



**Manurewa High School  
Board of Trustees Meeting  
Board Meeting Room, 5:00pm  
Monday 29 April 2019**

**Minutes**

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

In attendance: Sarah Davies – *minutes*  
Rory Fogerty of Permaki Ltd  
Fiona Leuschke and associate

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Opening Karakia

**1. APOLOGIES:**

No apologies

**2. CONFLICTS OF INTEREST:**

None at this time

**3. SPECIAL GOVERNANCE TOPICS:**

**3.1** Rory Fogerty – Permaki (Horticulture presentation)

Tabled proposal for MHS Education and Community Garden.

Step 1, as approved by Board, completed. Soil testing returned as negative for dangerous substances. Discussion held on next stage. Requesting Board approval to proceed with the project.

Rory Fogerty left the meeting

**Moved N Telford/F Lesa**

The Board approve the plan for the MHS Education and Community Garden

**CARRIED**

Fiona Leuschke and associate joined the meeting

**3.2** · Fiona Leuschke – Swimsation – Swimming pool proposal

Proposal to take over lease of school pool under a ministry approved contract. This would entail Swimsation taking over servicing and operational cost of maintaining the pool in exchange for use of the pool to execute learn to swim and water safety programmes to their clients and wider community. No private clients invited in during the day. Proposal with Julie Lockie to share with the Board Finance sub-committee to review and bring back to the Board.

**CARRIED**

Fiona Leuschke and associate left the meeting

**Moved R Thornton/M Prasad**

The Board approve Swimsation proposal in principle subject to the Board viewing the EOI and further investigation with the Ministry

Board chair sought approval to run over agreed meeting time of two hours, finishing at 7:30pm. All agreed.

#### 4. PREVIOUS MINUTES:

##### 4.1 MINUTES OF PREVIOUS MEETING

**Matters Arising:** Nil

##### **Moved J Hynds/J Long**

**CARRIED**

That the minutes and public excluded minutes of the previous meeting held 29 April 2019, having been distributed, are approved

##### 4.2 CORRESPONDENCE

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

##### **Moved N Telford/D McPherson**

**CARRIED**

That the Board accept the inwards and endorse the outwards correspondence

#### 5. REPORTS:

##### 5.1 PRINCIPAL'S REPORT (uploaded 26/4/2019)

Tabled / questions

Monthly highlights slideshow shared and discussed.

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

**CARRIED**

That the Principal's report is accepted

##### 5.2 FINANCE REPORT

Minutes sub-committee & property update (uploaded 27/4/19)

Richard communicated the recommendations from the meeting minutes of the Finance and Property Sub Committee Meeting held 26 April 2019

Matters Arising:

- It is recommended that the MHS Board:
  - b) **recommend** - Asset register to proceed with CES Ltd completing a stock take in the July holidays – quote received \$5,294 + GST – no action will be taken until when stocktake has been completed until results have come back to finance committee and onto Board
  - f) **recommend** - FPS request – to a contribution towards trip to be to fund one staff member going at \$5,000 and to cover the relief costs. Auditors have new requirements for all overseas trips – form will need to be completed if any school funds used on all overseas trips
  - i) **Business Centre Building** – meetings are underway – working group to be set up – BOT involvement? – fortnightly meetings.

**Noted:** John Hynds has opted in to attend these meetings.

##### **Moved R Thornton/N Telford**

**CARRIED**

That the Board approve recommendation b) and f) as noted in the Board subcommittee finance meeting minutes

##### **Moved R Thornton/L Derby-Ngawaka**

**CARRIED**

That the Board approve recommendation f) as noted in the Board subcommittee finance meeting minutes

**Moved R Thornton/M Prasad**  
That the Finance report is approved

**CARRIED**

### **5.3 BUSINESS ACADEMY**

Business Partners are keen to support our school. ASB volunteers attending the breakfast club have given feedback that they are enjoying involvement with the school and the service. ANZ are also keen to become involved. Vodafone cadets and EY mentoring keen to connect with whaanau.

### **5.4 HEALTH & SAFETY – Summary**

1378 visits to health centre. Comparison summary to be provided for future Board meetings.

Incident in technology – student using a chisel, wood chip in eye then student rubbed eye. Learning Area reviewed with outcome; all students must wear safety glasses when chiselling wood.

**5.5 STUDENT REPORT** – no report at this time

**5.6 STAFF REPORT** – no report at this time

## **6. POLICIES FOR REVIEW:**

- 6.1 Asset Management – amendments approved as noted
- 6.2 Financial controls and reporting – amendment approved as noted
- 6.3 Personnel management – pending further amendments
- 6.4 Responsibilities of the staff/student trustee – amendments approved as noted
- 6.5 Board of trustee meeting procedures – amendments approved
- 6.6 Equal employment opportunities – amendments approved
- 6.7 The Strategic plan: school charter – amendments approved as noted
- 6.8 Theft and fraud prevention – amendment approved
- 6.9 School donations policy – reviewed with no amendments
- 6.10 Concerns and complaints – amendments approved
- 6.11 Conflict of interest – pending
- 6.12 The Curriculum – amendment approved
- 6.13 Financial management – Budget – reviewed with no amendments

**Moved S Smith/F Lesa**

That the Policies as noted above are approved and adopted as reviewed

**CARRIED**

## **7. TRIPS:**

- 7.1 High Performance Sport – Waharau 10/4/19-12/4/19 - approved via email. Date change departing 30 April, 2019. Approved
- 7.2 Waharau Camp 01HPE - 14/5/19-17/5/19 – final approval granted
- 7.3 Dickey Flat Camp – Duke of Edinburgh - 6/5/19-10/5/19 – final approval granted
- 7.4 1st XV Rugby Overnight Camp in School - 3/5/19-4/5/19 – final approval granted
- 7.5 Spirit of Adventure - 15/5/19-25/5/19 – final approval
- 7.6 Open Boys A basketball live in – 10 – 11 May 2019 – final approval granted

**Moved S Smith/D McPherson**

That the above trips are granted approval as noted

**CARRIED**

## **8. GENERAL BUSINESS**

**8.1 BOT Election – Returning Officer Appointment**

Julie Lockie appointed

**8.2 BOT Election – Confirm number of Parent Representatives**

**Moved R Thornton/S Smith**

**CARRIED**

The Board agree to 5 parent representatives, 2 Business Academy representatives with ability to co-opt up to 2 members following completion of election

**8.3 NZSTA Conference 2019**

Proposal to opt out this year as timing not suitable with upcoming Board election. PL for new Board members could be provided by the school on a need’s basis following appointment of the Board

**8.4 Schedule of Delegations Updated**

Approved pending alteration; Donella McPherson noted as Acting Deputy Principal

**8.5 Swimsation Proposal – as noted in Special Governance**

**8.6 Aaron Lew request to the Board for funding to attend the Barcelona International Youth Science Challenge.**

**Moved M Prasad/S Smith**

**CARRIED**

That \$2,500 is granted to Aaron Lew towards travel costs for trip to Barcelona International Youth Science Forum

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

**Moved S Smith/R Thornton**

*Moved into in-committee at 7.16pm*

**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**

*Moved out of in-committee at 7:45pm*

**CARRIED**

That the board move out of in-committee

**Meeting concluded at 7.48 pm**

**Future Board Meeting Dates:**

Finance Meeting – Wednesday 24 May 2019, 7:30am

Board Meeting – Monday 27 May 2019, 5:00pm

**CHAIRPERSON**

**DATE**

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