



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

Minutes

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

In attendance: Sarah Davies – *minutes*

Opening Karakia by Grace

1. APOLOGIES:

Lexy Derby-Ngawaka, Fale Lesa

Moved J Long

CARRIED

That the apologies are accepted

2. CONFLICTS OF INTEREST:

None at this time

3. SPECIAL GOVERNANCE TOPICS:

3.1 LAAR Feedback

Pete asks if any board members have feedback on issues raised or the process.

John found the evening very helpful. Concern over the lack of accountancy students.

Would be good if the school could coordinate the business academy, accounting and commerce subjects.

Richard notes that the Mathematics learning area questioned budgeting. Some inconsistencies with the spread of topics. Strong voice around co-curricular interruptions. Richard suggests that the pro-active solution would be to provide digital options to catch-up.

Languages, Science and TPT. Languages staff were called away to be involved in Fia Fia night therefore missed valuable conversation at the end.

Science concern over heat in classrooms over summer and closed-in shoes. Steve feels that the school needs a better understanding of the TPT programme.

Bruno notes that as a Board member and a new HOLA it was a valuable process. English and Health concerns over poor exam attendance and the impact on results. English had concern over the heat in the classrooms and also question the cut in budget against and increase in class sizes. The Principal explained the 10% budget cut. Richard suggests that the board investigate the issues/requests and try to find a solution. Julie to look into the cost of air-conditioning.

Issues raised with school uniform – girls blouse fit too tight and see through if wet, and the skirt is too thick. Bruno to provide details of students who have concern to Sarah Davies to follow up blouse cut/shape with NZ Uniform.

Music request to continue to support or if possibly offer more support with appointment of itinerant teachers.
SLT to provide feedback to the Board.

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING *e13/3/17*

Matters Arising:

- H & S Incident Report – reply from Dr Nick Marsh tabled.

Moved S King/J Long

That the minutes and public excluded minutes of the previous meeting held 27 February 2017, having been distributed, are approved

CARRIED

4.2 CORRESPONDENCE

Moved S King/J Long

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

CARRIED

5. REPORTS:

5.1 PRINCIPAL'S REPORT

Tabled / questions (*e 24/3/2017*)

Apologies for the delay in distributing the report.

The Principal reported on the two latest incidents and the process used by the school. Pete kept the Ministry of Education fully informed during the process.

A family board hearing is taking place tomorrow morning for all boys involved in the first incident, and their whanau. The Police Officer dealing with the case will attend. The father of the victim has requested to be present at the meeting but Pete feels that this meeting is not the appropriate time for him to meet with the students and whanau. Pete would like the Board to make that decision.

John asked if there was another person who could manage such an incident on the school's behalf. A resource to help manage the load. Once the incident is resolved, SLT will review the process used and possibly develop further.

The second incident at Homai has no connection to the first incident. Our students were the victims and nothing to do with trouble reported at Polyfest. Two adults were arrested following the incident.

Richard feels that as reflection, Pete must let the Board know if there is anything they can do to support him.

Due to extra Ministry funding, extra security has been appointed.

Discipline report discussed in committee.

Moved P Jones/J Long

That the Principal's report is accepted

CARRIED

5.2 FINANCE REPORT

Minutes sub-committee (*e 24/3/2017*)

Recommendations from meeting

- a) **recommend** to approve the purchase of extra capex for eLearning Robotics gear at \$4594
- b) **recommend** to approve the purchase of 25 knife sets for HAC at \$2800
- d) **recommend** for Lyzia Cook to have administrator rights at ASB

Moved R Thornton/ B Watkins

That the Board approve capex items above and administrator rights to Lyzia Cook

CARRIED

Julie was not impressed with the inexperience auditor’s team – Julie would like the Board to write a letter expressing this.

Property Update

Asbestos removal on gym roof will occur during the term break, fenced off and advising staff that no access in the area.

Approval of the 10 year plan as emailed by Julie – any queries to Julie.

5.3 BUSINESS ACADEMY

Meetings held with the Graeme Dingle Foundation and councillor Angela Dalton. John to have a conversation with Pete before making any recommendations. We are hopeful that we will have a Ministry person appointed by April. Business Academy are pleased to be supporting the Future Problem Solving team to attend National competition in America.

5.4 HEALTH & SAFETY – No incident reports this month

Health Centre recorded 1445 visits during period 1 February to 27 March

5.5 STUDENT REPORT - nil

6. POLICIES FOR REVIEW:

6.1 Staff Conduct / Competency – approved

6.2 Travel Policy – confirmation - approved

Moved S King/B Watkins

That the Policies as noted above are approved and adopted

CARRIED

7. TRIPS:

7.1 O2LPE Camp – Waharau – 9/5/17-12/5/17 – Preliminary approval

7.2 O2BIO Camp – Waharau – 10/4/17-12/4/17 – Final approval

7.3 TRF – Northland – 24/4/17-28/4/17 – run by the Rising Foundation, all paperwork generated by TRF – Final approval

Moved S Smith/R Thornton

That the above trips are granted approval as noted above

CARRIED

8. GENERAL BUSINESS

8.1 Meeting with Tim Randle/Sam Oldham – PPTA Reps.

Steve and Pete met with Tim Randle, Sam Oldham was absent. They feel that our staff code of conduct document is dated therefore they would like to collaborate on amending the document in line with PPTA recommendations.

Steve would like to Board to give Bruno and Pete approval to work with a group to amend the Code of Conduct document.

- 8.2 Minute approval for initial phase of Community of Learning process (approval obtained via email)
- 8.3 Schedule of Delegations – updated with new DP’s, no changes other than dates. Approved and sign off by Board Chair
- 8.4 Request from Weymouth Sea Scouts – request use of the hall and facilities and the field for games for 40 hour famine activity weekend. In return they offer to carry out work around school. Pete supports the request as there is a positive community connection.
- 8.5 Breakfast Club – up to 250 + per day for breakfast and similar numbers for lunch. We have budgeted \$20,000 and have spent a little over \$2,000 to date. The school will need to subsidise at the end of each term and at this rate we are going to run out of budgeted funds. The facilitator has requested an urn for Milo to allow Milo to be made on a bigger scale. Steve Smith suggests a Hot Box. Steve also suggests that we contact the airport and enquire about domestic left-overs and possibly the Countdown distribution centre on Kerrs Road for donations. Additional money from the Ministry for families on the benefit could potentially be used. Richard suggests that the wages are coded to the Breakfast Club to get a sense of the true cost.

9. PERSONNEL (including in committee)

Moved S Smith/S King *Moved into in-committee at 6:56 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 7:01 pm* **CARRIED**
 That the board move out of in-committee

Closing Karakia by Grace

Meeting concluded at 7:02 pm
Future Board Meeting Date: 1 May 2017

CHAIRPERSON	DATE
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