



**Manurewa High School  
Board of Trustees Meeting  
Board Meeting Room, 5:00pm  
Monday 25 November 2019**

## Minutes

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Present: Richard Thornton – *chair*  
Elmira Booth, Talia Brown, Donna Cowley, Louise Dreadon, John Hynds, Pete Jones,  
Julie Lockie, Joanna Long, Mitlesh Prasad

In attendance: Sarah Davies – *minutes*

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Opening Karakia

### 1. APOLOGIES:

Steve Smith, Lexy Derby-Ngawaka

**Moved R Thornton**

That the apologies are accepted

### 2. CONFLICTS OF INTEREST:

None at this time

### 3. SPECIAL GOVERNANCE TOPICS:

#### 3.1 Draft Budget 2020

Budgeting a loss for this coming year, won't end in deficit but best practice to have a contingency if required.

Budgeted the extra compulsory trips/workbooks etc from the MOE donations scheme.

Hynds Foundation Income and expense to be removed from the budget.

Talia Brown and Louise Dreadon joined the meeting at 5:13pm

This is a draft budget 2020 to be confirmed in January, early February next year.

**CARRIED**

**Moved R Thornton/M Prasad**

That that draft budget 2020 is passed

### 4. PREVIOUS MINUTES:

#### 4.1 MINUTES OF PREVIOUS MEETING

Matters Arising: nil

**Moved R Thornton/J Long**

**CARRIED**

That the minutes and public excluded minutes of the previous meeting held 28 October 2019, having been distributed, are approved

#### 4.2 CORRESPONDENCE

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

**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

Pete Jones advised the Board that he has been elected to the Chairperson position on the ARA Education Trust Board

**Moved P Jones/R Thornton**

**CARRIED**

That the Principal's report is accepted

### **5.2 FINANCE REPORT**

**It is recommended that the MHS Board:**

- b) **recommend** Prize trust account – be used to replace old trophies
- c) **recommend** (letter from the Auditor requesting additional audit fees for the 2018 audit) - that we pay the overseas travel portion of the extra fee but not the extra requested for journals and checking which should form part of the audit process
- f) **recommend** that the figure of \$5,568.70 be written off for assets no longer on register
- i) **Recommend** SLT office changes – Pete requests to knock down the walls between old board room, Lawrence and Manaia's offices to open space for SLT. Finance committee no concerns based on Principals recommended and support
- j) **Recommend** Seed funding of \$147,000 for Business Hub building spent over the last five years, Health Centre income of \$1,778 (project previously closed) and Library seed expenses of 5,800 are to be reflected in P & L in the 2019 accounts
- k) **Recommend** draft budget be approved as tabled and discussed  
Staffing levels, roll numbers MOE forecast levels to be added to budget sheet  
Budget of \$500,000 approved in principle for capital items

**Moved R Thornton/J Hynds**

**CARRIED**

That the Board approve recommendations b, c, f, i, j, k as noted above

**Moved M Prasad/J Long**

**CARRIED**

That the Finance report is approved

### **5.3 BUSINESS ACADEMY**

2019 Review tabled and discussed

Manurewa High School Business Academy 2020 Strategic plan tabled and discussed

John has been talking with the ministry to see if additional funding can be secured as our Business Academy model can be used as a pilot.

Foundation North have just advised that we have been successful with funding to the tune of \$120,000

Pete Jones thanks the Hynds Foundation and family for all the support of the school, financially and with staffing to keep the Business Academy project moving. Final plans for the building should be finalised by beginning of next year.

Pete proposes that the building have the Hynds name in the naming of the building. More detail and conversation to come in the new year.

**Moved J Hynds/M Prasad**

**CARRIED**

That the Business Academy report is accepted

**5.4 HEALTH & SAFETY** – Summary - nil

**5.5 Student Report** – not at this time

**5.6 Staff Report** – not at this time

**6. POLICIES FOR REVIEW:**

**6.1** Relationship Between Board and Principal

**6.2** Chairpersons Role

**6.3** Privacy

**6.4** Principal Performance Management

**Moved J Long/ T Brown**

**CARRIED**

That the Policies as noted above are approved as tabled

**7. TRIPS:**

**7.1** REWAlise – Wellington 4/12/19-6/12/19 – Final approval signed off

**7.2** Waka Ama Club Nationals – Cambridge 12/1/20-18/1/20 – Final approval signed off

**7.3** Touch NZSS Nationals – Rotorua 12/12/19-15/12/19 – Final approval signed off

**7.4** Volleyball, North Island Secondary School Tournament – Tauranga 25/11/19 – Final Approval

**Moved R Thornton/L Dreadon**

**CARRIED**

That the above trips are granted final approval

**8. GENERAL BUSINESS**

**8.1** Aaron Peters and Kristopher Ekholm successful study grants

Notification to the Board that the above named were successful in each being awarded a study grant. Letter of congratulations to be sent by the Board

**8.2** Letter from WhatHope Community Trust

Request to move from using the Y1 Gym to the Hall. Pete's recommendation is to approve pending discussion with property team on logistics.

**8.3** Grant application to Rano Community Trust - \$33,578 – Gym Equipment

The Board approve submission of the above grant

**8.4** International Student Annual Report

Report tabled and uploaded to Teams. To be discussed at the next meeting, if any questions.

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

**Moved T Brown/ M Prasad**

*Moved into in-committee at 6:11 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 T Brown/M Prasad**

*Moved out of in-committee at 6:30pm*

**CARRIED**

That the board move out of in-committee

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**Meeting concluded at 6:35 pm**

**Future Board Meeting Dates:**

January meeting of communication only with documents uploaded to teams.

If any issues Julie will email.

First meeting of 2020 on 24 February. Meetings will be scheduled as last Monday of the month unless reviewed otherwise at first meeting of the year.

Julie Lockie will email the 2020 meeting schedule at the beginning of next year.

The Board extend best wishes to staff for a Merry Christmas and a safe holiday season.

**CHAIRPERSON**

**DATE**

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