



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

Minutes

Present: Steve Smith – *chair*
Talia Brown, Donna Cowley, Louise Dreadon, Pete Jones, Julie Lockie, Joanna Long,
Elmira Booth, Richard Thornton

In attendance: Sarah Davies – *minutes*

Opening Karakia

The Board chairperson welcomed the newly appointed Board of Trustees Student Representative, Elmira Booth.

1. APOLOGIES:

John Hynds, Lexy Derby-Ngawaka, Mitlesh Prasad

Moved T Brown/ L Dreadon
That the apologies are accepted

CARRIED

2. CONFLICTS OF INTEREST:

None at this time

3. SPECIAL GOVERNANCE TOPICS:

3.1 Charter 2020 draft and any other feedback

SLT will continue to work through the process and bring a final draft back to the Board at the November meeting.

Louise asked the question; how many staff and students answered the Hauora survey? The figure on the draft charter isn't reflective of the verbal feedback Louise has received from staff. Richard asked if it was positive or negative feedback? Louise reports mostly negative. Pete will access the data and get this to the Board. Richard requests that Louise quantify the feedback she has received and bring this to the Board.

Richard asked if SLT had decided on the aspirational target for student achievement? Not finalised but will be included in the final draft for the Board in November.

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING

Matters Arising: Nil

Moved J Long/T Brown

That the minutes and public excluded minutes of the previous meeting held 23 September 2019, having been distributed, are approved

CARRIED

The Board received a gift box from Manurewa West School in thanks of giving up a LSC position. Board decision to gift the box towards the staff end of year rewards draw.

4.2 CORRESPONDENCE

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

Richard questioned if we need to communicate with parents about the school being in the donations scheme? For clarification and to outline the rules.

Decision: Draft communication to be tabled at the next Board Finance meeting then on the agenda for a full Board meeting following.

Moved R Thornton/ J Long

CARRIED

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

5. REPORTS:

5.1 PRINCIPAL'S REPORT

Tabled / questions

Discussion on a representative of the Board to speak at Prizegivings. Board to email Sarah if attending any of the Prizegivings.

Moved P Jones/J Long

CARRIED

That the Principal's report is accepted

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 September against Annual Budget

Moved P Jones

That the Board note recommendations a) above as noted in the Board subcommittee finance meeting notes 25 October 2019 and that the Finance report is approved. Notes only were taken at the meeting as BOT members absent.

Discussion on investment funds use as noted in the fund allocation summary.

Homai Fence Project – commencing on 9th December. We have been quoted \$81,000 for our portion of the fence. MOE approve our use of the remaining 5YA funding and have agreed to waive the procurement process.

Moved R Thornton/ J Long

CARRIED

That the Board approve use of 5YA funding to pay for building the fence on MHS fence boundary to meet up with fence being built across the Homai field

5.3 BUSINESS ACADEMY – no report at this time

5.4 HEALTH & SAFETY – no report at this time

5.5 STUDENT REPORT – no report at this time

5.6 STAFF REPORT – no report at this time

6. POLICIES FOR REVIEW:

Carried over from meeting of 23 September 2019

- 6.1 Relationship Between Board and Principal
- 6.2 Chairpersons Role
- 6.3 Privacy
- 6.4 Principal Performance Management

Review of the above policies to be held over until next month

7. TRIPS:

- 7.1 Junior Boys Volleyball – Wellington – 25/10/19-28/10/19 - via email, final sign off
- 7.2 Hillary Outdoors – Year 10 camp Tongariro – 3/11/19-8/11/19 – final approval granted and signed off
- 7.3 Future Problem-Solving Nationals – Carey Park – 1-3/11/19 – final approval granted and signed off

Moved S Smith/R Thornton

That the above trips are granted final approval

CARRIED

8. GENERAL BUSINESS

8.1 Out of Zone Letter carried over from meeting of 23 September 2019

Further discussion on this families request to the Board and the four other families with siblings of current students who met the deadline and not successful in the out of zone ballot.

Moved S Smith/J Long

That the Board approve the out of zone enrolment of the student in the letter request and the four that have met the deadline are accepted

CARRIED

There are six remaining siblings out of zone that will be contacted by the DP in charge of enrolment for further explanation of their situation.

Moved S Smith/J Long

The Board decision is to cap out of zone places at 71 to include the students above

CARRIED

8.2 Student request Japan trip – support towards airfares

Letter of request to the Board tabled.

Moved J Long/R Thornton

That the Board approve a \$500 contribution per student

CARRIED

9. PERSONNEL (including in committee)

Moved S Smith/R Thornton

Moved into in-committee at 6:16 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
That the board move out of in-committee

Moved out of in-committee at 6:53pm **CARRIED**

Meeting concluded at 6:54pm

Future Board Meeting Dates:

Finance Meeting – Thursday 22 November 2019, 7:30am
Board Meeting – Monday 25 November 2019, 5:00pm

CHAIRPERSON

DATE

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