



**Manurewa High School  
Board of Trustees Meeting  
Board Meeting Room, 5:00pm  
Tuesday 30 January 2018**

## Minutes

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Present: Steve Smith – *chair*  
Lexy Derby-Ngawaka, John Hynds, Pete Jones, Fale Lesa, Julie Lockie, Joanna Long,  
Mitles Prasad, Amber 'Inia

In attendance: Sarah Davies – *minutes*

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Opening Karakia

### **ELECTION OF CHAIRPERSON:**

Steve Smith passed the chair over to Pete Jones  
Pete called for nominations for Chairperson

Nomination for Steve Smith by John Hynds /Second Fale Lesa  
No Further nominations. Unanimous decision to re-appoint Steve Smith as  
Chairperson. Pete Jones thanked Steve Smith for all the work put in last year and is  
looking forward to continuing the successful working relationship in 2018.

Steve Smith accepts - meeting handed back to Chairperson Steve Smith

### **1. APOLOGIES:**

Richard Thornton

**Moved F Lesa**  
That the apology is accepted

**CARRIED**

### **2. CONFLICTS OF INTEREST:**

None at this time

### **3. SPECIAL GOVERNANCE TOPICS:**

Mitles Prasad joined the meeting at 5:17pm

#### **3.1 ERO**

Discussion about the process for the Board regards ERO review visit in Term 1, 2018.  
Board sub-committees formed to cover off all areas required, as agreed:

Personnel – Fale Lesa  
Health & Safety – Steve Smith, Joanna Long  
Curriculum – Lexy Derby-Ngawaka, John Hynds  
Board Admin – Steve Smith  
Finance & Assets – Mitlesh Prasad, Richard Thornton

### **4. PREVIOUS MINUTES OF MEETING:**

#### **4.1 MATTERS ARISING**

##### **Moved J Long/M Prasad**

**CARRIED**

That the minutes and public excluded minutes of the previous meeting held 27 November 2017, having been distributed, are approved

#### **4.2 CORRESPONDENCE**

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

Inward – Education Gazette

Outward – letter to neighbour regarding fence line complaint

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

**CARRIED**

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

### **5. REPORTS:**

#### **5.1 PRINCIPAL'S REPORT**

NCEA Data 2017 tabled and discussed.

Charter 2018 DRAFT tabled and discussed. Board to look through with any questions to Pete before the next board meeting. The final draft will be tabled at the February Board meeting.

##### **Moved P Jones/J Long**

That the Principal's report is accepted

#### **5.2 FINANCE REPORT - Nothing to report as first meeting in February**

#### **5.3 BUSINESS ACADEMY**

John reported on the visit to the school by the Mayor at the beginning of January. This was organised through the Southern Initiative, to enable the Mayor see the progress of the converted containers put in place for student use as a maker space. We have connected with some major businesses in support of this. Transition required through the structure of the school to continue these connections.

MOE have come back with 5 options for alternative plans and the best site for the Business Academy building to be positioned on school grounds.

Option 1; site and size as originally requested

Option 1a; two storied building along pool line

Option 1b; two storied building along line where re-locatable rooms currently sit

Option 1c; L-shaped building in same location but smaller building

Option 2; on site of G-block relocatable buildings

Option 3; current library site

Option 4; take out pavilion and old canteen and site closer to admin building

The Board agree that the site as originally proposed by the school is the preference for location therefore option 1a will be recommended to the Ministry with option 1c second preference.

#### 5.4 HEALTH & SAFETY

Statistics report - nothing to report as beginning of year.

Accident report - student set of a fire extinguisher which caused a student to have respiratory issues. Nurses attended to student and contacted the Poison Centre. Student recovered and returned to class.

#### 5.5 STUDENT REPORT – uniform – nothing to report at this time

#### 5.6 STAFF REPORT - Nil

### 6. POLICIES FOR REVIEW:

No policies to review at this time

### 7. TRIPS:

7.1 Treaty of Waitangi – 20/3/18-22/3/18, pre-approval sign off

7.2 High Performance Sport – 20/2/18-22/2/18 – numbers to be confirmed, pre-approval sign off

7.3 FPS – change in numbers – Dates TBC – pre-approval sign off

7.4 1st XIII & 1st XV Taupo – 16/2/18-18/2/18 – Great Lake Relay, final approval sign off

**Moved S Smith/L Derby-Ngawaka**

**CARRIED**

That the above trips are granted approval as noted

### 8. GENERAL BUSINESS

#### 8.1 Out of Zone Enrolments

Enrolments of siblings of current out of zone student attending discussed. The Board agreed process has been followed. We are starting to receive families who did not apply out of zone using the advertised process. We are unable to accept these students, as we are not capable of staffing the extra numbers. We are around 375 for Year 9 to date. We can cope for up to 420 but as we are still receiving students in zone we are unable to determine if further out of zone students can be accepted. Therefore we are not taking any out of zone applications. Pete will have a better indication by the February Board meeting of numbers and whether we can start accepting out of zone from the ballot waiting list.

#### 8.2 Trustee replacement – co-option?

Board decision required on filling the vacancy. Decision to leave vacant and reassess once the ERO Review has been completed.

#### 8.3 Confirm BOT Dates 2018

Meeting schedule as tabled, approved.

### 9. PERSONNEL (including in committee)

**Moved S Smith/F Lesa**

*Moved into in-committee at 6:40 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/F Lesa**

*Moved out of in-committee at 6:52 pm*

**CARRIED**

That the board move out of in-committee

Pete advised the board that due to a production delay at the end of last year, the school magazine print was not completed. The magazines are to come and 2017 Year 13 students will receive these first with others following. The board will receive their copy in due course.

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**Meeting concluded at 6:55pm**

**Future Board Meeting Dates:**

Finance Meeting – Thursday 22 February 2018, 7:30am

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

**CHAIRPERSON**

**DATE**

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