



**Manurewa High School  
Board of Trustees Meeting  
Board Meeting Room, 5:00pm  
Monday 1 May 2017**

## MINUTES

---

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

In attendance: Sarah Davies – *minutes*

---

### Opening Karakia from Bruno Watkins

### Transport Neighbourhood Engineers Award student presentation

#### 1. APOLOGIES:

Lexy Derby-Ngawaka  
John Hynds will be late – arrived 5:14pm

**Moved F Lesa**  
That the apologies are accepted

**CARRIED**

#### 2. CONFLICTS OF INTEREST:

None at this time

#### 3. SPECIAL GOVERNANCE TOPICS:

Nil

#### 4. PREVIOUS MINUTES:

##### 4.1 MINUTES OF PREVIOUS MEETING held 27 March 2017 (*e 5/4/17*)

###### Matters Arising:

Amendment – incorrectly document under 8 General Business. Should read that Tim Randle attended meeting and Sam Oldham was absent. Minutes were amended and resent via email in March. Request to accept minutes in the meeting record book as correct. Agreed

###### **Moved B Watkins/F Lesa**

That the minutes and public excluded minutes of the previous meeting held 27 March 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 26/4/17*)

Annual goals will be reported on over the year by the Senior Leadership Team.

The Principal updated the Board on the case in the community that has now been exposed in the media. The Principal reports that the Guidance team are working with 30+ students who are affected.

PB4L focus is being pushed this term in order to improve student behaviour.

The Principal thanks the Board for their support over discipline issues in Term 1.

CoL outline shared with the Board.

John feels that many of our students lack the ability of verbally communicating with confidence. John would like Pete to work with the CoL schools on how to improve on this? Pete notes that data shows that lack of writing skills delays student progress. A Homework club has been funded and will commence week 3 this term, a reading programme is run with Homai School, an 'at risk' student list has been generated to highlight students who needs further assistance and many mentoring programmes run in the school. The CoL will collectively decide on an achievement challenge.

Leaver's data; still 130 Year 13 leavers from last year that we have no destination knowledge for. Careers are following up on seeking this information.

Student Achievement Conferences on 11 and 12 May. These include the issue of reports. Another scheduled for later in the year with a focus on goal setting.

#### Moved P Jones/J Long

That the Principal's report is accepted

**CARRIED**

### 5.2 FINANCE REPORT minutes sub-committee (*e 28/4/17*)

Meeting with audit team on Wednesday to discuss frustrations.

Property update – update on condition of building and gym roof

Recommendations 1B – F of meeting minutes:

- b) recommend** that the SIEBA Agent Agreements be used with the percentage figures listed in the finance subcommittee minutes. Any fee requested by an agent outside these amounts would be bought back to the finance sub-committee for approval and would be treated on a case by case basis. Also to continue using SIEBA for advice and documentation templates
- c) recommend** that the Host Homestay Fee for 2018 be increased to \$250 per week. Committee requested a breakdown of all international student income and expenses for 2016 year
- d) note** discussion was held re car for Youth Workers – to be referred back to Pete Jones for further discussion and recommendation
- e) recommend** that the proposal by Pitney Bowes not be accepted to purchase or lease a new franking machine. A cost analysis will be carried out as to the best solution moving forward
- f) recommend** that once annual accounts have been received back from auditor approval be given to Steve Smith and Pete Jones for sign off after finance committee has seen and agreed to.

Discussion on recommendation b) Host Homestay Fee  
John suggests that we benchmark our fees against Alfriston and increase our fees more for International students.  
\$240 at the moment  
The Board open to a two-step increase.  
John proposes the first step increase of \$260. All agreed  
Point C will be increased to \$260 instead of \$250 in 2018

**Moved R Thornton/B Watkins**

**CARRIED**

That the recommendations from the finance meeting are approved as noted above

Once annual accounts are confirmed, expected by 10<sup>th</sup> May, will be presented to the Board for the next Board meeting and final sign off by deadline.

**5.3 BUSINESS ACADEMY**

John discussed 'The Attitude Gap' report as emailed to the Board as an appendix with the Principal report. Through the business academy, interaction with business and future employment organisations is occurring. John is proud of the work being done. The Business Academy are holding a presentation, breakfast prior to the 1stXV game this Saturday. All the board are invited to attend.

3 containers have been acquired for the Business Academy as a pop-up venue for Business. To be set up outside the old Whare.

**5.4 HEALTH & SAFETY – statistic report**

Nil

**5.5 STUDENT REPORT**

Grace reported on the visit of the Mayor Phil Goff last term. The Mayor came to visit the breakfast club to see it in operation. Following the breakfast a group of students were involved in a Q & A with the Mayor, The GM of Sanitarium and representatives from Fonterra.

Student feedback on uniform – sleeve of girls blouse to be longer and would like to see the stripes gone. The blouse material from the Southmall store is thicker so they prefer to buy from there.

**6. POLICIES FOR REVIEW:**

- 6.1 International Fee Paying Students – changes accepted as noted on draft
- 6.2 International Fee Paying Students – Accommodation - changes accepted as noted on draft
- 6.3 International Fee Paying Students – Homestay Caregivers – Police Vetting – payment for the police vet fee to be absorbed by the admin fee and the Board will review the admin fee. All other changes accepted as noted on draft
- 6.4 International Fee Paying Students – Fees, Fees Protection and Refund - changes accepted as noted on draft
- 6.5 International Fee Paying Students – Managing Recruitment Agencies - changes accepted as noted on draft
- 6.6 Group Students – International Students - changes accepted as noted on draft

**Moved R Thornton/M Prakash**

**CARRIED**

That the Policies for review are reviewed and the new policy International Fee Paying Students – Managing Recruitment Agencies is adopted

**7. TRIPS:**

- 7.1 Manurewa Marae – Maori Science Academy – approved via email – signed off
- 7.2 Hoani Waititi Marae – approved via email – signed off
- 7.3 02OED Piha Camp – 15/5/17-19/5/17 – final – Board feel that 3 staff members not sufficient therefore requirement to increase staff member by one if student numbers remain at 47. Minimum of 4 staff members. If 4 staff can't attend the trip will be postponed. Accepted on approval that condition is met.
- 7.4 03OLPE Tawharanui Camp – 11/9/17-15/9/17 – prelim – pre approval granted
- 7.5 Gubbi Gubbi Waka Ama Festival – 27/9/17-6/10/17 – prelim – pre approval granted
- 7.6 Waharau 16-19/5/2017 – 01 class – leadership camp. Pre-approval and final approval granted subject to finances

**Moved P Jones/J Long**

**CARRIED**

That the above trips are approved as noted

**8. GENERAL BUSINESS**

8.1 Community of Learning update as covered in Principal Report

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

**Moved S Smith/S King**

*Moved into in-committee at 6:36 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 7:32pm*

**CARRIED**

That the board move out of in-committee

**Meeting concluded at 7:32 pm**

**Future Board Meeting Date: 29 May 2017**

**CHAIRPERSON**

**DATE**

.....

.....