



**Manurewa High School  
Board of Trustees Meeting  
Board Meeting Room, 5:00pm  
Monday 24 February 2020**

## Minutes

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

In attendance: Sarah Davies – *minutes*  
Michelle Hards, Nichola McCall, Donella McPherson, Lawrence Naicker, Barbara Ngawati-Salaivao, Rev  
Pennie Otto, Katie Spraggon

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Opening Karakia

### 1. APOLOGIES:

No apologies

### 2. CONFLICTS OF INTEREST:

None at this time

### 3. SPECIAL GOVERNANCE TOPICS:

#### 3.1 Charter 2020 Presentation

Mitlesh Prasad and Lexy Derby-Ngawaka joined the meeting 5:33pm  
Steve Smith joined the meeting at 5:58pm

Senior Leadership Team presented an overview of the start of year 2020 to the Board.

Michelle Hards, Nichola McCall, Donella McPherson, Lawrence Naicker, Barbara Ngawati-Salaivao, Rev Pennie Otto and Katie Spraggon left the meeting

Richard feels that, there still needs to be a focus on gaining skills and achievements in the messaging of the learner profile – perhaps in the heading.

With a key focus to improve Maori achievement and the impact that the pending NCEA review could have on results, gaining skills and improving on achievement need to be reinforced in the Charter.

#### 3.2 Chairperson election

Steve Smith passed the chair over to Pete Jones

Call for nominations for Chairperson

Nomination for Steve Smith by Joanna Long /Second Richard Thornton

No Further nominations. Vote conducted. Unanimous decision to re-appoint Steve Smith as Chairperson. Pete Jones thanked Steve Smith for all the work put in last year and is looking forward to continuing the successful working relationship in 2020.

Steve Smith accepts - meeting handed back to Chairperson

### 4. PREVIOUS MINUTES:

#### 4.1 MINUTES OF PREVIOUS MEETING

**Matters Arising:**

**Moved S Smith/R Thornton**

**CARRIED**

That the minutes and public excluded minutes of the previous meeting held 25 November 2019, having been distributed, are approved

**4.2 CORRESPONDENCE**

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

**Moved S Smith/R Thornton**

**CARRIED**

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

**5. REPORTS:**

**5.1 PRINCIPAL'S REPORT**

Submitted via email *e (19/2/20)*

The following documents comprise the Principal's Board report for February;  
BOT Start of Year 2020 – Senior Leadership Team presented this to the Board  
Charter 2019 Analysis of Variance  
Charter 2020 Draft

**Moved P Jones/R Thornton**

**CARRIED**

That the Principal's report is accepted

**5.2 FINANCE REPORT**

Minutes sub-committee & property held Friday 21 February 2020 including 5YA sign off

It is recommended that the MHS Board:

- a. **Recommend** to apply the increase requested from Seaway Cleaning to increase workers to minimum wage – agreed unanimously
- b. **Note** More investigation for long term water system for fields be undertaken
- c. **Recommend** temporary solution for 2020 to get fields ready to play
- d. **Recommend** to proceed with getting additional quotes to purchase new rugby posts for this season – to a maximum of \$14,000 + GST
- e. **Note** Support staff increase discussed and included in 2020 budget
- f. **Recommend** the 2020 budget be approved – note additional trades academy places have increased income and expenditure
- g. **Note** draft 2019 accounts are tabled. Deficit includes writeoff of Business Academy Building expenses pre-MOE taking over the project and Banking Staffing adjustments
- h. **Recommend** the 5YA project summary be approved

**Moved R Thornton/J Long**

**CARRIED**

That the Finance report is approved and that the recommendations noted above are approved by the Board

Discussion on underground water tank prospect. John Hynds will investigate with staff at Hynds and get back to Julie Lockie

**5.3 BUSINESS ACADEMY**

Newsletter distributed with discussion on how the Business Academy continues to build links with University of Auckland Business School, Banks and business partners. John suggests that board members visit the University of Auckland 'Unleash' space at 20 Symonds Street, Auckland.

Ryan King is being paid by the Hynds Foundation and is currently a member of the Business Academy Board. John is keen for Ryan to become one of the Business Academy Board Trustees on the Manurewa High School Board of Trustees. John seeks the Boards approval.

All approve

**5.4 HEALTH & SAFETY – Summary – 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:**

- 6.1 Bullying
- 6.2 Timetable
- 6.3 Civil-defence-emergency
- 6.4 Emergency-procedures-general
- 6.5 Community Consultation and Communication
- 6.6 Administering medication
- 6.7 Drug testing
- 6.8 Privacy act
- 6.9 Conflict interest
- 6.10 Protected disclosure
- 6.11 Communicable diseases
- 6.12 Accident-reporting-investigation
- 6.13 Emergency-evacuation-fire
- 6.14 Smoke-free-environment
- 6.15 Sexual, Physical and Verbal Harassment/Abuse (Students)
- 6.16 Farewell-gift-policy
- 6.17 Sexual, Physical and Verbal Harassment/Abuse (Staff)
- 6.18 Trustee Remuneration and Expenses

Policies deferred to the next meeting. Board to pass any comments on the above policies to Julie Lockie.

Pete suggests a sub-committee of sorts to review policies and bring any recommended amendments to the full board meeting. Louise Dreadon, Donna Cowley and Talia Brown will form this subcommittee.

## **7. TRIPS:**

- 7.1** Treaty of Waitangi – Bay of Islands 25/3/2020-27/3/2020 – approved pending Julie checking water activities with the EOTC coordinator
- 7.2** TRF Corporate Body Camp – 22/1/2020-24/1/2020 - approved via email – final sign off
- 7.3** Kapa Haka Sleepovers – approved via email – final sign off
- 7.4** NZSS Waka Ama Nationals – 29/3/2020 - 4/3/2020 - Rotorua – final sign off
- 7.5** NZSS Volleyball Nationals – 29/3/2020 - 4/3/2020 - Palmerston North – final sign off
- 7.6** O2OED Camp Uretiti (Waipu) - 23/3/2020 - 26/3/2020 – approved pending Julie Lockie checking water activities with the EOTC coordinator

**Moved S Smith/R Thornton**

**CARRIED**

That the above trips are granted approval as noted above

## **8. GENERAL BUSINESS**

**8.1** Future Problem Solving Signoff

**8.2** 60<sup>th</sup> Reunion – 28/29 August 2020.

Board decision - 1-day event only to be held on Saturday 29 August, school-based activities. Reunion committee to format a plan and submit to the Board for final approval.

**8.3** Confirmation of attendance for Learning Area meetings –

Thursday 5 March, 5 – 7pm – dinner provided

**8.4** Support letters from Athletics students

Requesting \$150 each towards travel costs to National competitions in the South Island – opportunity to qualify for Oceania Competition.

**Moved R Thornton/L Derby-Ngawaka**

**CARRIED**

That the three students requesting funding to attend Athletics National Competition is granted

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

**Moved S Smith/R Thornton**

*Moved into in-committee at 7:47 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 8:06 pm*

**CARRIED**

That the board move out of in-committee

Discussion on Carona virus. Pete advises that we are receiving regular updates from the Ministry and we are following their guidelines.

**Meeting concluded at 8:11pm**

**Future Board Meeting Dates:**

Learning Area Annual Review – Thursday 5 March, 5:00 – 7:00pm

Finance Meeting – Friday 27 March 2020, 7:30am

Board Meeting – Monday 30 March 2020, 5:00pm

**CHAIRPERSON**

**DATE**

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