



**Manurewa High School
Board of Trustees Meeting
Board Meeting Room, 5:00pm
Monday 29 June 2020**

Minutes

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

In attendance: Sarah Davies – *minutes*

Opening Karakia

1. APOLOGIES:

Talia Brown

Moved L Derby-Ngawaka

That the apology is accepted

CARRIED

Student presentation by students participating in the Mainfreight programme.

2. CONFLICTS OF INTEREST:

None at this time

3. SPECIAL GOVERNANCE TOPICS:

3.1 Business Academy Presentation

Report tabled. John Hynds will be stepping down as a Board Trustee and is supporting Leanne Gibson as his replacement as the Business Academy Trustee. Leanne is a contractor to the school but falls under earning the threshold amount which allows her to be a trustee. Ryan King, ex-student, will sit on the Board as an observer, similar to a member of the public. He will not have voting rights and will be excused when the Board move into committee.

John Hynds left the meeting at 5:20pm

3.2 SLT Presentation to the Board

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING

Matters Arising:

Moved D Cowley/S Smith

That the minutes and public excluded minutes of the previous meeting held 25 May 2020, having been distributed, are approved

CARRIED

4.2 CORRESPONDENCE

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

Moved D Cowley/L Derby-Ngawaka

CARRIED

That the Board accept the inwards correspondence

5. REPORTS:

5.1 PRINCIPAL'S REPORT

Tabled / questions

Discipline – Joanna asked if within our CoL we have a group of agencies in our area that work with our school?

Discipline report will be uploaded onto Teams tomorrow as the report was not completed in time for this meeting.

Moved P Jones/J Long

CARRIED

That the Principal's report is accepted

5.2 FINANCE REPORT

From the Finance and Property Sub Committee Meeting, 26 June 2020 it is recommended that the MHS Board:

- a) **Recommend** – Salary proposal - approve increase but not grade change, Principal has completed appraisal process for staff member and has recommended it be concluded and finance has approved increase.
- b) **Recommend:** Changes to policies as tabled be adopted. New credit card policy approved with Finance committee – referred to BOT for final approval
- c) **Recommend:** to continue with the School donation Scheme for 2021 – referred to BOT for final approval
- d) **Recommend:** 1st XV Rugby request of \$1,500 towards uniforms be approved
- e) **Recommend:** Fale proposal estimate to approach MOE for financial approval to continue with the project. This is to be funded from school and community contributions will also be sought.
Mitlesch would like it made clear that the building is a school building. Pete advised that it will be made clear to contributors that the building is owned by the Board who will be responsible for maintenance.

Moved M Prasad/L Derby-Ngawaka

CARRIED

That the above recommendations are approved

Moved R Thornton/J Long

CARRIED

That the Finance report is approved

Annual report tabled - copy for all

5.3 BUSINESS ACADEMY

Refer to Special Governance topic 3.1

5.4 HEALTH & SAFETY - nothing to report

5.5 Student Report – No report at this time

5.6 Staff Report – No report at this time

6. POLICIES FOR REVIEW:

- 6.1 Emergency-evacuation-fire
- 6.2 Communicable diseases
- 6.3 Community consultation-communication
- 6.4 Sexual physical verbal harassment abuse students
- 6.5 Emergency procedures general
- 6.6 Protected disclosure
- 6.7 Timetable
- 6.8 Drug testing
- 6.9 Sexual physical verbal harassment abuse staff
- 6.10 Asset Management Policy
- 6.11 Financial Controls Reporting

CARRIED

Moved S Smith/J Long

That the Policies as noted above are reviewed and approved

- 1.12 Credit Card Policy

Moved S Smith/L Derby-Ngawaka

That the policy above is adopted and approved

Investigate School Docs Policy

Service discussed. \$2,900 per year. The Board approve Julie Lockie to investigate the service further and report back to the Board.

7. TRIPS:

- 7.1 03 Geography & Tourism Rotorua – 22/7/2020-24/7/2020 – Final approval

Moved S Smith/L Dreadon

That the above trip is granted final approval

CARRIED

- 7.2 03OLPE Tongariro (Hillary Outdoors) - 11/9/2020-16/9/2020 - not approved

8. GENERAL BUSINESS

- 8.1 Access Modifications Approval – Board approved
- 8.2 Specialist Service Standards Review – scheduled for 14 September. Presentation to the Board will be organised for the next Board meeting
- 8.3 Student BOT Representative Election date 18 September 2020 and appointment of Returning Officer
Date approved. Julie Lockie appointed as the Returning Officer

Moved S Smith/L Derby-Ngawaka

That the election date of 18 September is approved and Julie Lockie is appointed as the Returning Officer

CARRIED

- 8.4 D Chandra sabbatical
Application approved

9. PERSONNEL (including in committee)

Moved S Smith/L Derby-Ngawaka

Moved into in-committee at 7:10 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 7:55pm

CARRIED

That the board move out of in-committee

Meeting concluded at 8:00pm

Future Board Meeting Dates:

Finance Meeting – Friday 24 July 2020, 7:30am

Board Meeting – Monday 27 July 2020, 5:00pm

CHAIRPERSON

DATE

.....

.....