



**Manurewa High School
Board of Trustees Meeting
Board Meeting Room, 5:00pm
Thursday 26 January 2017**

Minutes

Present: Steve Smith – *chair*
Pete Jones, Stuart King, Fale Lesa, Julie Lockie, Joanna Long, Grace Tauiliili,
Richard Thornton, Bruno Watkins

In attendance: Sarah Davies – *minutes*

Opening Karakia

1. APOLOGIES:

John Hynds, Mitlesh Prasad, Lexy Derby-Ngawaka (wishes board a Healthy Happy New Year)

Moved F Lesa

CARRIED

That the apologies are accepted

ELECTION OF CHAIRPERSON:

Steve Smith passed the chair over to Pete Jones
Call for nominations for Chairperson

Nomination for Steve Smith by Stuart King/Second Fale Lesa
No Further nominations. Unanimous decision to re-appoint Steve Smith as Chairperson.
Pete Jones thanked Steve Smith for all the work put in last year and is looking forward to continuing the successful working relationship in 2017.

Steve Smith accepts - meeting handed back to Chairperson

2. CONFLICTS OF INTEREST:

None at this time

3. SPECIAL GOVERNANCE TOPICS:

3.1 Signing of Kawenata

Letter in support of signing agreement from Tukahia Ngataki tabled.

The board are all in agreement for the Principal to sign the Kawenata

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING

Matters Arising:

Moved S King/G Tauiliili

CARRIED

That the minutes and public excluded minutes of the previous meeting held 28 November 2016, having been distributed, are approved

4.2 CORRESPONDENCE

Letter from H Parata as tabled

Letter from A Bribiesca as tabled

That the correspondence above is received and ratified

5. REPORTS:**5.1 PRINCIPAL'S REPORT**

tabled / questions (*tabled at meeting*)

As part of his report, the Principal shared a powerpoint with discussion on;

- The Vision and Mission statements have been formed as a draft only.

Vision - Piki atu ki te rangi

Mission - To grow a community of learners to be the Manurewa way by living our values of respect, excellence, whanaungatanga and akoranga.

- School wide focus on wellbeing, growth mindset, living our values and improved academic achievement.
- 2016 NCEA results. Level 1 down, level 2 plateaued, level 3 down, UE improved. Overall girls achieved better than boys. Maori results have taken a drop. All of these results are provisional at this time and to be confirmed. We are tracking above the national average for our decile.
Pete will be working with the staff from tomorrow on ways to improve academic achievement with two particular elements involved, pedagogy and curriculum design.
More focus on Maori achievement across all levels and boys particularly at level 3.

Fale asked about the demographic of male/female on staff? Pete to find out and send data to the board.

- 2017 charter goals – review of agreed

Steve Smith would like emphasis placed on health and safety and wellbeing of staff. Make staff aware that if workload becomes too much there are means to pull back and ask for help. Ensure that the school is providing food for meetings of any length.

Bruno reports that the implementation of the wellbeing council has made a difference to staff attitudes towards their personal wellbeing. Comments from staff indicate that they feel supported by the council and the SLT who reinforce the programme and recommendations of the wellbeing council.

- SLT portfolios have been drafted with a few details to be finalised. Pete will provide a copy of the final version to the Board. SLT have moved into the boardroom as a collaborative office space. The old DP offices will be used as bookable meeting spaces.

Moved P Jones/S King**CARRIED**

That the Principal's report is accepted

5.2 FINANCE REPORT

minutes sub-committee (*nil for January*)

Creditors checked

Budget Update; close to being finished. Looking good including inclusion of surplus as approved last year.

Property Update – Gym roof work started with scaffolding being erected, should be up in two weeks. Expected completion date is end of March, realistically end of term 1.

Building consent for business centre foyer and chiller are in. Hoping to seek contribution to chiller from suppliers – to be looked into.

5.3 BUSINESS ACADEMY

Building update – moved into the next step – in process of appointing a ministry consultant. MOE building rates per square footage have been increased.

5.4 HEALTH & SAFETY – incident reports – nil

Worksafe investigation of BBQ’s - waiting for report on one BBQ before completing work on all other BBQ’s

6. POLICIES FOR REVIEW:

- Child Protection Policy – defer to next meeting
- Staff Conduct / Competency – S King updates – defer to next meeting

NOTE - Review date to be added to each policy – approved

7. TRIPS:

7.1 Mad Marine Hui – approved via S Smith

8. GENERAL BUSINESS

8.1 International student refund – student has paid fees but has decided not to attend MHS, therefore family asking for refund. International Director, Lyn Mulcahy requests that \$250 is deducted to cover administration costs.

Richard asked what the policy stipulates. No set rule. Richard suggests 10% is fair in this case and recommends that the policy is amended to include an agreed rule.

8.1 All agreed that \$100.00 administration charge deducted for this student, not \$250.

8.2 BOT Dates for 2017

Richard requests that the finance meetings are included on the meeting schedule.

9. PERSONNEL (including in committee)

Moved S Smith/S King *Moved into in-committee at 6:14 pm*

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.

CARRIED

Moved S Smith/S King *Moved out of in-committee at 6:38 pm*

That the board move out of in-committee

CARRIED

Closing Karakia

Meeting concluded at 6:39 pm

Future Board Meeting Date: 27 February 2017

CHAIRPERSON

DATE

.....

.....