



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

## Minutes

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Present: Steve Smith – *chair*  
Pete Jones, Stuart King, Fale Lesa, Julie Lockie, Joanna Long, Mitlesh Prasad, Grace Tauliili, Richard Thornton, Bruno Watkins, Amber 'Inia

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Opening Karakia

### 1. APOLOGIES:

John Hynds, Lexy Derby-Ngawaka

**Moved J Long/S King**

That the apologies are accepted

**CARRIED**

### 2. CONFLICTS OF INTEREST:

None at this time

### 3. SPECIAL GOVERNANCE TOPICS:

#### 3.1 Charter Presentation

Pete Jones presented the Charter 2017 Annual feedback and discussion for targets for 2018. 2018 targets are building on what has been progressing throughout 2017. A visual presentation for staff needs to be done showing connections between goals and proposed goals for 2018. A graduate learner profile needs to be established in line with COL requirements.

### 4. PREVIOUS MINUTES:

#### 4.1 MINUTES OF PREVIOUS MEETING

##### Matters Arising:

- Noted change to finance minutes to read:
  - c. **Agree** that we enter into a lease arrangement with Pitney Bowes for a new franking machine
  - d. **Approve** that we budget \$300,000 for four staff members for 2018

**Moved J Long/R Thornton**

**CARRIED**

That the minutes and public excluded minutes of the previous meeting held 30 October 2017, having been distributed, with amendment above are approved

#### 4.2 CORRESPONDENCE

**Moved F Lesa/L Derby-Ngawaka**

**CARRIED**

That the correspondence is received and ratified.

### 5. REPORTS:

## 5.1 PRINCIPAL'S REPORT

Tabled / questions (e 23/11/17)

Pete requested a further 20 out of zone places be approved to increase to 100 from 80. It was felt there would be too much of an adjustment to staffing if numbers remained at 80.

### **Moved R Thornton/ S Smith**

**CARRIED**

To accept 20 extra out of zone places from the ballot

### **Moved P Jones/F Lesa**

**CARRIED**

That the Principal's report is accepted

## 5.2 FINANCE REPORT - minutes of sub-committee & property update (24/11/17)

It is recommended that the MHS Board:

- c) **recommend** that we approve annual leave cash up request

Draft operational budget for 2018 was tabled and discussed.

### **Moved R Thornton/S King**

The draft operational budget for 2018 is accepted

Capital items requested in the budget would be sent out once finalized but approval in principle for ICT capex of \$184,080 and general capital items \$200,000. A new van lease is also being looked into

**CARRIED**

### **Moved R Thornton/M Prasad**

That the Finance and Property subcommittee minutes of the previous meeting held 24 November 2017, having been distributed, are approved

## 5.3 BUSINESS ACADEMY – 2018 Annual Report and Presentation made to the Business Academy Trust Board today – this will be email to the Board

## 5.4 HEALTH & SAFETY

Statistic Report, 453 events recorded this month.

Accident on site involving a teacher in Technology – a cut finger requiring stitches

## 5.5 Student report - Nil

## 5.6 Staff report – Nil

## 6. POLICIES FOR REVIEW:

6.1 Treaty of Waitangi. Bruno tabled some changes which were discussed. Final version to be emailed out to Board

**Moved B Watkins/S King**

**CARRIED**

That the amended Treaty of Waitangi policy be accepted.

**7. TRIPS:**

7.1 Future Problem Solving USA 2018 - preliminary

7.2 Senior Volleyball overnight in Whare 2/12/17 - final

7.3 03 Classics to Wellington 5/7/18-8/7/18 - preliminary

**Moved S King/J Long**

The above trips are approved

**8. GENERAL BUSINESS**

**8.1** ERO have notified us they will be in during the month of May 2018. Julie, Manaia and Richard to attend the information meeting on 7 December.

**8.2** Attendance Audit has been completed at the beginning of term 4 noting 25 students must be removed from the roll.

**8.3** Complaint from neighbour – discussed and agreed to look at extending the fence higher along the boundary with mesh on it. Letter to be written to landlord.

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

**Moved S Smith/S King**

*Moved into in-committee at 6:35pm*

**CARRIED**

That the public be excluded from the following part of the proceedings of this meeting, namely personnel matters and student discipline. 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 and students were discussed whilst the public was excluded.

**Moved S Smith/S King**

*Moved out of in-committee at 6:55pm*

**CARRIED**

That the board move out of in-committee

Steve thanked the Board for their continuing work over the year and wished everyone a safe and restful Christmas break. Steve also thanked Stuart for his service to Manurewa High School over the 11 years he has been on the Board.

**Meeting concluded at 7:00pm**

**Future Board Meeting Dates:**

January 2018 - TBC

**CHAIRPERSON**

**DATE**

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