



**Manurewa High School
Board of Trustees Meeting
Board Meeting Room, 5:00pm
Monday 30 October 2017**

Minutes

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

In attendance: Sarah Davies – *minutes*

Opening Karakia

1. APOLOGIES:

John Hynds, Amber 'Inia

Moved P Jones

That the apologies are accepted

CARRIED

2. CONFLICTS OF INTEREST:

None at this time

3. SPECIAL GOVERNANCE TOPICS:

3.1 Student Support Report Annual Report

Hiltrud Egle presented to the Board on the Student Support Annual Report as distributed to the Board via email. Steve Smith acknowledged Hiltrud and her team for the wonderful job they do to support our students, whanau and staff.

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING

Matters Arising:

- Accident follow up – Julie read a clause from the 'Guide to Employing a Registered Nurse within a Secondary Schools Setting' outlining what the nurse practitioner is allowed to do and the Board are satisfied that no further investigation into this matter is required.

Moved B Watkins/F Lesa

CARRIED

That the minutes and public excluded minutes of the previous meeting held 25 September 2017, having been distributed, are approved

4.2 CORRESPONDENCE

CARRIED

Moved F Lesa/L Derby-Ngawaka

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

5. REPORTS:

5.1 PRINCIPAL'S REPORT

Tabled / questions (e25/10/17)

Discussion points;

Academic tracking - we have seen an increase in transients this year that is affecting our data. 157 senior students, at some point in the year, have left the school with most not completing their academic level. Hard to get accurate data due to this and our target figures are a huge challenge.

Mitlesh Prasad joined the meeting at this point, 5:46pm

Year 9 roll projection 2018 – in agreeing to limit out of zone enrolments to 80 for 2018, at the direction of the ministry, we have halved our out of zone intake for next year, which will have an effect on staffing. Pete asks the Board if they are comfortable leaving the out of zone cap at 80, which will cause overstaffing, or would they prefer to increase the out of zone by 20 taking this to 100?

Richard suggests that siblings who were not successful in the ballot could make up the 20-student increase. Pete will email information on the number of siblings who were not drawn and his recommendation so that the Board can make an informed decision.

The Board finance committee recommend budgeting a \$300,000 contingency to cover 4 staff members (due to less out of zone numbers).

Moved P Jones/J Long

CARRIED

That the Principal's report is accepted

5.2 FINANCE REPORT - minutes of sub-committee & property update (27/10/17)

It is recommended that the MHS Board:

- c) **recommend** that we enter into the lease agreement for 3 years with Pitney Bowes for the new franking machine

Moved R Thornton/L Derby-Ngawaka

CARRIED

That recommendation c) as above is approved

- d) **recommend** that we budget \$300,000 contingency for 4 extra staff due to the drop in out of zone students

Change of wording to 'up to 4 extra staff'

Moved R Thornton/J Long

CARRIED

That recommendation d) as above as reworded is approved

Discussion around government initiative of payment of \$150 per student to schools not asking for donations.

Moved R Thornton/S King

CARRIED

For 2017 and 2018 we have waived the school donation in support of the BYOD programme and will look to reinstate in 2019 with Board approval

Moved R Thornton/M Prasad

CARRIED

That the Finance and Property subcommittee minutes of the previous meeting held 27 October 2017, having been distributed, are approved

5.3 BUSINESS ACADEMY - Nil

5.4 HEALTH & SAFETY

Statistic Report, 298 events recorded this term.

Accident on site involving two grounds staff - they collided on pushbikes, one person suffered concussion.

5.5 Student report – uniform - Nil

CARRIED

5.6 Staff report - Nil

6. POLICIES FOR REVIEW:

6.1 Nil

7. TRIPS:

- 7.1 Future Problem Solving – 3/11/17-5/11/17 – final approval granted.
- 7.2 REWAlise Yr 10 Camp 27/11/17-1/12/17 – pre-approval granted.
- 7.3 International Students China – 5/12/17-19/12/17 – final approval granted.

8. GENERAL BUSINESS

- 8.1 Housing – Sturdee Road – we have received notification from Housing NZ that they are constructing 19 new two and five bedroom houses on Sturdee Road as temporary accommodation for families waiting for permanent accommodation. Estimated tenancy is 12 weeks. This will have an impact on transient enrolments.
- 8.2 Recognise Studios – Dance Camp Singapore – scholarship offered to one student.
- 8.3 School magazine Board report – Fale and Grace to generate.

9. PERSONNEL (including in committee)

Moved S Smith/S King *Moved into in-committee at 6:30pm* **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 6:59pm* **CARRIED**
 That the board move out of in-committee

Meeting concluded at 7:05pm

Future Board Meeting Dates:

- BOT/SLT Charter Planning Meeting, Saturday 11 November 2017, 9:00am – 1:00pm
- Finance and Property Sub Committee Meeting, Friday 24 November 2017, 7:30am
- Board Meeting , Monday 27 November 2017, 5:00pm
- BOT Dinner, Wednesday 29 November 2017, TBC

CHAIRPERSON

DATE

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