can put a camera back there and run through internet. A letter is to be written back to Homai Board Chairperson.

5. REPORTS:

5.1 PRINCIPAL'S REPORT

Tabled / questions (e19 /10/16)

Waikato-Tainui Kawenata Document (e 20/10/16)

Discussion re the number of truants showing on report quite high. Pete informed the board that we have added extra resources to try to follow this up, safety officer at the front gate, second person in the attendance office. Pete reported that tutor group and period rolls are marked on line, on an app so are as up to date as they can be. Pete also advised that our attendance is the highest for a decile one school. Currently a survey is being carried out with Yr 12 and Y13 students as there is a drop in attendance due to some students getting part time work. Bruno also advised that there is a lot of support from the Whanau team to make contact with truant students to follow up. Also text messages are sent to parents when students are not on class.

CARRIED

Waikato-Tainui Kawenata document discussed. It was felt that we need to get local input into the discussion and we need to make sure we have contacted our local iwi to consult before signing document. Pete to organise a meeting with local iwi.

Moved P Jones/F Lesa

That the Principal's report is accepted

5.2 FINANCE REPORT

Reports and minutes previously circulated.

BYOD would be discussed under personnel

Audit fraud document would be completed by Richard and circulated to the rest of the Board

Board approved to proceed with the purchase of the chiller for trades academy

Finances tracking ok – will be monitored for the remainder of the year

Business Centre Roof/Foyer expenses noted to come from 5YA funding

Investigations continuing with the field refurbishment

Moved R Thornton/L Derby-Ngawaka

That the Finance report and minutes are accepted

CARRIED

5.3 BUSINESS ACADEMY

Building Update – still waiting to hear from the Ministry

A letter / pack has been sent to Hekia Parata acknowledging achievements of Manurewa High School
The Business Academy Board has signed a Memorandum of Understanding with Auckland University and will try to get Steven Joyce involved. Discussion about finding out how other schools have worked with the Ministry to get large amounts of funding for building projects.

5.4 HEALTH & SAFETY – incident reports

Drill bit injury to student finger
Chemical spray in student eyes
Gas BBQ fire – student doing well. Incident has been reported to Worksafe and investigation still underway. MHS has contracted a gas engineer to make recommendations to BBQ's before any further use.

5.5 STUDENT REPORT

No further report – and welcome again to Grace Tuililiili new student representative.

6. POLICIES FOR REVIEW:

6.1 Communicable Diseases – re wording

6.2 Travel Allowance

Stuart requested that he circulated changes to the polices he thought appropriate – to be added to next agenda.

CARRIED

7. TRIPS:

7.1 Future Problem Solving 28/10-30/10/2016 – Final

7.2 Rewalise 2016 Tawharanui Yr 10 – 28/11-2/12/16 – Final

7.3 Singularity Conference Christchurch – 14/11-16/11/16 – Final

7.4 Humanitarian Aide (HALP) to Cambodia – 7/12-19/12/16 – Final

7.5 Rewalise Waiperera Marae Hokianga – 28/11-1/12/12 – Final

7.6 Rewalise Waharau Regional Park – 1/12-2/12/16 – Final

7.7 Athletics NZ Nationals sleepover school Whare – 2/12-4/12/16 - preliminary

CARRIED

Moved

That the above trips are granted final and preliminary approval

8. GENERAL BUSINESS

8.1 Letter from Anna-Maria Bribiesca

Anna-Maria has completed her Masters of Education with 1st Class Honours – letter of congratulations to be sent

8.2 Business Centre Foyer plans

Architect sketch of business centre foyer entry and roof plans tabled – proceed with design as tabled

8.3 BOT / SLT Christmas Dinner

Steve suggested a buffet dinner for SLT and Board and their partners to be held at Salvatore's Café. Steve is happy to work with HAC and students to prepare. Dates to be circulated.

8.4 Scholarship Notifications

Notification from Auckland University of three students who have won Academic Potential Scholarships for 2017 - Amandeep Kaur, Mai Ngo and Aimen Sana – congratulations to all

8.5 Prizegivings

Please let Julie know if you are able to attend of the prizegivings, especially the Year 13 as seating is arranged for the Board.

Grace Tuailili and John Chen left the meeting

9. PERSONNEL (including in committee)

Moved S Smith/S King

Moved into in-committee at 7 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 7.30pm

CARRIED

That the board move out of in-committee

Uniform Proposal

Steve asked that this be put onto next month’s agenda for further discussion. He was comfortable with John Chen’s suggestion of trousers for girls and boys and possibly socks. Not so certain with shorts for girls or the ‘mufti ‘winter jacket. Pete stressed any decisions made must be manageable for staff to be able to administer without conflict with students. Pete was asked to talk with supplier and bring back some ideas they may come up with for suggested changes.

It was agreed to sign the proposal from NZ Uniforms for the supply of uniforms to continue for another 3 years with a 2 year right of renewal after a review at the end of the first three years.

Moved S Smith/F Lesa

CARRIED

To sign the uniform contract with NZ Uniforms

Meeting concluded at 7.35 pm

Future Board Meeting Date: 28 November 2016

CHAIRPERSON

DATE

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