



**Manurewa High School
Board of Trustees Meeting
Board Meeting Room, 5:00pm
Monday 23 September 2019**

Minutes

Present: Steve Smith – *chair*
Talia Brown, Louise Dreadon, John Hynds, Pete Jones, Julie Lockie, Joanna Long,
Mitlesh Prasad, Porsha Sagote

In attendance: Barbara Ngawati-Salaivao, Kim Millwood
Minute Taker: Julie Lockie

Opening Karakia

1. APOLOGIES:

Richard Thornton, Lexy Derby-Ngawaka

Moved: J Long / J Hynds

That the apologies are accepted

CARRIED

2. CONFLICTS OF INTEREST:

None at this time

3. SPECIAL GOVERNANCE TOPICS:

3.1 Learning Support update

Kim Millwood and Barbara Ngawati-Salaivao left the meeting at 5.35pm

3.2 Kaahui Ako proposal

Nine positions of Learning Support Coordinators across the Kaahui Ako. These are permanent positions. Proposal to give one of our positions to the Kaahui Ako to allow extra in the other schools. We would still have our SENCO plus three Learning Support Coordinators.

Motion: “The Manurewa High School Board of Trustees gifts one of their four LSC FTTE positions to the Manurewa Kaahui Ako. This is for a two-year period from the commence of the employment, being 2020”

Moved: S Smith / M Prasad

CARRIED

4. PREVIOUS MINUTES:

Steve Smith farewelled Porsha Sagote and thanked for her work over the last year as Student Representative. Porsha thanked the Board and expressed how much she had enjoyed working with the Board in her role as Student Representative.

Porsha Sagote left the meeting at 6pm

4.1 MINUTES OF PREVIOUS MEETING

Matters Arising:

Louise queried the living wage – Julie Lockie explained that the living wage was put in place earlier this year, and lined all non-teaching staff at the top of the Grade B

scale on the collective agreement. Increases in future will be in line with the collective agreement increases.

Moved J Hynds / L Dreadon

CARRIED

That the minutes and public excluded minutes of the previous meeting held 26 August 2019, having been distributed, are approved

4.2 CORRESPONDENCE

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

Measles – immunisation paperwork will be asked for on all enrolments moving forward. Approximately 230 students with no immunisation records or unimmunised. Assessment week had been re-scheduled until week 2 term 4. Akoranga Conferences 70% attendance – will go up slightly. Attendance and achievement data to date presented.

SLT Planning days last Friday and Saturday – reminder to the Board planning day first Saturday 19 October back after the holidays.

Monthly highlights presented.

Out of Zone – siblings on the waiting list. There are more siblings on the waiting list than places.

Walk around with year eights – noted no covers on the food outside the pavilion – this is set up just before the bell goes, covers to be purchased. Walk around was great – really good. May have to run some evening walk arounds in future. Do all feeder schools get notified? Pete to check.

Moved P Jones / J Long

CARRIED

That the Principal's report is accepted

5.2 FINANCE REPORT

Budget 2020 sheets have been sent out
Budget 2019 will close at the end of the holidays

It is recommended that the board;

That the SAN be leased

That the AP units be purchased with payments to be spread over 2019 and 2020.

Moved M Prasad / L Dreadon

CARRIED

5.3 BUSINESS ACADEMY

Report tabled. Mainfreight pathway to employment programme has been developed and good interested by students. New course for next year and we are actively looking for other organisations to join in next year. EY Art Exhibition at

Britomart was extremely popular.

5.4 HEALTH & SAFETY - Statistics summary from Health Centre 1121 visits to date in September. Month has been busy with measles outbreak

5.5 STUDENT REPORT - Nil

5.6 STAFF REPORT - Nil

6. POLICIES FOR REVIEW:

6.1 Relationship Between Board and Principal

6.2 Chairpersons Role

6.3 Privacy

6.4 Principal Performance Management

Policies were to be held over until next month

7. TRIPS:

7.1 Samoa Trip Update

Update on staff travelling on the Samoan Trip. Two staff members, Linda Sime and Barbara Ngawati-Salaivao will be taking their children on the trip. Linda Sime's mother will be travelling with the group to look after the children. She will not be responsible for students, solely there to look after children.

8. GENERAL BUSINESS

8.1 Voluntary Donation Payment from MOE \$150 per year per student. Curriculum related trips policy to be developed. Update trip forms for BOT

Motion: That Manurewa High School Board of Trustees opt into the MOE Voluntary Donation Scheme for 2020

Moved: S Smith / J Long

CARRIED

8.2 Letter of thanks tabled from Badminton students

8.3 Letter re Out of Zone Application – Parent missed ballot cut-off date. Reply to the parent – Board still in the process of waiting for all out of zone enrolments offered to be confirmed and by the October board meeting any further out of zone numbers will be discussed.

8.4 Letter from interested parent for Board of Trustee position

8.5 Garden update – water tanks arrive this week and will get plumbed in over the holidays.

9. PERSONNEL (including in committee)

Moved J Long / M Prasad

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 J Long / M Prasad

Moved out of in-committee at 7.05 pm

CARRIED

That the board move out of in-committee

Meeting concluded at 7.20 pm

Future Board Meeting Dates:

Finance Committee Meeting – 25 October 2019 – 7.30am

Board meeting – 29 October 2019 – TUESDAY - 2019 - 5pm

CHAIRPERSON

DATE

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