



**Manurewa High School
Board of Trustees Meeting
Board Meeting Room, 5:00pm
Monday 25 September 2017**

Minutes

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

In attendance: Sarah Davies – *minute taker*
Manaia Laulu, Lawrence Naicker, Katie Spraggon and Fiona Toloa – *for input on Deputy
Principal shortlisting*

Opening Karakia

1. APOLOGIES:

Nil

2. CONFLICTS OF INTEREST:

None at this time

3. SPECIAL GOVERNANCE TOPICS:

3.1 Deputy Principal Shortlisting / Interview Questions / Timeline

Shortlisting complete. All applicants to be notified with outcome by Julie Lockie.
Pete to work with SLT on presentation question and other interview questions and
send to the Board for final approval.

Manaia Laulu, Lawrence Naicker, Katie Spraggon and Fiona Toloa left the meeting at
5:45pm

3.2 ERO Review Notification – Term 1-2, 2018

ERO are scheduling school evaluations for next year and will be visiting following
our recommendation re suitable dates.
Richard suggests that we look at the recommendations from the last review report
and review what has been done to achieve these before the end of the year.

4. PREVIOUS MINUTES OF MEETING :

4.1 Matters Arising – accident follow up from the School Nurse. Richard suggests that
a second opinion is sought from Counties Manukau Health. John suggests that
Julie request the name of an independent Doctor for this advice.

Moved M Prasad/J Hynds

CARRIED

That the minutes and public excluded minutes of the previous meeting held 28 August
2017, having been distributed, are approved

4.2 Correspondence

Two inward Education Gazette publications and two outward discipline letters

Moved L Derby-Ngawaka /S King

CARRIED

The Board accept the inwards and endorse the outwards correspondence.

5. REPORTS:

5.1 PRINCIPAL'S REPORT

Tabled / questions (e 19 /9/17)

Discussion points; CoL, Out of Zone Enrolments, Staffing

SLT/Board Charter planning meeting date required. Suggestion Saturday 11

November from 9:00am – 1:00pm – confirmed.

Moved P Jones/J Hynds

CARRIED

That the Principal's report is accepted

5.2 FINANCE REPORT - minutes of sub-committee & property update (22/9/17)

Recommendations

It is recommended that the MHS Board:

- a) **note** that the Income and Expenditure data is tracking well against the Annual Budget. A full reconciliation of income / expenditure will be completed for the Learning Resources – curriculum areas for the next meeting
- b) **recommend** to purchase/lease the new franking machine, subject to receiving answers to queries – permission to continue working on sourcing

Moved R Thornton/F Lesa

CARRIED

That recommendation b) as above is approved

- c) **note** curriculum budgets to be closed at the end of the term and all other budgets close end of September school holidays. Budget policy to updated to include items mentioned below
- d) **recommend** to support the Samoa trip for \$2,500.

Moved R Thornton/F Lesa

CARRIED

That recommendation d) as above is approved

- e) **recommend** to budget \$50,000 for BYOD support for 2018

Moved R Thornton/J Long

CARRIED

That recommendation e) as above is approved

Moved R Thornton/S Smith

CARRIED

That the Finance and Property subcommittee minutes of the previous meeting held 22 September 2017, having been distributed, are approved

5.3 BUSINESS ACADEMY

EY Contract – a good relationship has been formed with this company. They offer mentorships and are supportive of the FPS programme.
John moves that we support the EY contract. All agreed

5.4 HEALTH & SAFETY – statistics report – 791 event types.

Julie and Manaia attended Stage 2 Health & Safety PD last week.

Full school fire drill conducted today and all buildings cleared and all clear given in 10 minutes. A Lockdown drill is scheduled for this Friday.

5.5 Student Report – Nil

5.6 Staff Report - Nil

6. POLICIES FOR REVIEW:

6.1 Nil

7. TRIPS:

7.1 SCF Teen Building Programme, Marlborough Sounds, 9-12/10/2017 – final approval granted

Moved S Smith/B Watkins

That the above trip is granted final approval

CARRIED

8. GENERAL BUSINESS

8.1 Second Student Trustee – legally we can only have one elected student trustee but we can co-opt a student trustee who has full rights, or put in place whatever the Board decide. Query about the current number of co-opted board members. Julie to investigate this. Grace is keen to continue to serve.

8.2 Treaty Policy – Bruno and a team of teachers working on Goal 1 have been looking at the current Treaty of Waitangi policy and tabled recommended changes to the recently reviewed policy. Stuart and Bruno will work on the wording and share with the Board for approval.

8.3 Rugby Scholarships (Tongan)

Bruno would like to formalise the process with the Board in order to offer a scholarship to two students, with the Board’s approval.

These students must be classed as International Students therefore students cannot be funded by the operations grant. Whatever fee we charge them as Internationals is up to the school. John suggests funding through The Hynds Trust or from the Business Academy Trust. Julie to investigate the correct process.

Moved S Smith/R Thornton

That the Board approve Tongan Rugby Scholarships in principle pending approval of the correct process

CARRIED

9. PERSONNEL (including in committee)

Moved S Smith/S King

Moved into in-committee at 6:59 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 7:36 pm

CARRIED

That the board move out of in-committee

Meeting concluded at 7:37 pm

Future Board Meeting Dates:

Finance Committee Meeting – Friday 27 October 2017, 7:30am

Board Meeting – Monday 30 October 2017, 5:00pm

CHAIRPERSON

DATE

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