



**Manurewa High School
Board of Trustees Meeting
Board Meeting Room, 5:00pm
Monday 24 June 2019**

Minutes

Present: Talia Brown, Donna Cowley, Louise Dreadon, Pete Jones, Julie Lockie, Mitlesh Prasad, Steve Smith, Richard Thornton

In attendance: Sarah Davies – *minutes*

Opening Karakia

Pete Jones, Principal, opened the meeting as chair until agenda item 3.1; Special Governance Topics, Election of a Chairperson conducted. Pete welcomes new board members Talia Brown, Donna Cowley and Louise Dreadon. Round-table introduction by each Board Member.

1. APOLOGIES:

Porsha Sagote, John Hynds

Moved Steve Smith

That the apologies are accepted

Mitlesh Prasad joined the meeting at 5:16pm

2. CONFLICTS OF INTEREST:

None at this time

3. SPECIAL GOVERNANCE TOPICS:

3.1 Election of Chairperson

Peter Jones called for nominations for Chairperson

Nomination for Steve Smith by Mitlesh Prasad /Second Richard Thornton

No Further nominations. Unanimous decision. Steve Smith accepts and duly elected Chairperson.

Steve Smith took over chair of the meeting

3.2 Sub-committees

Will be elected next meeting – Finance, Property, Discipline

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING

Matters Arising:

Moved R Thornton/M Prasad

That the minutes and public excluded minutes of the previous meeting held 27 May 2019, having been distributed, are approved

CARRIED

4.2 CORRESPONDENCE

Inwards - NZSTA Conference 2019 – proposed registration to new members. Talia and Donna unable to attend due to work commitments.

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

Moved T Brown/M Prasad

CARRIED

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

5. REPORTS:

5.1 PRINCIPAL'S REPORT

Tabled / questions

Monthly highlights slideshow shared

Moved P Jones/L Dreadon

CARRIED

That the Principal's report is accepted

5.2 FINANCE REPORT

It is recommended that the MHS Board:

c) Recommend a Grant Coordinator to be appointed to a maximum of \$40k over the next 18 months – unanimously agreed

Motion: That a Grant Coordinator is appointed

d) Note Network audit has come back – some recommendations to be actioned once detail has been discussed – report to be circulated to the board once recommendations and feedback have been approved – for July meeting we will have recommendations and report

Amendment: for August meeting

e) Recommend IMMC 2019 – Students to receive \$500 each and \$3,000 towards female staff costs – total of \$5,000 – unanimous decision. Publicity will be generated closer to the event

Motion: That the IMMC 2019 funding request is approved

f) Recommend REWA All Stars request for \$500 per student (including 3 ex-students who were in the squad last year) in the group as per policy be approved by the Board and the group follow the staff trip policy allowances for contribution towards staff.

Motion: That the REWA All Stars request is approved

g) Recommend request from student to attend a Youth Assembly as the NZ Representative and representing the Manurewa Youth Council in Washington DC - \$500 contribution as per policy

Motion: That a \$500 contribution is granted

CARRIED

Moved R Thornton/D McPherson

That the Board approve recommendations c, e, f and g as noted above and in the Board subcommittee finance meeting minutes 24 May 2019

CARRIED

Moved R Thornton/M Prasad

That the Finance report is approved

5.3 BUSINESS ACADEMY

Outline plan for the Business Academy/Library build shared.

5.4 HEALTH & SAFETY – Nil

5.5 Student Report – Nil

5.6 Staff Report - Nil

6. POLICIES FOR REVIEW:

6.1 Personnel Management

Amendment from Policy tabled at meeting 27 May 2019 - approved

6.2 Travel Allowances – International travel clause added and approved as noted

6.3 Student Code of Conduct – approved in principle, once final amendments made by SLT, policy emailed to Board to review and approve via email

6.4 International Student Code of Conduct - approved in principle, once final amendments made by SLT, policy emailed to Board to review and approve via email

6.5 International Fee-Paying Students – Fees, Fees Protection and Refund - approved

6.6 Disciplinary Policy - approved in principle, once final amendments made by SLT, policy emailed to Board to review and approve via email

Moved S Smith/R Thornton

That the Personnel Management, Travel Allowances policies as noted above are approved and adopted

CARRIED

7. TRIPS:

7.1 AU's Dream Camp – Auckland CBD - 8/7/19-10/7/19 Final – approved, sign off completed

7.2 Waka Ama – Whangarei 21/6/19-23/6/19 - approved via email, sign off completed

7.3 03 Geography and Tourism Rotorua - 21/8/19-23/8 /19- Prelim - granted

7.4 IMMC – Hong Kong - 20/7/9 - 27/7/19 – final – approved, sign off completed

7.5 Japan Trip 29/6/19-11/7/19 – final – approved, sign off completed

7.6 1st XV overnight camp 19/7/19-20/7/19 – final - approved, sign off completed

7.7 The Rising Foundation - 8/7/19-19/7/19 final – approved, sign off completed

7.8 Entrepreneurs in Action – Wellington - 27/6/19-30/6/19 – final – approved, sign off completed

7.9 REWA All Stars trip – Phoenix & LA - 7/8/19-16/78/19 – final – approved, sign off completed

One student has dropped out of the group. Pete Jones is requesting that the Board approve he attend in place of student. Pete happy to contribute.

Moved S Smith/R Thornton

That the Board approve Pete Jones travelling to LA with REWA All Stars. The Board will make \$10,000 available to fund travel and the potential to utilise the time to visit educational organisations and partake in PL opportunities whilst in LA

7.10 Spirit of Adventure - 12/7/19-21/7/19 – final – approved, sign off completed

Moved S Smith/R Thornton

That the above trips are approved as noted above

CARRIED

8. GENERAL BUSINESS

8.1 BOT Training August 7 6.30pm-9.30pm MHS Staffroom
NZSTA have asked MHS to host the training session above, new members Donna Cowley and Talia Brown will attend, Louise Dreadon attending training session next Tuesday

8.2 Discipline Meeting Board Members
Richard and Steve Smith will attend Suspension meeting on Thursday 27 June, 1pm.
Steve can attend family Board meeting Wednesday 26 June at 4pm
Discipline sub committee attendees Richard and Steve until Discipline sub-committee appointed

8.3 Farewell for previous Board Members
Julie to coordinate date with Fale Lesa. If afternoon tea on final day of term, Friday 5 July convenient to Fale, all Board members will be invited to attend.
Discussion on co-option of previous board members who were unsuccessful in the recent election.

Moved D Cowley/R Thornton **CARRIED**
That the Board recommend co-option of Lexy Derby-Ngawaka and Joanna Long. Julie Lockie to contact both and report their decision back to the Board

9. PERSONNEL (including in committee)

Moved S Smith/R Thornton *Moved into in-committee at 6:45 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 6:53 pm* **CARRIED**
That the board move out of in-committee

Meeting concluded at 7:16 pm

Future Board Meeting Dates:
Finance Meeting – Thursday 26 July 2019, 7:30am
Board Meeting – Monday 29 July 2019, 5:00pm

CHAIRPERSON **DATE**
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