



**Manurewa High School  
Board of Trustees Meeting  
Board Meeting Room, 5:00pm  
Monday 28 May 2018**

**Minutes**

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Present: Steve Smith – *chair*  
Lexy Derby-Ngawaka, Julie Lockie, Joanna Long, Mitlesh Prasad, Richard Thornton,  
Donella McPherson

In attendance: Sarah Davies – *minutes*

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Opening Karakia

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Fale Lesa, Pete Jones, John Hynds and Amber 'Inia

**Moved L Derby-Ngawaka**

That the apologies are accepted

**OF INTEREST:**

None at this time

**GOVERNANCE TOPICS:**

**3.1 BOT Calendar Discussion**

Review programme/work plan 2018 discussed and amended. Julie Lockie to resend edited version with approval at next meeting.

**MINUTES:**

**4.1 MINUTES OF PREVIOUS MEETING**

**Matters Arising:** Nil

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

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

Joanna Long puts in apologies for meeting of Monday 25 June 2018

**4.2 CORRESPONDENCE**

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

Inward – STA News

Outward – Nil

**Moved Richard Thornton/D McPherson**

That the Board accept the inwards and endorse the outwards correspondence

The Board Chair called for any additional agenda items.

Additional items requested by Julie Lockie added as below:  
Financial support request  
Trips - O2OED trip application to Wenderholm and 1stXV sleepover trip request  
Grants approval request  
NZSTA PD  
Leave request

## 5. REPORTS:

### 5.1 PRINCIPAL'S REPORT (e 23/05/18)

Tabled / questions

#### Moved J Long/L Derby-Ngawaka

CARRIED

That the Principal's report is accepted

### 5.2 FINANCE REPORT

#### Finance meeting 25 May 2018, recommendations to the MHS Board;

Seaway Cleaning

- b) **recommend** that MHS keep Seaway service for upcoming three years as their service is spontaneous and thorough. Also Seaway is willing to sponsor school soccer team uniforms at a cost of approximately \$4k.

Scanning

- d) **recommend** MHS accept Ricoh's offer as Ricoh's price is comparative and they also consider to add programme so scanned document can be linked to Kamar in the future

Tractor Replacement

- f) **recommend** lockable tractor can be considered if a grant fund can be sorted. Also check other tractor brands and see if possible to add a customised door in later stage

Basketball Hoop replacement

- j) **recommend** to seek cost from third supplier and agree to go ahead with installation in principle and subject of checking Rangitoto College basketball facilities to make sure we weren't getting something too high spec. for what we are needing. It was decided a grant application would also be submitted for the hoops.

*Approved subject to checking it has a winch system or can be folded away.*

*Julie to send out price and Board to approve if acceptable.*

Air conditioning

- m) **recommend** BOT approves and signs off contract from Comfort Cooling as per cost details and document submitted by both companies.

*Finance committee to go back to question if the balance is right between 5 & 8 for future proofing size - has insulation been considered and can a timer be installed upon installation?*

Finance Support

- o) **recommend** MHS follow school policy and contribute \$500.00

Freezer

- q) **recommend** the freezer can be used by entire school i.e. café and hospitality learning area once Business Studies complete their programme.

*Subject to satisfactory food monitoring of food safety*

Van

- r) **recommend** to proceed with the purchase of the Toyota 12 seater vehicle and look into school signage and branding

International Tuition Fee

- d) **recommend** MHS accept the proposal and increase the fee from \$12,500 to \$13,000 plus the administration fee of \$1,000 and the Designated Caregiver

Accommodation support fee be increased by \$50 to \$250

**Moved Richard/M Prasad**

**CARRIED**

That the recommendations above are approved with J, M and Q noted as subject to clarification by the Business Manager

Auditors draft letter recommendations discussed

Property – Auckland Capital works team of the ministry have endorsed our plan for the new build and plan sent to Wellington, awaiting final approval and sign off.

Chiller installation about to start.

Richard and Mitlesh will conduct a walk around. Anyone else welcome to join.

Dashboard report included in finance meeting minutes

**Moved R Thornton/M Prasad**

**CARRIED**

That the finance report is approved

Financial Support Request

Three students who play Badminton to compete in National competition in Palmerston North at a cost of approximately \$680 each. Requesting support to Board towards the National Trip. Acting in capacity of acting Principal, Katie Spraggon supports the request. Approved Board contribution of \$350 per student

**Moved L Derby-Ngawaka/D McPherson**

**CARRIED**

That the above financial support request is approved as noted above

**5.3 BUSINESS ACADEMY**

Report tabled

**5.4 HEALTH & SAFETY – Statistic report – 710 cases**

**6. POLICIES FOR REVIEW:**

**6.1 Disciplinary Process in Relation to the Principal**

Reviewed - no amendments

**6.2 Health & Safety**

Reviewed - amendments noted

**6.3 H & S – Others in the Workplace**

Reviewed - amendments noted

**6.4 H & S – Risk Management**

Reviewed - amendments noted

**6.5 H & S – Personal Protective Equipment**

Reviewed - amendments noted

**6.6 H & S – Worker Engagement and Participation**

Reviewed - amendments noted

**Moved L Derby-Ngawaka/M Prasad**

**CARRIED**

That the Policies as noted above are reviewed with amendments

**7. TRIPS:**

**7.1** 01HPE Waharau 15/5/18-18/5/18 – approved via email – sign off by Board Chair

**7.2** 03ECO – Wellington – 18/6/18-20/6/18 – final – sign off by Board Chair

**7.3** 02OED – Tawharanui – 6/6 – 8/6/2018 – final – sign off by Board Chair

7.4 Rugby 1stXV overnight in Whare – Thursday 31 May – final – sign off by Board Chair

Moved D McPherson/M Prasad

CARRIED

That the above trips are granted final approval

**8. GENERAL BUSINESS**

8.1 Registering delegate for AGM – NZSTA Conference

Delegate for the AGM required. Mitlesh, Donella and Amber have indicated interested in attending.

Board agreed that whoever attends becomes the delegate on behalf of our Board Board Chair signed off.

8.2 Pacific Peoples Advancement Trust Character School notification

To be established in Otahuhu. Board have no objections.

8.3 Villa Education Trust School notification

To be established in Manurewa. Maximum school of 240. To be known as the South Auckland Middle School. Character school to open in 2019. Board have no objections however would like the Principal to check upon his return.

8.4 Approval from Board to give SLT or the Board Finance/Property Committee authority to apply for grants

8.5 Professional Development offer from School Trustees Association, Leading with Purpose. Steve Smith recommends attendance to any board member who intends to stand for the Board in the next election. Great opportunity to learn new skills.

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

Moved S Smith/R Thornton

*Moved into in-committee at 6:58 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 7:18 pm*

CARRIED

That the board move out of in-committee

**Meeting concluded at 7:19 pm**

**Future Board Meeting Dates:**

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

Board Meeting – Monday 25 June 2018, 5:00pm

**CHAIRPERSON**

**DATE**

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