



**Manurewa High School
Board of Trustees Meeting
Board Meeting Room, 5:00pm
Monday 28 August 2017**

Minutes

Present: Steve Smith – *chair*
John Hynds, Pete Jones, Stuart King, Fale Lesa, Julie Lockie, Mitlesh Prasad, Grace
Tauilili, Richard Thornton

In attendance: Sarah Davies – *minutes*

Opening Karakia

1. APOLOGIES:

Lexy Derby-Ngawaka, Joanna Long, Bruno Watkins

Moved S Smith/J Hynds

CARRIED

That the apologies are accepted

2. CONFLICTS OF INTEREST:

None at this time

3. SPECIAL GOVERNANCE TOPICS:

3.1 Goal 4 presentation by Katie Spraggon

3.2 Feedback from BOT on what they want us to follow up with – re planning in
November

Charter planning meeting with SLT booked at the end of October. Agreed that SLT will
meet for planning first and bring recommendations to the Board/SLT planning
meeting to be scheduled. Julie will find a date early November for a Charter Planning
meeting with the Board and SLT, using Gary Philip as the facilitator, if available.

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING

Matters Arising:

Accident follow up – accident reflection report tabled from HOLA Science as
requested by the Board.

Moved S King/J Hynds

CARRIED

That the minutes and public excluded minutes of the previous meeting held 31 July
2017, having been distributed, are approved

4.2 CORRESPONDENCE

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

Moved F Lesa/S King

CARRIED

The Board accept the inwards and endorse the outwards correspondence.

5. REPORTS:

5.1 PRINCIPAL'S REPORT

Tabled / questions (e 23/8/17)

Report discussed. Pete draws the Boards attention to the Out of Zone data for this year and points out that with the number of agreed out of zone places for next year of 80, some out of zone applications of siblings of current students, will not be successful in the ballot therefore students not able to attend.

The school will actively chase known families with in zone students who have not enrolled to confirm their place for next year which could potentially free up some places.

John Hynds congratulated Tim Randle for the success of his students and particularly the recent media coverage of Sonatane Kaufusi.

It was agreed that Board appreciation letters would be generated once the results of this week's competitions were announced.

CARRIED

Moved P Jones/S King

That the Principal's report is accepted

5.2 FINANCE REPORT

Minutes sub-committee & property update (e 25/8/17)

It is recommended that the MHS Board:

1. b) recommend school looks to accept offer of a vehicle for driver training lessons through RRT at estimated costs below

Moved R Thornton/J Hynds

That the recommendation above is approved

- c) recommend to support HPE camp by \$3,500

Moved R Thornton/J Hynds

That the recommendation above is approved

- d) recommend to support Volleyball trip to Melbourne to a maximum of \$5,000

Moved R Thornton/F Lesa

That the recommendation above is approved

- f) recommend to support the cost of three containers – total \$9,000

Moved R Thornton/M Prasad

That the recommendation above is approved

Moved R Thornton/M Prasad

That the Finance and Property subcommittee minutes of the previous meeting held 25 August 2017, having been distributed, are approved

Julie Lockie wanted to flag that following a meeting with Cyclone regards the contract, there may be a request to the Board to pay risk fee up front.

As soon as the information is received, Julie will distribute to Richard and Mitlesh who will assess and make a recommendation to the Board. This may all need to be finalised via email due to time constraints.

5.3 BUSINESS ACADEMY

Highlights report tabled and discussed.

Ryan King, first recipient of the Hynds Scholarship now works for Vodafone and is

running Girls in STEM 2017 programme.

EY Memorandum of Agreement explained. The Business Academy Board would like the Board to consider the agreement. Julie to follow up on one more query then will email to the board for approval.

5.4 HEALTH & SAFETY – Statistic Report

759 event types to the health centre over last month. Another 2 cases of mumps. Northern Health now advising that as it has become an epidemic we no longer need to separate students. More emphasis now placed on precautionary measures.

Accident report – student being seen by outside nurse who administered injection that the student had an adverse reaction to. Ambulance was called. Student ok. Richard notes the challenge is ‘did the person administering injection have authority and did they have permission to administer’. Julie to look into the process and report back to the Board.

5.5 STUDENT REPORT

Uniform – carried over to next agenda

5.6 STAFF REPORT - Nil

6. POLICIES FOR REVIEW:

6.1 Asset Management – amendment, remove ‘Hireage Of School Property’ clause, agreed

6.2 School Donations – amendments as agreed

Moved S King/R Thornton

CARRIED

That the amendments to the Policies as noted above are approved and adopted

7. TRIPS:

7.1 Australian Volleyball Melbourne – 3/12-9/12- Prelim - approved

7.2 Overnight Rugby League Nationals – 3/9/17-7/9/17 – Final - approved

7.3 Overnight Sleepover – Te Ahiroa Kapa Haka – 8/9/17 - approved

7.4 HALP Trip to Cambodia – December 2018 – Prelim – approved

7.5 International Staff/Student trip to China – Prelim – approved

7.6 Rising Foundation Camp – October Holidays – Prelim – approved

7.7 O3HPE Leadership Camp to Piha – 12-15/9/2017 – Final – approved subject to Principal checking that correct ratio is being met

Moved S Smith/S King

CARRIED

That the above trips are granted approval as noted above

8. GENERAL BUSINESS

8.1 Uniform – held over to next agenda

8.2 Waikato-Tainui Research Participation – approved

Moved S King/F Lesa

CARRIED

Approved that we participate in the Waikato-Tainui Research process

8.3 Student Election – proposal to have Grace Tauilili remain as a student

representative to work alongside the newly elected student. Each student rep would carry out an elective year and a supportive year. Board approve in principle. Julie to investigate with NZSTA if this is possible.

9. PERSONNEL (including in committee)

Moved S Smith/S King

Moved into in-committee at 6:55pm

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 7:13pm

CARRIED

That the board move out of in-committee

John Hynds raised discussion on poor attendance rates, particularly with Maori and Pasifika students.

Closing Karakia

Meeting concluded at 7:20 PM

Future Board Meeting Date: 25 September 2017

CHAIRPERSON

DATE

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