



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

## Minutes

---

Present: Richard Thornton – *chair*  
Talia Brown, Donna Cowley, Lexy Derby-Ngawaka, Louise Dreadon, Pete Jones, Julie Lockie, Joanna Long, Mitlesh Prasad, Porsha Sagote

In attendance: Sarah Davies – *minutes*  
Barbara Ngawati-Salaivao, Nichola McCall, Katie Spraggon, Donella McPherson

---

Opening Karakia

### 1. APOLOGIES:

John Hynds, Steve Smith

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

That the apologies are accepted

**CARRIED**

Richard Thornton running late – meeting opened by Pete Jones and moved straight into the special governance topic presentation.

### 2. CONFLICTS OF INTEREST:

None at this time

### 3. SPECIAL GOVERNANCE TOPICS:

#### 3.1 Charter mid-year review – Senior Leadership Team

Powerpoint presentation with discussion/questions.

Full detailed e-learning review will be presented at a future meeting

Richard Thornton joined the meeting at 5:23 pm

Richard Thornton resumed as chair of the meeting and called for any further items under general business.

Julie Lockie requests addition to General Business - Appointment of Returning Officer – Student Representatives Election

Mitlesh Prasad joined the meeting at 5:26 pm

NCEA review discussed. Louise Dreadon questioned whether we should drive changes to courses for 2020 until we are fully informed of the ministry changes. Board advised that all new courses are voluntary, no real change to existing courses for 2020.

Barbara Ngawati-Salaivao, Nichola McCall, Katie Spraggon, Donella McPherson left the meeting at 6:08 pm

### 4. PREVIOUS MINUTES:

#### 4.1 MINUTES OF PREVIOUS MEETING

##### Matters Arising:

##### Moved D Cowley/T Brown

That the minutes and public excluded minutes of the previous meeting held 24 June 2019, having been distributed, are approved

**CARRIED**

#### 4.2 CORRESPONDENCE

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

##### Moved T Brown/J Long

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

**CARRIED**

### 5. REPORTS:

#### 5.1 PRINCIPAL'S REPORT

Tabled / questions

Monthly highlights shared.

Report back on John Chen's trip to Poland, competing in the International Young Physicists' Tournament 2019. The team achieved 2<sup>nd</sup> place. Pete recommends a letter of thanks from the Board to teacher in charge, Fenella Colyer and letter of congratulations to John Chen.

Discussion on the P-Tech partnership with IBM, The Warehouse and Aorere College, launched at our school today.

##### Moved P Jones/L Derby-Ngawaka

That the Principal's report is accepted

**CARRIED**

#### 5.2 FINANCE REPORT

It is recommended that the MHS Board:

**a) Note** that the Income and Expenditure data is tracking as expected for the end of June against Annual Budget.

**b) Note** Swimming Pool Proposal application will forward to ministry of education with BOT meeting minutes for further review and for principal of approval. Finance committee agreed in principal and recommended to board for further review.

Agreed

**c) Note** conflict of interest new draft policy been reviewed in finance committee and recommended to board for further review and adopting as an updated school policy.

It is noted that the Board have seen, reviewed and approve the use of the Conflict of Interest form.

**d) Note** a Grant coordinator position still on recruitment process

**CARRIED**

##### Moved M Prasad/J Long

That the Finance report is approved

#### 5.3 BUSINESS ACADEMY – No report at this time

#### 5.4 HEALTH & SAFETY – Summary

MHS BOT Health & Safety work act presentation document uploaded to Teams. The Board are asked to review this document along with the Ministry Health & Safety at

Work Act 2015 Practical Guide as in the link  
<http://www.education.govt.nz/assets/Documents/Ministry/Initiatives/Health-and-safety/Tools/Health-and-Safety-at-Work-Act-2015-practical-guide.pdf>

### 5.5 STUDENT REPORT

Porsha has been approached about the regulation school socks. White socks were changed to black socks now students have started wearing both. Porsha requests permission from the Board to conduct a petition/survey to gather evidence to bring findings back to the Board. Approved.

5.6 STAFF REPORT – No report at this time

## 6. POLICIES FOR REVIEW:

### 6.1 Travel Policy (updated)

New NZSTA Policy tabled. Julie Lockie recommends amendment of; Staff to present trip planning to either Julie Lockie or Charlie Wasala before application made to the Board.

### 6.2 Sensitive Expenditure

Amendments as noted on meeting documentation

### Moved J Long/L Derby-Ngawaka

That the Policies as noted above are approved and adopted with amendments

**CARRIED**

## 7. TRIPS:

7.1 Spirit of Adventure 10 Day Voyage Scholarship – 7 - 17/9/2019 - final (pre-approval via email) – sign off completed

7.2 030LPE Great Barrier Camp – 12 - 16/8/2019 – final – sign off completed

7.3 NZSS Football Girls Whangarei - 1/9/19-6/9/19 – prelim granted

7.4 03 Geo & Tourism Rotorua - 21/8/19-23/8/19 – final – sign off completed

7.5 NZMA – Mt Wellington – 3/9/19-4/9/19 - final – sign off completed

7.6 02OED Pinnacles - 29/8/19-30/8/19 - prelim and final – sign off completed

7.7 02OED Pinnacles - 29/8/19-30/8/19 - prelim and final – sign off completed

7.8 1st XV Boys Nationals Palmerston North 5/9/19-8/9/19 – prelim granted

7.9 Rugby League NZSS Champs overnight - 2/9/19-6/9/19 – prelim granted

### Moved R Thornton/J Long

That the above trips are granted approval as noted

**CARRIED**

## 8. GENERAL BUSINESS

### 8.1 Date / Time of meetings

Donna Cowley proposed a change to the meeting day to Tuesdays.

The Board collaboratively made decision that meeting will remain on Monday.

### 8.2 Schedule of Delegations - approval by new Board

### 8.3 Appointment of Returning Officer – Student Representatives Election

Nomination for Julie Lockie received by Lexy Derby-Ngawaka Second by Donna Cowley.

Julie Lockie duly appointed as Returning Officer for September Student Representative Election 2019.

## 9. PERSONNEL (including in committee)

**Moved R Thornton/ M Prasad**

*Moved into in-committee at 7:10pm*

**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 R Thornton/M Prasad**

*Moved out of in-committee at 7:26 pm*

**CARRIED**

That the board move out of in-committee

Donna Cowley suggested getting a message out to parents/whaanau outlining what the Board does in its role and contact details for those wanting to make contact. It was agreed to generate an information document to share with the parent community via e-newsletter.

**Meeting concluded at 7:30 pm**

**Future Board Meeting Dates:**

Finance Meeting – Friday 23 August 2019, 7:30am

Board Meeting – Monday 26 August 2019, 5:00pm

**CHAIRPERSON**

**DATE**

.....

.....