



**Manurewa High School  
Board of Trustees Meeting  
Board Meeting Room, 5:00pm  
Monday 27 May 2019**

## Minutes

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

In attendance: Sarah Davies – *minutes*

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Opening Karakia

### 1. APOLOGIES:

Fale Lesa, Pete Jones, John Hynds  
**Moved J Long/L Derby-Ngawaka**  
That the apologies are accepted

**CARRIED**

### 2. CONFLICTS OF INTEREST:

None at this time

### 3. SPECIAL GOVERNANCE TOPICS:

**3.1** Charter action a5 - Continue to use 'Be the ManuREWA Way' to enhance transformational pedagogy and curriculum design  
Theme this term is 'back to basics'. Documents have been generated to distribute to staff covering clear process on issues such as truancy, uniform and behaviour. Documents tabled for Board information.

**3.2** Students Support Services Report  
Report tabled and discussed.  
Request made by Richard Thornton for data on student frequency of participation at programmes run onsite by outside organisations.

Spike in stand down data due to a group of students stood down on Friday for participation in violent Man Hunt game. Zero tolerance to physical violence.

### 4. PREVIOUS MINUTES:

#### 4.1 MINUTES OF PREVIOUS MEETING

##### Matters Arising:

Amendment – BOT Approval for \$500 to be given to each student going on the FPS trip to USA

**CARRIED**

##### **Moved R Thornton/J Long**

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

#### 4.2 CORRESPONDENCE

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

**Moved S Smith/R Thornton**

**CARRIED**

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

## **5. REPORTS:**

### **5.1 PRINCIPAL'S REPORT**

Tabled / questions

Monthly highlights and slideshow shared

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

**CARRIED**

That the Principal's report is accepted

### **5.2 FINANCE REPORT**

Draft Auditor's Report to the Board of Trustees

Management Letter Comments

3.1 No fixed asset stocktake – response – one booked for this term break

3.2 Classification of cash balances – 90 day term deposits that are rolled over, school considers as a new term deposit but auditors take the original date taken out – response – we will continue to renew term deposits and note as recommended by auditor.

3.3 Provision for cyclical maintenance – cyclical maintenance plan will be updated by Maynard Marks on an annual basis

3.4 Capitol works project – Gym project - paid for invoicing throughout the year without having funding from the Ministry – response - we will be more forceful in seeking funds from ministry for future projects before paying invoices

3.5 Payroll accruals – the school's payroll accounts at year end were not correct – response - SUE report dated 2<sup>nd</sup> January but Novopay paid on 28 December so adjustment had to be made

3.6 Furniture and equipment grant – paid GST on furniture and equipment grant received – response - will be collecting GST back

3.7 Financial statements – u errors in the first draft – response - aware of this now

3.8 Trade payables - trouble with MIT to get contracts – response - at time of draft statements we didn't accrue

3.9 Disclosure of Overseas travel – financial statements did not disclose overseas travel appropriately – response – will know to do this now

Richard Thornton and Sheryl Lane have both been through the accounts

**Moved R Thornton/N Telford**

**CARRIED**

That the annual financial report is approved

Minutes sub-committee & property update (uploaded 24/5/19) Richard communicated the recommendations from the meeting minutes of the Finance and Property Sub Committee Meeting held 24 May 2019 Matters Arising:

### **RECOMMENDATIONS:**

It is recommended that the MHS Board:

b) **Note** to recommend Cleaning contract increase agreed in principle to cover minimum wage increase - LOC to get further details on staff numbers subject to cost increase. Julie has details and is confident that the increase is justified. Recommend that we accept the increase

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

**CARRIED**

That the Board approve the cleaning contract increase of \$24,000 over a year

g) **Recommend** Audit of ICT Infrastructure at a cost of \$15,260 to proceed - Datacom

**Moved R Thornton/D McPherson**

**CARRIED**

That the Board approve recommendation g) as noted above and in the Board subcommittee finance meeting minutes 24 May 2019

**Property Report:**

Worksafe audit of electrical boards – a couple of things needed to be done straight away, a couple to complete. Good feedback received on state of electrical boards.

Homai are putting a fence across the field. Quote sought for our portion of fence at \$80,000. The Ministry has approved funding for this.

Business Academy first design being worked through, should be available shortly.

**Moved R Thornton/N Telford**

**CARRIED**

That the Finance report is approved

**5.3 BUSINESS ACADEMY**

Highlights from recent weeks tabled.

Thanks to Leanne Gibson for extensive report.

Richard would like to see the school crest reinstated into the hall aligned with the school name as in all other branding. Julie to investigate the location of the old crest and the feasibility.

**5.4 HEALTH & SAFETY – Nil**

**5.5 Student Report**

Presentation on Student Success.

This week is Samoan Language week with the theme Lalaga Le Si'osi'omaga Mo Se Lumana'i Manuia – Create an Environment for a Better Future. This personally means to me that to strive for the best I need to surround myself with positivity.

**5.6 Staff Report - Nil**

**6. POLICIES FOR REVIEW:**

None at this time

**7. TRIPS:**

**7.1** 02OED Shakespear Regional Park - 27/5/19-30/5/19 Final approval granted

**7.2** AU's Dream Camp – Auckland CBD - 8/7/19-10/7/19 Preliminary sign off

**7.3** 030LPE Great Barrier Camp - 12/8/19-16/8/19 Preliminary sign off

**7.4** 02LPE Waharau Regional Camp - 11/6/19-14/6/19 Final approval granted

**7.5** 02TACEPE Waharau 25/6/19-28/6/19 Final approval granted

**Moved S Smith/J Long**

**CARRIED**

That the above trips are granted approval as noted above

**8. GENERAL BUSINESS**

**8.1** PPTA strike 29/5/19 – letter from the Board communicated to the parent community and a letter from the Manurewa PPTA Branch was included in the latest e-newsletter

**8.2** Student Funding Request – Mile Naime qualified to compete in Hammer Throw in finals of Oceania Athletics Championships in Australia. Board approved \$500 towards her trip

**Moved R Thornton/D McPherson**

**CARRIED**

That the Board fund \$500 towards travel to this international championship

Steve Smith requests that the safety equipment around the hammer throw cage is checked as meeting OSH requirements. Julie Lockie to investigate.

**8.3** FPS – letter of request for cost of 1 staff member to be funded by the Board Richard suggests \$5,000 + \$4,000 and \$2,500 from relief funding received. If further funding required, group leader to discuss with Pete Jones for further decision with the Board Chairperson.

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

**Moved S Smith/R Thornton**

*Moved into in-committee at 7:03 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.

**Moved S Smith/R Thornton**

*Moved out of in-committee at 7:32 pm*

**CARRIED**

That the board move out of in-committee

**Meeting concluded at 7:33 pm**

**Future Board Meeting Dates:**

Finance Meeting – Friday 21 June 2019, 7:30am

Board Meeting – Monday 24 June 2019, 5:00pm

**Actions:**

**3.3** Katie Spraggon to provide data on student frequency of participation at programmes run onsite by outside organisations through Student Support Services

**5.3** Julie to investigate the location of the old crest and the feasibility of reinstating into the hall aligned with the school name as in all other branding

**8.2** Julie Lockie to investigate that the safety equipment around the hammer throw cage meets OSH requirements

**CHAIRPERSON**

**DATE**

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