



**Manurewa High School  
Board of Trustees Meeting  
Board Meeting Room, 5:00pm  
Monday 27 July 2020**

## Minutes

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Present: Steve Smith – *chair*  
Elmira Booth, Talia Brown, Donna Cowley, Louise Dreadon, Leanne Gibson, Pete Jones,  
Joanna Long, Mitlesh Prasad, Richard Thornton, Ryan King

In attendance: Sarah Davies – *minutes*

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Opening Karakia

### 1. APOLOGIES:

Julie Lockie, Lexy Derby-Ngawaka, Richard Thornton advised running late

**Moved S Smith/J Long**

That the apologies are accepted

**CARRIED**

### 2. CONFLICTS OF INTEREST:

None at this time

The Board chair advised that with John Hynds stepping down from the Business Academy Board Representative role on the school Board last month, it is proposed that Leanne Gibson is co-opted on to the Board in the same capacity with the same board member rights as held by John. John Hynds will be amending the funding so that Leanne meets the criteria.

Ryan King will join the Board as the second Business Academy Board Representative. With differing meeting rights, Ryan will be excluded from in-committee discussion at each meeting.

**Moved S Smith/J Long**

That Leanne Gibson is co-opted on to the Board under the Business Academy Board criteria

**CARRIED**

### 3. SPECIAL GOVERNANCE TOPICS:

3.1 Learning Support – Specialist Services Review scheduled for this meeting is postponed to the August meeting

### 4. PREVIOUS MINUTES:

#### 4.1 MINUTES OF PREVIOUS MEETING

**Matters Arising:**

**Moved L Dreadon/J Long**

That the minutes and public excluded minutes of the previous meeting held 29 June 2020, having been distributed, are approved

**CARRIED**

School Docs Policy has been adopted. Staff are reviewing the policies that are relevant to them. Thereafter Julie and Pete will spend a day selecting the policies our school requires.

#### 4.2 CORRESPONDENCE

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

NZSTA Knowledge Hub, details as emailed by Steve Smith. Most workshops are actual meetings but out of Auckland. There are online courses that are interesting and relevant to board members and recommended that you make your own booking.

#### Moved S Smith/J Long

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

**CARRIED**

### 5. REPORTS:

#### 5.1 PRINCIPAL'S REPORT – *uploaded to Teams on 22/7/2020*

Tabled and discussed.

Richard Thornton joined the meeting at 5:12pm

Donna Cowley joined the meeting at 5:19pm

Staff PL presentation shared with the Board. Pete informed the Board that he met with Head of Learning Areas with a focus on looking forward post COVID19 lockdown and what SLT could do to help. The feedback received to date from Head of Learning Areas on key themes is noted in the Principal's Board report.

Attendance report tabled and discussed.

Richard Thornton enquired about how students are tracking post COVID19 lockdown. Pete advised that markbooks are up to date and a data drop will occur next week. A report will be included the Principal's report for the August meeting.

#### Moved P Jones/T Brown

That the Principal's report is accepted

**CARRIED**

#### 5.2 FINANCE REPORT

It is recommended that the MHS Board:

b. **Recommend** – update asset disposal process to line up with new policies

c. **Recommend** – disposal list of IT equipment be approved

Amendment to recommendation c. from **Recommend** to **Note** the disposal list of IT equipment be prepared

#### Moved R Thornton/M Prasad

That the Finance report is approved

**CARRIED**

#### 5.3 BUSINESS ACADEMY

Report tabled and discussed. Growth in areas of Waananga and the Maara. The intent has not been to focus on credits, more on micro-credentials.

**CARRIED**

**Moved L Gibson/R King**

That the Business Academy report is accepted

**5.4 HEALTH & SAFETY – no Summary 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:**

No policies for review at this time

**7. TRIPS:**

**7.1** 01HPS, 02HPS, 03HPS Senior Camp – Waharau 21/10/2020 – 23/10/2020 – Pre-approval granted

**7.2** The Rising Foundation – Duke of Edinburgh Bronze level Adventure Camp, Taupo – 6/8/2020 – 7/8/2020 – Pre-approval and final-approval granted

**7.3** 02OED – Pinnacles Camp – 24/8/2020 – 25/8/2020 – Pre-Approval and final approval granted

**Moved S Smith/R Thornton**

That the above trips are granted approval as noted

**CARRIED**

**8. GENERAL BUSINESS**

**8.1** Business Academy, Student & Staff report agenda item protocol

Advice from NZSTA is to not include these reports on the meeting agenda unless a report is being submitted. Process will be if a report is to be submitted, approach made to the Principal to meet and discuss before including the report on the meeting agenda.

The Business Academy summary report will be uploaded to Teams.

Ryan King left the meeting at 6:12pm

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

**Moved S Smith/R Thornton**

*Moved into in-committee at 6:13 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 6:23 pm*

**CARRIED**

That the board move out of in-committee

**Meeting concluded at 6:24 pm**

**Future Board Meeting Dates:**

Finance Meeting – Friday 21 August 2020, 7:30am

Board Meeting – Monday 24 August 2020, 5:00pm

**CHAIRPERSON**

**DATE**

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Closing Karakia