



**Manurewa High School  
Board of Trustees Meeting  
Board Meeting Room, 5:00pm  
Monday 28 November 2016**

## Minutes

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Present: Steve Smith – *chair*  
Lexy Derby-Ngawaka, John Hynds, Pete Jones, Stuart King, Julie Lockie, Mitlesh Prasad, Grace Tauiliili, Richard Thornton, Bruno Watkins

In attendance: Sarah Davies – *minutes*

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Opening Karakia

### 1. APOLOGIES:

Joanna Long and Fale Lesa

**Moved S Smith/S King**

**CARRIED**

That the apologies are accepted

Presentation from Melina Martene, Maggie Silva and Claire Hunter

**Moved S Smith/S King**

Moved into in-committee at 5:15pm

**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 5:30pm

**CARRIED**

That the board move out of in-committee

### 2. CONFLICTS OF INTEREST:

None at this time

### 3. SPECIAL GOVERNANCE TOPICS:

#### 3.1 Deputy Principal Appointment

##### 3.1.1 Questions for Interview

Board to get any further questions to Pete Jones by Wednesday 30 November.

##### 3.1.2 Sub-committee / full board for interviews

Pete requests that a Deputy Principal be present for the interviews with the Board on Saturday 3 December. DP will provide feedback from the SLT panel interviews held on Friday 2 December. This presents as a learning opportunity for the DP on the process of management appointment.

Richard suggests that as there are so many internal applicants, the Board should have documentation that the presence of the DP creates no conflict of interest or influence to the Board. Steve to speak to this during introduction of each candidate.

##### 3.1.3 Short listed candidates

#### 4. PREVIOUS MINUTES:

##### 4.1 MINUTES OF PREVIOUS MEETING

###### Matters Arising:

Lexy asked if there was any advance on meeting with local Iwi to discuss the Waikato-Tainui Kawenata Partnership and signing of the agreement.

To be discussed further in Principals report.

###### Moved L Derby-Ngawaka /J Hunds

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

##### 4.2 CORRESPONDENCE

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

###### Moved B Watkins/ P Jones

That the outward correspondence is accepted

The Board chair asked for any further agenda items under General Business.

Noted; 1 trip application, 1 resignation letter received after agenda printed - added to the agenda.

*6:45pm Steve Smith advised that the meeting will run over time and sought approval from the board to continue.  
All approved.*

#### 5. REPORTS:

##### 5.1 PRINCIPAL'S REPORT

Tabled / questions (e 24/11/16)

New student leadership system discussed. In the future this will progress to see one student leader appointed per whanau.

Pete advises that in an effort to promote collaboration, from 2017 the Boardroom will become a collaborative office space for SLT. The Principal's office will become a meeting room and other DP offices will become bookable meeting rooms. Val Ball will be moved to one of the DP's offices to be closer to the admin team. The Board will meet in the staff conference room.

The draft Charter will be made available to the Board in January.

Tracking data is reading well, particularly the Year 12 cohort.

BYOD evenings parent/student turnout was one of the best we have had as a school. It shows the buy in and commitment for digital technology.

Pete reports that the school is not fully staffed for 2017. Shortage in Auckland is very real due to housing and transport situation in moving across the city.

Attendance at 85.5 %. Improving attendance will continue to be a focus for SLT.

Waikato-Tainui Kawenata Partnership. Pete will formalise feedback and proposes that he sign the agreement on behalf of the Board.

All in agreement.

**Moved P Jones/R Thornton**

**CARRIED**

That the Board agree in principle to Pete Jones, Principal signing the Waikato-Tainui Kawenata Partnership on behalf of the Board

**Moved P Jones/R Thornton**

**CARRIED**

That the Principal's report is accepted

**5.2 FINANCE REPORT**

**5.2.1 Minutes sub-committee(e 25/11/16)**

Richard Thornton reports that the finances are in a good state and on behalf of the Board thanks Pete Jones and Julie Lockie for keeping track of Income and Expenditure.

**5.2.2 Draft Budget 2017**

The finance sub-committee recommends a contingency fund be put in place in 2017 around donations. Creating a surplus of \$70,000. The school is in a position of requiring 5 new staff in 2017. As this is 5 staff over, the Principal requests that the board take a punt with these 5 as follows; 3 will be covered by roll growth, one covered by trades academy funding, one funded by the board from the contingency fund set up.

Finance committee recommendations as tabled in the sub-committee meeting minutes of 25 November 2016;

- c) recommended** to proceed to get draft canteen contract drawn up
- f) recommendation** for discussion to drop the school donation request for all students
- g) recommendation** that the draft budget presented for 2017 be approved
- h) recommended** that permission be given for an extra 5 staff to be included in the staffing budget covered by 3 from roll growth, 1 from trades academy and 1 from contingency
- i) recommended** to investigate the leasing options of a replacement van

**Moved R Thornton/J Hynds**

**CARRIED**

That the recommendations from the Finance subcommittee meeting of 25 November 2016 are approved

**5.3 BUSINESS ACADEMY**

Building update

Still no news from the Ministry. We have completed all that we are required to.

Pete and Julie are trying to schedule a meeting with the ministry this side of Christmas to chase progress.

An MOU has been signed with the University of Auckland in partnership regards the Velocity programme. This programme is an entrepreneurial innovation programme and John Hynds is very impressed with the concept. John notes that the University are keen to be involved with the school Future Problem Solving programme and supporting the team travelling to USA for FPS International Competition. Pete thanks John for his work with Ernst Young to assist with funding. John has donated \$10,000 towards the trip. The student team is also fundraising. The Velocity package is really clear, cultural identity, future learning skills, digital fluency and qualifications.

#### 5.4 HEALTH & SAFETY

Incident report as tabled

Student - Injury to left clavicle bone – occurred on field while playing

Student - injury to right lower leg – occurred on field due to slip

Student - incident at hammer throw shade- hammer ricochet onto students back

Alteration being made to cage to avoid this happening again

Staff – injury to leg - slip on wet floor in gym due to leaky roof

Asbestos in the gym report reading is 0.01 – 0.10 is problematic. Work will proceed during the holidays.

#### 5.5 STUDENT REPORT

Uniform

Follow up on decision making re uniform recommendations by students.

Can girls wear shorts and trousers?

##### **Moved S Smith/R Thornton**

**CARRIED**

The Board approve shorts or trousers as regulation uniform items for female students

Can boys wear black socks?

Suppliers current socks would need to be phased out – possibly discounted.

##### **Moved S Smith/R Thornton**

**CARRIED**

That black socks are approved as the replacement regulation sock for all students

The Board are in agreement that the School should continue to have a regulation school jacket. Options for a better quality jacket being sought by the school.

#### 6. POLICIES FOR REVIEW:

- Communicable Diseases – re wording (e 25/11/16)
- Travel Allowance (e 25/11/16)  
*Amendments to the two policies above approved*
- Sexual, Physical and Verbal Harassment/Abuse (Staff) (e 25/11/16)  
*Amendment - approved*
- Sexual, Physical and Verbal Harassment/Abuse (Students) (e 25/11/16)  
*Approved*
- Community Consultation and Communication (e 25/11/16)  
*Amended and approved*
- Staff Discipline (e 25/11/16)  
*Pending further amendments*
- School Donations (e 25/11/16)  
*Leave the policy in place with first line to read – BOT will review policy annually*
- Privacy Act (e 25/11/16)  
*Amendment; remove first line- replace with Principal or person acting in that capacity.*

##### **Moved S King/B Watkins**

**CARRIED**

That the above Policies as sighted as amended are approved and adopted

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

**CARRIED**

In light of the BYOD cost expectation the board is not expecting families to pay the school donation in 2017

**7. TRIPS:**

- 7.1 Yr 12 & Yr 13 Samoa 27/9/17-7/10/17 – final approval granted
- 7.2 Waka Ama Lake Karapiro 17/1/17-22/1/17 – final approval granted
- 7.3 FPS – America – pre-approval signed by Board Chair

**Moved S Smith/R Thornton**

**CARRIED**

That the above trips are granted approval as noted

**8. GENERAL BUSINESS**

- 8.1 Specialist Service Standards - Final report received – three-year review issued  
Action plan requires monitoring as a lot to do to make improvements
- 8.2 Drone purchase. \$2,500  
Board required to accept responsibility.  
Steve Smith suggests that strict protocols are put in place including sign off for use. Julie to generate. Training will be conducted over the Christmas term break.

**Noted**

Claire Stapleton successful with study award

**9. PERSONNEL (including in committee)**

**Moved S Smith/S King**

*Moved into in-committee at 7:05 pm*

**CARRIED**

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**Moved S Smith/S King**

*Moved out of in-committee at 7:35pm*

**CARRIED**

That the board move out of in-committee

*Reminder of upcoming Prizegivings and Thank You Event*

Closing Karakia

**Meeting concluded at 7:36pm**

**Future Board Meeting Date: Thursday 26 January 2017 (TBC)**

**CHAIRPERSON**

**DATE**

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