



**Manurewa High School
Board of Trustees Meeting
Board Meeting Room, 5:00pm
Monday 24 September 2018**

Minutes

Present: Richard Thornton – *chair*
Lexy Derby-Ngawaka, John Hynds, Pete Jones, Joanna Long, Mitlesh Prasad, Donella McPherson

In attendance: Sarah Davies – *minutes*
Nichola McCall, Manaia Laulu

Opening Karakia

1. APOLOGIES:

Fale Lesa, Steve Smith, Julie Lockie

Moved R Thornton

That the apologies are accepted

2. CONFLICTS OF INTEREST:

Lexy Derby-Ngawaka noted potential conflict as her daughter has submitted a request to the Board under General Business.

3. SPECIAL GOVERNANCE TOPICS:

3.1 International Student Report

Tabled and discussed.

Action: Pete Jones will come back to the Board with recommendations on accommodation for international students for 2019 and beyond.

NZQA Code Self-Review Attestation 2018 signed off by Principal to be submitted by 1 October 2018.

3.2 Priority Learners

Nichola McCall presentation to the Board on the work being conducted on the charter focus for priority learners.

3.3 Cultural Identity

Manaia Laulu presentation to the Board on the work being conducted on the charter focus for cultural identity.

Nichola McCall and Manaia Laulu left the meeting

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING

Matters Arising: Nil

Moved L Derby-Ngawaka/ M Prasad

CARRIED

That the minutes and public excluded minutes of the previous meeting held 27 August 2018, having been distributed, are approved

Call for late agenda items by the Chair.

John Hynds request to include items under General Business as noted;
8.3 UE Exams and 8.4 Truancy

4.2 CORRESPONDENCE

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

Inward – STA news August 2018, Education Gazette 27 August & 10 September 2018.

Outward – Discipline letter to parent.

Moved R Thornton/M Prasad

CARRIED

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

5. REPORTS:

5.1 PRINCIPAL'S REPORT

Tabled / questions (e 19/09/18)

Discussion points;

Extended study leave for targeted senior students / Staffing 2019 / Out of Zone numbers. Pete will keep the Board informed on both staffing and enrolment as changes occur.

Feedback from Counties Manukau Secondary Schools Principal's retreat shared;

- Wellbeing Workshop - some of the data shared reinforced the work we are doing with staff and student wellbeing and hauora is supported by nationwide advances.
- Other workshops covered rich learning experiences, unique pathways, resourcing challenges and giving our students the skills to make pathways viable, removing Level 1 NCEA (student voice has been gathered by us on this topic), Gus Gilmour, and new Chief Executive of MIT – discussed potential changes to MIT.

Moved P Jones/J Hynds

CARRIED

That the Principal's report is accepted

5.2 FINANCE REPORT

- It is recommended that the MHS Board:
 - a) **note** that Dust Extractor needs to be installed at Welding Bay area (Technology Department) as per Health and Safety requirement. Management received three quotes from ATSource (\$17k), Viking (\$23k) and NZ Duct & F lex (\$12k). The first two companies are recommended by Technology Learning Area. Suggested ATSource to go ahead with their proposal and asked Board's approval.

Moved by Finance Committee/J Hynds

CARRIED

That the Board approve to proceed with quote from AT Source

- b) **note** that Energy Total Utilities carried out Electricity Tender Report. The investigation shows current Genesis power bill can be saved around \$5k over 36 months with Mercury contract. Management recommend to make the change to Mercury once board approves. Approved
- c) **note** that school Gas contract is also under review. The report shows another 47 months agreement with current supplier Contact, the school will save around \$2k. Management suggest that no change for gas supplier with Board's approval. Approved

Moved by Finance Committee/D McPherson

CARRIED

That the Board approve recommendation b & d as noted above

- d) **note** that school reviewed support staff current pay rate and living wages rate. It appears that school will carry an ongoing extra cost of \$28,000 or \$40,000 p.a. if support staff hourly rate increases (\$20.15 and \$20.69 respectively).

Management suggest the Pay Rise implementation can start from 28th Jan 2019 subject to 2019 budget affordability and board's approval.

Approved in principle - to continue working on the budget (if it allows).

- e) **note** Where Carving is completed in August 2018. The final cost of the project is yet to be finalized (pending invoices from TBS). Management will present a reconciliation for the variance between original proposal and actual expenditure once all figures are entered in account.
- f) **note** Budget 2019 is underway. The main process is as same as 2018 with a few adjustments under Head of Departments' instructions. Since curriculum design is yet to be confirmed, future amendment can be expected. HOLA's spending towards year end 2018 is monitored in event of unnecessary purchases. Budgets to close end of school holidays.
- g) **note** that Julie Lockie and Lyzia Cook went on Financial Reports Training with Solutions and Services. Their product Monty integrates with Xero and presents finance reports align with Kiwipark Model. Monthly Activity Reports will be emailed to HODs after Monty Financial Reports details are being checked out in Sep 2018. The monthly cost for Monty package is \$70.00 per month (plus GST).

Property Updates;

1. 10 Year property plan, waiting for Ministry sign-off.
2. Water leakage problem – work being done with property team and plumber to pinpoint location before having to contract a specialist to locate.
3. Air-conditioning – Science block is the first phase of the trial. Workmanship not up to standard for futureproofing of building. Company have agreed to install again at their cost to labour cost.

Recommendation on communication from the Board;

1. Letter of thanks from Board to Julie Lockie and the property team to acknowledge the work done, and extras, on above property issues in updates
2. Letter of congratulations to MIT Eldnar band members and the Music team
3. Letter of congratulations to John Chen, 1st place in science fair

Moved M Prasad/J Hynds

That the finance report is approved

CARRIED

5.3 BUSINESS ACADEMY

John attended a meeting recently with the AUT Chancellor and others, who had meaningful discussion on student pathways.

5.4 HEALTH & SAFETY – Statistic report

5.4.1 Follow up on accident report tabled and discussed at meeting of 27 August 2018. Following a request from the Board to follow up, Julie Lockie spoke with the staff member concerned about the possible cause of the accident and if it was preventable. Staff member advised fall wasn't preventable, it was totally her fault.

5.4.2 Safety Accident Report, 17 September 2018, tabled and discussed.

5.5 Student Report - no report for this meeting

5.6 Staff Report – no report for this meeting

6. POLICIES FOR REVIEW:

6.1 Management Units

CARRIED

Moved D McPherson/J Long

That the Policy as noted above is approved and adopted subject to changes as noted

7. TRIPS:

7.1 No trip applications

Lexy Derby-Ngawaka left the meeting at 6:55pm

8. GENERAL BUSINESS

8.1 Casual Vacancy BOT

Following advertising, two applications received – these will be distributed to the Board by Julie Lockie with a decision pending.

8.2 Student Assistance Request

Aretha Ngawaka requesting financial assistance to support her participation in Inspiration Voyage, 10 – 15 February 2019.

Funding approved by the Board as \$500; \$250 as per Board guidelines and \$250 with the stipulation that Aretha return to mentor students following the voyage.

8.3 UE Exams – discussed under the Principal’s Report.

8.4 Truancy

John Hynds would like the introduction of some initiatives to encourage students (particularly Maori and Pasifika) to come to school to enable achievement.

Discussion about the wider problems and some potential strategies that are being looked at by SLT.

Action: SLT to write a brief one page report (including data) to the Board, outlining what they are doing currently or plan to for improvement. This will enable the Board to consider the provision they can offer to engage further support.

9. PERSONNEL (including in committee)

Moved M Prasad/J Hynds

Moved into in-committee at 7:18pm

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 M Prasad/J Hynds

Moved out of in-committee at 7:33pm

CARRIED

That the board move out of in-committee

Meeting concluded at 7:34pm

Future Board Meeting Dates:

Finance Meeting – Thursday 25 October 2018, 7:30am

Board Meeting – Monday 29 October 2018, 5:00pm

CHAIRPERSON

DATE

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