



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

Minutes

Present: Steve Smith – *chair*
Elmira Booth, Donna Cowley, Louise Dreadon, Pete Jones, Julie Lockie, Joanna Long,
Mitles Prasad, Richard Thornton, Leanne Gibson

In attendance: Sarah Davies – *minutes*

Opening Karakia

1. APOLOGIES:

Talia Brown, Lexy Derby-Ngawaka, Ryan King

Moved S Smith

That the apologies are accepted

2. CONFLICTS OF INTEREST:

None at this time

3. SPECIAL GOVERNANCE TOPICS:

3.1 Learning Support – Specialist Services Review (See policies to approve in meeting folder)

Presentation by Pennie Otto and Kim Millwood. Discussion on the types of funding for specialist services required for students with special learning needs. In the past we have not held policies for this space therefore the policies to review are to regulate the allocation of funds and processes in this space.

Moved: S Smith/R Thornton

That the specialist services policies as tabled in item 7 of the agenda are approved

CARRIED

3.2 MANA Pasifika & Pasifika Whaanau Talanoa

Presentation by Pennie Otto on the work done to strengthen relationships with Pasifika whaanau and community.

3.3 MOE Te Hurihunganui programme

Ministry programme that we have been shoulder tapped to participate in, not just Manurewa High School but Manurewa as a community. Documents tabled for the Board to read. SLT will invite the team to the next meeting to present to seek approval from the Board.

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING

Matters Arising: Richard pointed out that recommendations to the Board from the Finance meetings are not noted as accepted by the Board. This is to be noted in future meeting minutes.

CARRIED

Moved R Thornton/J Long

That the minutes and public excluded minutes of the previous meeting held 27 July 2020, having been distributed, are approved

5. CORRESPONDENCE:

5.1 CORRESPONDENCE

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

CARRIED

Moved R Thornton/J Long

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

6. REPORTS:

6.1 PRINCIPAL'S REPORT

Tabled / questions

Discussion on the changes we have made to reporting on curriculum levels.

Data on tracking tabled. Due to the disruption to COVID-19 this year, this will be a challenge moving forward. Our focus is on the Year 13 students before they leave us as Year 12 and 11 have potential to catch up over their next one to two years of schooling. We have conducted surveys about destination for Year 13. We have just made the decision to not run assessment week. Will have a more flexible approach within learning areas, to cater for students. NZQA conducted this way following the Christchurch earthquake with success.

Working with the Ministry as pilot school on destination data project, discussed.

Difficult to get accurate data. We are working with the MOE, Universities etc to keep pathways open for our students leaving us at the end of this year.

Conversation points:

Q: how are we identifying Year 11 and 12 students who may potentially leave?

A: through recent Akoranga Conferences, information was received on student indications for 2021. Working with students where we can that want to continue their education and have potential to achieve. We will be very flexible.

Q: why does the data show an amount of Year 13 students who are not entered into credits? Is there something we can do about that?

A: some of those students are on a multi-level programme. We will work with students who require extra credits for the remainder of the year.

Q: if we don't focus on Level 1 & 2 this year, does the flow on become a 2 to 3 year problem?

A: agreed, it is likely to carry on for more than one year

Moved P Jones/J Long

That the Principal's report is accepted

CARRIED

6.2 FINANCE REPORT

Budget is tracking well and obviously COVID has an impact on spending. Laptops to appear in our assets and be depreciated. Much discussion between schools and the ministry about how fair that is.

The Board finance committee make the following recommendations to the Board from the Board Finance of 21 August 2020:

- a. **Note** – ApprovalMax being trialled for online invoice approving in line with the Xero accounting package. Cost \$550 per year. Currently trialling with

administration, property and ICT areas. Discussion held regarding policies of current system being able to transfer into an online version. Policies will need to be updated. Currently using previously approved Monty reporting system in conjunction with Xero. Auditors happy with the package as long as passwords are protected by users. Committee requested a contract summary spreadsheet for all contracts held at school including overview numbers of teachers' laptops on MOE leases and also new student laptops. Discussion re the depreciation of new student laptops that will need to be added onto asset register – currently we will have to bear the cost of depreciation. Pete advised that Julie is taking over the overview of the BYOD administration side of things and that more resource is needed in that area but we want to wait until appointing someone until a review is done to make sure the right person is appointed.

- b. **Recommend:** to proceed with the gate upgrade – including new motor and beams welded onto current gate to give more stability. Total cost estimated \$5,500 – Approved - Julie to check for a higher-powered motor
- c. **Approved:** funding request of \$1,000 from 1st XV towards track pants for team under special circumstances. As part of this approval 1st XV will be supporting the breakfast club and lunchtime sandwich distribution.
- d. **Recommend:** to approve with the upgrade of current door tag system. See notes in Teams folder regarding upgrade. Approximately \$22,000 - approved
- e. **Note:** A grant has been submitted for the heating and covering (water cover) of pool to the Lotteries Grants - \$86,947. Pete wants to look at another grant for full covering of pool – to be looked at closer to completion of new building.

Moved R Thornton/S Smith

That the Board accept recommendations b. and d. as noted above.

CARRIED

Final sign off on new build imminent.

Fale update – mana whenua approved the position of the fale. Suggestion that a carved gateway is constructed in front of the fale.

Technology garage resource consent underway.

Moved R Thornton/M Prasad

That the Finance report is approved

CARRIED

6.3 BUSINESS ACADEMY

Report tabled.

Pete Jones shout out to the Maara on the work they are doing to produce fresh produce. Some of this was recently included in food parcels delivered to whaanau in need. Through the Velocity programme run by UOA Business School, we have entered into a competition for Maara Fresh, a social enterprise based in the maara.

6.4 HEALTH & SAFETY – Summary

Revised work site health and safety plan being updated for return under level 2. The school has purchased sufficient masks for staff and students to wear during alert level 2.

6.5 Student Report

Tabled and student talanoa focus discussed.

6.6 Staff Report - Nil

7. POLICIES FOR REVIEW:

New policy review pending.

8. TRIPS:

7.1 Waka Ama – 25 – 27 September, Nationals in Rotorua and Taupo.

Moved S Smith/R Thornton

CARRIED

That the above trip is approved and granted final approval

9. GENERAL BUSINESS

8.1 Student BOT Election now 25 September 2020 (extended by one week)

8.2 Grant application resolution Four Winds Foundation to purchase 8 wireless microphones for Music LA - \$9,906.43.

Moved S Smith/J Long

CARRIED

That the Board approve the above noted grant application

10. PERSONNEL (including in committee)

Moved S Smith/R Thornton

Moved into in-committee at 6:51 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.

CARRIED

Moved S Smith/R Thornton

Moved out of in-committee at 6:55 pm

That the board move out of in-committee

Meeting concluded at 6:56 pm

Future Board Meeting Dates:

Finance Meeting – Friday 18 September 2020, 7:30am

Board Meeting – Monday 21 September 2020, 5:00pm

CHAIRPERSON

DATE

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