



**Manurewa High School
Board of Trustees Meeting
Staff Meeting Room, 5:00pm
Monday 27 February 2017**

Minutes

Present: Steve Smith – *chair*
Lexy Derby-Ngawaka, Pete Jones, Stuart King, Fale Lesa, Julie Lockie, Joanna Long,
Grace Tauilili, Richard Thornton, Bruno Watkins

In attendance: Sarah Davies – *minutes*

Opening Karakia by Fale Lesa

1. APOLOGIES:

John Hynds

Moved F Lesa

CARRIED

That the apology is accepted

2. CONFLICTS OF INTEREST:

None at this time

3. SPECIAL GOVERNANCE TOPICS:

3.1 Final draft Charter

Pete seeks the Board opinion on what they want to be notified on regards progress of annual goals as he feels when reporting on the goals we have too much detail. Board involved in the process of editing what is submitted in the charter.

Steve Smith suggests one sentence report on each activity.

Richard suggests picking out key indicators for some of the goals and set up a dashboard for reporting to the Board. Perhaps including graphs.

More information about governance not management, including data activity.

Leave key activities in (remove breakdown of key activities) and measurable outcome to remain. The detail to become an action plan used to report to the Board.

Stand down targets discussed and set.

asTTle targets to be reviewed

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING

Matters Arising:

Moved F Lesa/B Watkins

CARRIED

That the minutes and public excluded minutes of the previous meeting held 26 January 2017, having been distributed, are approved

4.2 CORRESPONDENCE

Moved R Thornton/Joanna

CARRIED

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 22/2/17)

Academic excellence has seen positive improvements.

LA Learning Area report evening reminder, Thursday 16 March at 5:00pm.

BYOD update – have encountered a supply issue. A number of parents not purchased, to follow up with.

Current Year 9 roll 468. Still receiving in zone. Ministry projection was 400 we were expecting 420. We have to put on another two classes. We can do a mainstream class but stats indicate we require another Hiranga class.

Request to Board to staff another teacher for a second Year 9 Hiranga class. Decision could wait until numbers confirmed from the March 1st roll return. The school can cover this through the contingency in budget.

Moved R Thornton/F Lesa

CARRIED

That the Hiranga class is staffed and the Board will fund an additional teacher as above from the contingency plan in the 2017 budget

Moved P Jones/J Long

CARRIED

That the Principal's report is accepted

5.2 FINANCE REPORT

Minutes sub-committee (e 24/2/17)

Draft annual accounts tracking well, congratulations to Pete and Julie.

- It is recommended that the MHS Board:
 - a) **note** that the Income and Expenditure data for the month of January is not completed due to year end reports needing to be completed. Will be prepared early March
 - b) **recommended** that the final budget for 2017 be approved
 - c) **note** draft 2016 accounts ready for audit with a strong surplus
 - d) **note** additional resource by way of a new position of Accounting Technician be sought
 - e) **recommended** that we purchase a new front sign as opposed to leasing

Moved L Derby-Ngawaka/J Long

CARRIED

That the purchase of the electronic board is purchased with school funds, not leased and the appointment of an accounting technician is funded from the contingency budget

Moved R Thornton/F Lesa

CARRIED

That the report from the sub-committee finance meeting is accepted

Moved S Smith/S King

CARRIED

That the final budget for 2017 is approved

Property Update – the school has still not been assigned a ministry contact person

5.3 BUSINESS ACADEMY

Building update

5.4 HEALTH & SAFETY – incident reports

Today in science lab, student had solution on hands and wiped eyes. Nurses attended to student. Steve Smith questioned if the process for handling this type of incident was followed. Julie Lockie assured him it was dealt with in accordance with process.

494 cases have been seen year to date. 23- January to 23 February 2017

5.5 STUDENT REPORT

Grace provided feedback on the Spirit of Adventure voyage she attended as a new Board student representative and shared photos of the journey.

6. POLICIES FOR REVIEW:

- Child Protection Policy
Approved with one amendment
Moved J Long/F Lesa **CARRIED**
That the Child Protection policy is adopted with one amendment
- Staff Conduct / Competency
PPTA representative Tim Randle and Sam Oldham request a meeting with the Board to have input into the policy. Julie Lockie to set up the meeting. Policy pending
- Travel Policy – confirmation.
Amendment to be made, to come back to next meeting. Policy pending

7. TRIPS:

- 7.1 History Bay of Islands – 7/3/17 – 9/3/17 – final sign off subject to funding
- 7.2 Trades Academy – Waharau – 6/3/17 – 10/3/17 – final approval granted
- 7.3 O2GEO Tongariro – 21/3/17 – 10/3/17 – final approval granted
- 7.4 NZSS Volleyball National, Palmerston North 26/3/17 – 1/4/17 – final approval sign off
- 7.5 NZSS Volleyball Nationals, Girls, Palmerston North 26/3/17 – 1/4/17 – final approval sign off
- 7.6 Athletics NISS Champs, Inglewood – 7/4/17 – 10/4/17 – pre approval granted
- 7.7 Kapa Haka Sleepover, School Whare – 10/3/17 – 11/3/17 – final approval sign off
- 7.8 NZSS Waka Ama, Rotorua – 27/3/17 – 1/4/17 – final approval sign off
- 7.9 Mistletoe Bay, Marlborough Sounds – 24/4/17 – 27/4/17 – final approval sign off
- 7.10 O3ECO Wellington 14/3/17 – 15/3/17 – final approval sign off

Moved L Derby-Ngawaka/J Long **CARRIED**
That the above trips are granted approval as noted above

8. GENERAL BUSINESS

- 8.1 International student refund
Request received from father of Jezebel Cristofari. Lyn Mulcahy requests that \$100 be deducted as administration fee.
Request received from parents of Aditep Rintha. Lyn Mulcahy supports the return of 3 x terms fees less \$250 administration fee.

Moved R Thornton/F Lesa **CARRIED**
That the above requests for refund are approved and reimbursed as noted

- 8.2 Update Learning Area Reports – attendance and preferences confirmed

9. PERSONNEL (including in committee)

Moved S Smith/S King

Moved into in-committee at 7:00 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 7:14 pm

CARRIED

That the board move out of in-committee

Closing Karakia by Fale Lesa

Meeting concluded at 7:17pm

Future Board Meeting Dates:

BOT/HOLA Annual Report Evening 5:00pm Thursday 16 March 2017

Board Meeting 5:00pm Monday 27 March 2017

CHAIRPERSON

DATE

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