



**Manurewa High School
Board of Trustees Meeting
Board Meeting Room, 5:00pm
Monday 25 February 2019**

Minutes

Present: Steve Smith – *chair*
Lexy Derby-Ngawaka, Pete Jones, Fale Lesa, Julie Lockie, Joanna Long, Mitlesh Prasad, Nick Telford, Richard Thornton, Donella McPherson

In attendance: Sarah Davies – *minutes*

Opening Karakia

1. APOLOGIES:

John Hynds, Porsha Sagote

Moved N Telford

CARRIED

That the apologies are accepted

L Derby-Ngawati will excuse herself from the meeting at 6:30pm this evening

2. CONFLICTS OF INTEREST:

None at this time

3. SPECIAL GOVERNANCE TOPICS:

Fale Lesa joined the meeting at 5:15pm

3.1 Charter 2019

Draft charter tabled and discussed.

Incident in the community saw a conviction of 22 years. We are applying for further Ministry funding to assist continuation of support to our students involved.

Mitlesh Prasad joined the meeting at 5:45pm

Pete will share Trades Academy achievement data with the Board, once available.

Board approve draft charter. Pete will now feed out to staff for feedback.

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING

Matters Arising:

Moved R Thornton/F Lesa

CARRIED

That the minutes and public excluded minutes of the previous meeting held 4 February 2019, having been distributed, are approved

4.2 CORRESPONDENCE

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

Moved S Smith/J Long

That the Board accept the inwards and endorse the outwards correspondence

5. REPORTS:

5.1 PRINCIPAL'S REPORT

Tabled / questions

Discussion points:

Charter Draft 2019

Academic Celebration – thank you to Board members able to attend

Monthly Highlights slideshow shared

Student roll – 170 walk ups since the beginning of the year have presented SLT with some real challenges. Anticipating we will be eligible for more staff from the 1st March roll return. We have appointed a teacher to work across several subjects to allow reduction of some class sizes.

Out of zone address investigation outcomes tabled. Pete requests Board decision on further action to be taken following receipt of this information.

Decision: Pete will meet with the families of those investigated as living out of zone and bring feedback to the Board at the next meeting

Moved P Jones/N Telford

That the Principal's report is accepted

CARRIED

Lexy Derby-Ngawaka left the meeting at 6:35pm

5.2 FINANCE REPORT

Richard communicated the recommendations from the meeting minutes of the Finance and Property Sub Committee Meeting held 22 February 2019

Matters Arising:

It is recommended that the MHS Board:

c) Discussion on final budget 2019. Depreciation increased due to assets purchased in 2018, wage increase to meet current living wage as previously discussed, contingency of \$100,000 included. **Recommend** to the Board to adopt the final budget 2019 as presented

Moved R Thornton/F Lesa

That the Board adopt the final budget 2019 as presented

CARRIED

f) Photocopy tender renewal due October 2019 – **recommend** that we only work with AOG preferred suppliers - LOC/WAS to find out if we need to advertise process on GETS

Moved R Thornton/F Lesa

That the Board approve recommendation F as above

CARRIED

Property

Good progress around the new building. Ranked all the tenderers without looking at price. Tags closing off last Friday. The architect will do the master plan and the building.

Projects for the year include. Asset software upgrade, water use, power use, covering of turf, heating of pool and sail cover.

Moved R Thornton/M Prasad

That the Finance report is approved

CARRIED

5.3 BUSINESS ACADEMY - Nil

5.4 HEALTH & SAFETY – Summary – 487 visits this month

Incident reports x 2

5.4.1 Student working in café burnt lower leg on oven door, reported after lunch. Process discussed with café staff to ensure oven door area kept clear when in use with cupboards and doors surrounding oven kept closed. Students also advised to report any accident / incident at the time it happens.

5.4.2 Student did back flip into the pool hitting head on side of pool. Student taken to nurses then taken to hospital for observation. Recommendation from Board to install sign to read no diving, bombing or running. Julie Lockie to action.

5.5 STUDENT REPORT - Nil

5.6 STAFF REPORT - Nil

6. POLICIES FOR REVIEW:

6.1 No policies to review at this time

7. TRIPS:

7.1 NZSS Waka Ama Nationals Rotorua - 25/3/19-30/3/19 – final approval granted

7.2 NZSS Volleyball Nationals Palmerston North - 24/3/19-30/3/19 – final approval granted

7.3 Fablearn Conference New York - 6/3/19-15/3/19 – paperwork sign off for trip approved at Board meeting of 4 February 2019

7.4 Innovation & Entrepreneurship Exchange Auckland - Canada Auckland - 30/6/19-10/7/19 and Canada 11/7/19-21/7/19 – pre-approval granted

7.5 The Rising Foundation 15/4/19-18/4/19 – Taupo – pre-approval granted

7.6 Niuean Polyfest Group sleep over 8/3/19-9/3/19 – final approval sign off

7.7 High Performance Sport 26/2/19-27/2/19 Port Waikato – final approve sign off

Moved

That the above trips are granted as noted above

CARRIED

8. GENERAL BUSINESS

8.1 Out of Zone Enrolments – untrue

As discussed under 5.1 Principal's Report

9. PERSONNEL (including in committee)

Moved S Smith/R Thornton

Moved into in-committee at 6.57 pm

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.

CARRIED

Moved S Smith/R Thornton

Moved out of in-committee at 7:07 pm

That the board move out of in-committee

60th Reunion discussed for consideration. To be included in the next meeting agenda.

Meeting concluded at 7:09 pm

Future Board Meeting Dates:

Finance Meeting –Friday 26 April 2019, 7:30am

Board Meeting – Monday 29 April 2019, 5:00pm

CHAIRPERSON

DATE

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