



**Manurewa High School
Board of Trustees Meeting
Board Meeting Room, 5:00pm
Monday 26 February 2018**

Minutes

Present: Steve Smith – *chair*
John Hynds, Pete Jones, Julie Lockie, Joanna Long, Mitlesh Prasad, Amber 'Inia,
Richard Thornton

In attendance: Sarah Davies – *minutes*

Opening Karakia

Nomination of sub-committee chairs and members

Delayed pending full board attendance

1. APOLOGIES:

Fale Lesa, Lexy Derby-Ngawaka

Moved J Long

That the apologies are accepted

2. CONFLICTS OF INTEREST:

None at this time

3. SPECIAL GOVERNANCE TOPICS:

Mitlesh Prasad joined the meeting at 5:12pm

3.1 ERO

Confirmation received advising of meeting on 23rd March that the Board Chair and Senior Leadership Team are required to meet at the Auckland office – pre review meeting. Focus on evaluation processes. Pete has received a powerpoint outlining this and Pete will send to the Board. All documentation, including Board assurance, will be required to be submitted by 20 March. Julie will share the ERO checklist again with the Board.

3.2 Final Charter Confirmation

Richard Thornton recommends amendments to the Board Summary on page 36 of the Charter. Changes approved by the Board.

Moved S Smith/R Thornton

That the Charter draft is approved

CARRIED

Request by John Hynds to invite the Head of the Youth Worker Team and Head of Guidance come talk to the Board about some of the behaviour issues they encounter.

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING

Matters Arising:

2017 Yearbook – the draft has been proofed by SLT. The Board should receive an electronic copy within the next two weeks.

Moved J Hynds/J Long

CARRIED

That the minutes and public excluded minutes of the previous meeting held 30 January 2018, having been distributed, are approved

4.2 CORRESPONDENCE

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

Inward – Two issues of the Education Gazette
Outward – nil

Moved J Long

CARRIED

That the Board accept the inwards and endorse the outwards correspondence.

Additional items added to the agenda under General Business
Trip application x 3
Business Academy funding FPS Trip

5. REPORTS:

5.1 PRINCIPAL'S REPORT

Tabled / questions (e 21/02/18)

Discussion on Principal's report. Confirmation of schedule for Learning Area Annual Review and pairing of Board and SLT.

Kaahui Ako update. International student update.

Report on the current roll; 2050. Some year levels are greater than in past years. Some of this increase is due to the disbanding of charter schools. March 1st roll return will determine our staffing for 2018.

Young Farmers Association of NZ have inherited a farm at Clevedon. They want to use as a training facility and have heard great things about the programmes we are running in horticulture. Pete has been asked to become a member of the Board.

This will present potential connections with business and is ideal personal professional development for Pete. Commitment of 6 days spread out over the year at different locations. Focus is around food production.

Pete seeks permission from the Board to accept the offer. Board approved.

Moved P Jones/J Long

CARRIED

That the Principal's report is accepted

5.2 FINANCE REPORT

Moved R Thornton/M Prasad

CARRIED

That the minutes and public excluded minutes of the previous meeting held 21 February 2018, having been distributed, are approved

Richard reported on the discussion points from the last meeting.

Recommendations from meeting minutes, agenda item 1

m) **recommend** annual leave cash up be approved

n) **recommend** air conditioning be installed for all classrooms and central power

control system can be replaced to keep the cost under control, price negotiation for large number of units

o) **recommend** a separate contingency fund in place to cover future unforeseeable project related expenses

p) **recommend** 2018 Budget increase

SAAR Report - sign off

Moved R Thornton/J Long

CARRIED

The recommendations from the Board Finance meeting, as noted above, are approved

Property – Business Academy project, liaison from the Ministry advises that they are waiting on the final feasibility report, due today. Final submission by April.

5.3 BUSINESS ACADEMY

Visits to TOLL at the Airport, ANZ and ASB in the city with a view to send these companies a contract similar to the contract we have with EY. Encouraging business connections being made.

Future Problem Solving Team – John proposes that we encourage these students to contribute a certain amount towards the cost of the trip themselves. Also encourage our business partners to contribute. The Business Academy Board would like the younger team to participate and ask the Board for a contribution.

Julie will look at the figures for last year to get an idea of what is being requested. Julie reports that some money has been budgeted against the 2018 budget for this.

The Maker Space is a whole school space. There is an equipment requirement with a wish list and John would like the Board to consider a contribution to this space.

60th Anniversary of MHS in 2020 – consideration required and flag some funds

Letters of thanks Simpson Grierson, TOLL and Hynds

5.4 HEALTH & SAFETY

Statistics Report - 609 event types from 26 January – 26 February. No accidents to report

5.5 Student Report - Nil

5.6 Staff Report – Nil

Nominations for BOT Staff Representative close on Wednesday 28 February and as 3 nominations received to date, an election will be held thereafter. We should have an elected staff member in time for the next Board meeting.

6. POLICIES FOR REVIEW:

6.1 Nil

7. TRIPS:

7.1 Samoan Group Live-In 2/3/18-3/3/18 – final approval sign off

7.2 02GEO – Tongariro National Park 1/5/18-4/5/18 – pre approval sign off

7.3 Kapa Haka – Polyfest sleepover - 2-4 March 2018 and 9-11 March 2018 – final approval sign off

7.4 Cook Island Polyfest Group sleepover - 15-17 – final approval sign off

7.5 Treaty of Waitangi 20-22 March 2018 – Bay of Islands – final approval sign off

Moved S Smith/R Thornton

CARRIED

That the above trips are granted final approval

8. GENERAL BUSINESS

8.1 Schedule of Delegations – updated for new staff

Board approved update; removal of Fiona Toloa and addition of Barbara Ngawati-Salaivao

9. PERSONNEL (including in committee)

Moved S Smith/R Thornton

Moved into in-committee at 6:38 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/R Thornton

Moved out of in-committee at 6:50 pm

CARRIED

That the board move out of in-committee

Meeting concluded at 6:52 pm

Future Board Meeting Dates:

Finance Meeting – Friday 23 March 2018, 7:30am

Board Meeting – Monday 26 March 2018, 5:00pm

CHAIRPERSON

DATE

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