



**Manurewa High School
Board of Trustees Meeting
Virtual Meeting Teams, 5:00pm
Monday 25 May 2020**

Minutes

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

Minute Taker: Julie Lockie

Opening Karakia

1. APOLOGIES:

Donna Cowley, Joanna Long, Sarah Davies

Moved John Hynds **Seconded** Lexy Derby-Ngawaka
That the apologies are accepted

CARRIED

2. CONFLICTS OF INTEREST:

None at this time

3. SPECIAL GOVERNANCE TOPICS:

3.1 Returning to school at level 2

Still nervousness among the community about sending students back to school. We introduced a staggered start and a Waananga to be able to pick up credits in spaces where students would not be able to get credits in other areas. Then talking about what the timetable would be like moving forward – COVID has bought home inequities in our community which we knew about before COVID. Two plans put to staff. Challenges presented to us which had to be overcome. Level 2 the most challenging. Up to last week had seen 60% of our students. Some Whaanau concerned we didn't bring back all students at the beginning of return to level 2, social distancing very difficult in a school setting. Concerns in the community when wage subsidy runs out, could be end of June before review of level 2 by Government. We are going through a consulting process about what our timetable could look like moving forward. We hope to have a draft plan by Thursday this week for draft timetable after Queens Birthday weekend. Meeting with MOE – offering their support in moving forward with what we decide and work with us. Pete sent out programme to Board for this week regarding Samoan Week.

Pete asked for any questions from the Board:

JH – has the MOE discussed extending learning through Christmas holidays?

They have extended NCEA – pushed back dates towards end of the year. Could we run a year 14 programme – in discussion with MOE. In discussion with AUT about programme extensions. Universities looking at extending programmes also. MOE has put more funding into Trades also. MOE positive about running a Yr 14 programme. Lots of learning going on within COVID, some learners will need more support than others.

RT – In terms of July holidays any tutorials catch ups being run?

Yes, running block course Trades programmes, opened conversations in the Waananga space as to what could happen over the holidays. Conscious with teachers that it will be a 12-week term and a lot of upheaval for staff. We must be wary of burnout and the second wave of COVID.

SS – Are we following MOE guidelines?

Staggered start - MOE had our proposed programme in the beginning – yes very supportive. PL on Wednesday is with NCEA to help guide our staff support students moving forward. The challenge of how we shape the timetable to best support student needs and to be reflective of our community. Some senior students now working to support Whaanau, so programmes may look different than pre COVID. We need to get more students working with online programmes and need to keep supporting our teachers. MOE very supportive with more funding for mentoring, PL and a Year 14 programme.

SS – have we had any staff not coming back because of level 2?

Yes – several staff who have personal or family circumstances are not coming in during level 2. We are supporting with programmes and support. Staff may come back as they feel more comfortable.

LD – is it appropriate for my staff report now?

Leave for agenda

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING

Matters Arising: Nil

Moved Richard Thornton / **Seconded** Louise Dreadon

That the minutes and public excluded minutes of the previous meeting held 28 April 2020, having been distributed, are approved

CARRIED

4.2 CORRESPONDENCE

Inward – Two letters from parents – received late today, uploaded to Teams site. As per Pete’s report we do have some parents with concerns. We will reply to the two parents. Is there any content Board wishes to go in the replies?

Any student who is able to come back every day that is welcomed, more queries from the two parents about going back into normal timetable. Once the timetable is confirmed, after staff consultation, the framework is to take us through until the end of term will be made. If there was a push back to level 3 or level 4 we would be prepared for that. There is no right and wrong – every school is setting up differently. Reflections have been it is not the right thing to return to ‘normal timetable’ pre COVID.

RT - Easiest path to normality is structure is it physical distancing the driver for change?

PJ – No issue with first two-week programme. Whaanau and staff not comfortable about ‘normal return’, bigger challenge what do things look like moving forward. We are still in a process that will be draft by Thursday. Wananga will stay whatever we decide to help our Yr 12 and Yr 13 student.

RT – we need to be mindful of reflecting on time available or not available to prepare students for work needed

PJ – focus on Yr 13 and Yr 12 and for Yr 11 literacy and numeracy credits but don’t focus too much on assessments. We are best preparing our students to move forward.

JH – reply to parents’ letters need to express the hurdles SLT and PJ have been through to get this far. JH fully supports all SLT and PJ have been doing.
LD – what I took from letters parents concerned students would not get through NCEA and maybe they don’t realize what has been done and how things are moving forward to support students. I also support all you and the staff are doing Pete.

Outward – Nil

Moved Richard Thornton / **Seconded** Mitlesh Prasad

CARRIED

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

5. REPORTS:

5.1 PRINCIPAL’S REPORT

Tabled / questions

Pete has tabled report – anything anyone wants to raise? Reflective question, how are you looking after yourself Pete? Yes, once we get through the next phase of timetable and moving forward Pete would like a few days off. All approved.

Moved P Jones / **Seconded:** Lexy Derby-Ngawaka

CARRIED

That the Principal’s report is accepted

5.2 FINANCE REPORT

Tabled – finances in good shape – not many expenses over the last couple of months.

Recommend - new gym signage proceed

Note – unsecured creditor business has been sold – so hopefully refund or paper supplied

Gate motor – full system needs to be relooked at – further quotes to be obtained

Auditors noted – school paid for project before MOE paid the funds. Note should be in BOT minutes if this happens again. Board agreed this should happen in the future. Breakdown of deficit for 2019 as per previously notified to Board. Trades Academy \$270,000 we will have plan of how this money goes back to cluster schools or get spent. Maybe more Trades Academy places for 2021. Asked for Pete to update staffing so we can be aware of staffing paid by the Trades Academy. Richard going to school on Wednesday to sign all paperwork.

Annual accounts at final stage with auditor. Accounts to be signed by Pete and Steve once received back this week and uploaded to the Ministry Website.

A letter of thanks to be written to Charlie Wasala for all his work on Annual Accounts, this year, minimal input from the accountant has been needed.

Property update

10YPP – MOE meeting delayed

Business Hub – plans in with Council for consent

Moved R Thornton/**Seconded** John Hynds

CARRIED

That the Finance report is approved

5.3 BUSINESS ACADEMY

Document uploaded to Teams files.

Getting good support from ANZ and EY – hard not having face to face meetings.

Pleased that Mainfreight coming back and keen to continue
John nominated Ryan King to take second Business Academy place on the Board
seconded Steve Smith. Julie to check with NZ School Trustees Association as Ryan is
contracted to work at the school is he able to sit on the Board.

John moved his report – Pete seconded

5.4 HEALTH & SAFETY – Summary – nothing further to report

5.5 Student Report - Nil

5.6 Staff Report

Louise Dreadon gave a verbal report outlining the concerns of some staff who had
approached her, regarding the programme and timetable for the remainder of the
term. Discussion was held. Steve Smith asked Louise to contact the staff who had
approached her reminding them of the process in which to voice a concern, i.e.
through the Principal in the first instance and to engage with the feedback
opportunities which were available and have been detailed to all staff and the
Board. Pete stated they were still going through a consultative process this week and
would have more detail for the next Board meeting.

6. POLICIES FOR REVIEW:

The following polices were reviewed and approved:

- Administering Medication
- Smoke Free Environment
- Trustee Remuneration and Expenses
- Farewell Gift Policy
- Conflict of Interest
- Privacy Act
- Accident reporting and Investigation

Moved as reviewed: Louise Dreadon **Seconded** Talia Brown
That the Policies as noted above are approved and adopted

CARRIED

7. TRIPS:

- 7.1** 02OED Tongariro – end June
- 7.2** 03OLPE Tongariro - September

Need to check on costings – curriculum etc. Need to check with family’s approval
etc.

Moved Richard Thornton / **seconded** John Hynds
That the above trips are granted final approval – dependant on costings and
approvals

CARRIED

8. GENERAL BUSINESS

- 8.1** NZSTA voting - email Julie preferred candidates – in by Wednesday – Julie to
resend email with details on it.
- 8.2** Rockquest filming – 7-8 people outside school hours – approved

9. PERSONNEL (including in committee)

Moved Lexy Derby-Ngawaka / **Seconded** John Hynds *Moved into in-committee* **CARRIED**
at 6.50 pm

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 Lexy Derby-Ngawaka / **Seconded** John Hynds **CARRIED**
Moved out of in-committee at 7pm

That the board move out of in-committee

Meeting concluded at 7.05 pm

Future Board Meeting Dates:

Finance Meeting – Friday 26 June 2020, 7:30am

Board Meeting – Monday 29 June 2020, 5:00pm

CHAIRPERSON

DATE

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