



**Manurewa High School
Board of Trustees Meeting
Board Meeting Room, 5:00pm
Monday 27 August 2018**

Minutes

Present: Steve Smith – *chair*
Lexy Derby-Ngawaka, Pete Jones, Julie Lockie, Mitlesh Prasad, Amber 'Inia, Richard Thornton

In attendance: Sarah Davies – *minutes* / Barbara Ngawati-Salaivao - *presentation*

Opening Karakia

1. APOLOGIES:

Fale Lesa, Donella McPherson, John Hynds, Joanna Long

Moved L Derby-Ngawaka

CARRIED

That the apologies are accepted

2. CONFLICTS OF INTEREST:

None at this time

3. SPECIAL GOVERNANCE TOPICS:

3.1 Curriculum Design

Barbara Ngawati-Salaivao presented on the progress of the curriculum design work to date

Barbara Ngawati-Salaivao left the meeting at 5:20pm

3.2 ERO Report Feedback Survey

Survey completed by Board members present and submitted online to the Education Review Office

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING

Matters Arising: Change to wording from previous minutes

Amendment to 8.2: TTCF Scholarship Approval

Reads - Approval sought from the Board to apply for The Trusts Community Foundation scholarship

Amended to - Approval sought from the Board to apply for \$4000 from The Trusts Community Foundation for 1 academic and 1 non-academic scholarship

Moved R Thornton/M Prasad

CARRIED

That the minutes and public excluded minutes of the previous meeting held 30 July 2018, having been distributed, are approved with change as noted above

4.2 CORRESPONDENCE

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

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

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

5. REPORTS:**5.1 PRINCIPAL'S REPORT**

Tabled / questions (e 22/08/18)

ERO final report received. SLT completed the Leadership survey requested by ERO and submitted online.

Communication to the parent community – Board agreed to announce that the ERO report has been completed and is on the Education Review Office website. If clarification is required on the content, contact the Senior Leadership Team at the school.

Kaahui Ako Whaanau Hui this Thursday 6-8pm at Manurewa Intermediate School. Board are invited to attend. Process of the across school role vacancies discussed.

The roll projection 2019 from the ministry is down to 430. SLT will keep monitoring.

Moved P Jones/L Derby-Ngawaka**CARRIED**

That the Principal's report is accepted

5.2 FINANCE REPORT

It is recommended that the MHS Board:

- d) Support staff current pay rate and living wages rate, discuss further for approval
- e) That the school continue with Crowe Horwath Audit services
- f) Approve the purchase of two Outdoor Table Tennis Tables
- g) Tabled – designs for the new van, crest and kite image, \$1700 per van so \$7000 will be coming from School Marketing Budget. Approved

Sponsorship request

Staff member request to Board for financial assistance to participate in the ITF Tag world cup from 1-4 November as an NZ Representative. Recommend \$500 from the Board as approved

Moved R Thornton/M Prasad**CARRIED**

That the finance report is approved

5.3 BUSINESS ACADEMY**5.4 HEALTH & SAFETY**

5.4.1 No statistics report for this meeting

5.4.2 Accident report. The Board are advised of an incident where a staff member injured her wrist due to a fall, while off-site on a school trip. Reported to work safe. Julie to follow up with staff member for more detail on the possible cause of the fall.

6. POLICIES FOR REVIEW:**6.1 Board Roles and Responsibilities**

Change to 2.3 and remove clause 3 as noted

6.2 Relationship Between Board and Principal

Approved with no change

6.3 Trustees Code of Behaviour

Approved with no change

6.4 Reporting to the Board

Change to procedural guidelines wording and clause 1 as noted

6.5 Principal Professional Expenses

Approved with no change

6.6 Physical Restraint Policy – New

The Board of Trustees staff representative has received feedback from staff on this policy, questioning, what is a reasonable level of restraint. The Board will reply back to staff concerns.

Steve Smith suggests that we ask the Police to come in to talk to staff about appropriate levels of constraint.

Addition to wording; Following an incident, report to be filed with the MOE and Board.

Moved R Thornton/L Derby-Ngawaka

CARRIED

That the Policies as noted above are approved and adopted with changes as noted by the Board Secretary

7. TRIPS:

7.1 TRF Camp – Rotorua 8/10/18 – 12/10/18 – final approval granted

7.2 O2HPS Coromandel – 13/9/18 – 14/9/18 – final approval granted

7.3 Jack Hobbs U19 Rugby – 14/9/18 – 16/9/18 – final approval granted

7.4 North Shore Badminton Champs – 2-6 September – final approval granted

7.5 National Rugby League Championship – overnight stay in Y2, 3-7 September – final approval granted

7.6 National Secondary Schools Culinary Competition – 4-5 September – final approval

Moved S Smith/R Thornton

CARRIED

That the above trips are granted final approval

8. GENERAL BUSINESS

8.1 Returning Officer confirmed (via previous email)

Offered to Julie Lockie and Julie has accepted

8.2 Staffing 2019

Mana Whenua role 2019 discussed. Request to the Board to approve this position as a permanent position within the school.

Approved in principle pending a detailed job specification from Pete

8.3 Letters – Jenny White - Masters Creative Writing

David Irving – resigning from the Business Academy board

9. PERSONNEL (including in committee)

Moved S Smith/R Thornton

Moved into in-committee at 6:58pm

CARRIED

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

Moved S Smith/R Thornton
That the board move out of in-committee

Moved out of in-committee at 7:21 pm **CARRIED**

Meeting concluded at 7:22 pm

Future Board Meeting Dates:

Finance Meeting – Friday 21 September 2018, 7:30am

Board Meeting – Monday 24 September 2018, 5:00pm

CHAIRPERSON

DATE

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