



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

Minutes

Present: Steve Smith – *chair*
Elmira Booth, Talia Brown, Donna Cowley, Louise Dreadon, Leanne Gibson, Pete Jones, Julie Lockie, Joanna Long, Mitlesh Prasad, Richard Thornton, Aviu Aviu (new student representative)

Meeting Minute Taker: Julie Lockie

Opening Karakia

1. APOLOGIES:

Lexy Derby-Ngawaka, Ryan King, Mitlesh Prasad

Moved: Donna Cowley

Seconded: Joanna Long

That the apologies are accepted

CARRIED

Thanks to Elmira for work within 2020 and welcome to Aviu new student representative. Well done to Elmira for her work over the past year.

2. CONFLICTS OF INTEREST:

Steve Smith Consultant for School Lunch Programme

3. SPECIAL GOVERNANCE TOPICS:

3.1 School Lunch Programme

The Board formally agrees to the employing of Steve Smith as a Consultant for the School Lunch Programme as previously approved via a copy of a letter sent to Board via email.

Moved: Richard Thornton

Seconded: Joanna Long

CARRIED

An update was given by Steve and Julie. Meetings with suppliers have been held and we have purchased some catering equipment from MIT. M13 will be turned into a food preparation room needing lino, easy clean walling and a hand basin. Some information in finance meeting minutes. Board have already approved to run the programme inhouse. Team organised to set up Julie Lockie, Sara Blackburn, Borin Kim. Year 13 students to be involved in the programme.

We will be employing local community members 6-8 members to help with delivery, service, clean up etc. Probably 4-6 hours to be paid living wage. Still waiting for agreement for Ministry. Steve employed as a consultant maximum 30 hours per week as approved by Board. Safe food plan has been loaded onto a digital platform. Training to be held next week for Salvatore's Café and also one set up for Manners Kitchen. Council verifications use Safe Food Pro.

Wastage management plan is being worked on, meal wastage plan must be also completed. MOE funding guaranteed for one year then reviewed. Manners Kitchen

to receive minor equipment. Communication to community will be done as soon as possible. Students need to be surveyed for dietary requirements. Special catering requests will be outsourced by another supplier DeeJays. Single choice of food. Costings still being undertaken hoping 60% of the funding received will go into food. All food waste will be biodegradable, food scraps to community garden. Reinforce the great help Steve is giving the team to get the programme under way. Student voice for menus as we go along.

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING

Matters Arising: Nil

Moved: Joanna Long

Seconded: Richard Thornton

CARRIED

That the minutes and public excluded minutes of the previous meeting held 21 September 2020, having been distributed, are approved

5. CORRESPONDENCE:

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

Inward – STA News, Annual Report, Education Gazettes

Outward – Discipline letters

Moved: Louise Dreadon

Seconded: Leanne Gibson

CARRIED

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

6. REPORTS:

6.1 PRINCIPAL'S REPORT

Tabled / questions

All relevant documents mentioned in Pete's report loaded into the teams folder:

- Attendance data received from MOE.
- Charter review information
- Education to Employment presentation
- Draft charter
- Get Qualified information
- Passport samples

Languages weeks continuing. Construction site is well underway.

Maara Fresh entered into Business School Velocity competition – we made top 15 and had to present to a panel of 10. Unfortunately, we didn't place but great experience.

Breakfast meeting at EY – 20 students for Future of Work. Our students will be in demand for employment in the future. Photos and video links on teams.

Young Enterprise awards – South Auckland Regional Awards we had 3 teams in the top 10, and won the regional final so off to Wellington for the national finals. Largest school at the South Auckland Regional Finals.

Question about the Charter survey – used to do NZCER survey but it was just too big, so we have narrowed it down to key questions the Board wanted to know about. That

can be reviewed at any time. Should there be a question in there about the learner profile and positive next steps. Questions to be reviewed for 2021.

Moved: Pete Jones

Seconded: Joanna Long

That the Principal's report is accepted

CARRIED

6.2 FINANCE REPORT

Recommend – Waka Ama student support. \$125 per head financially approved

Note – false invoices check invoices processes - checking invoices for correct or changed bank account numbers. Process of processing an invoice being developed via Viseo software flow chart programme

Note / recommendation - Photocopy tender - full discussion held, tenders reviewed. Three tenderers approached but only two received back – one could not support the kiosk / ipos system we use for the cafe. A full analysis has been done on the contracts looking at the benefits to school, pricing options, contract length. and recommendation is BOT approve a 5-year contract with Fuji Xerox subject to some final queries being answered. The Board wishes to thank Charlie Wasala and Kristina Pethybridge for their work with this tender process.

Note / Recommendation - School Lunch Programme – we have met with current and new suppliers Safe Food Pro – digital food safety plan has been set up - 2 accounts one for Cafe and one for Manners Kitchen. M13 needs to be refurbished into a food preparation room – requiring new lino, new walling and a hand basin installed Kitchen needs to be upgraded with new ovens and brat pan for cooking. Also need to look at purchasing blast chiller. Portable chillers to be hired. We have visited MIT and secured some equipment (stainless steel tables, shelving, chiller and freezer smaller oven) for \$10,860. New rational ovens, brat pan, blast chiller will be required. Looking at applying from MOE asset fund also. Partnerships with existing and new supplier to ongoing.

Recommend approving expenditure of \$150k establishment funding from 2020 year once budget has been completed. Budget to be sent to Finance Committee in the next couple of weeks.

Note - credit card – new Careers assistant Celeste McMillian will be utilizing the school credit card for drivers licensing bookings

Recommend- ICT - \$85,000 approved from 2021 to allow ordering of items in 2020 for 2021 delivery

Recommend – to support students travelling on athletics trips- \$125 per student

Note – Programme Property Services contract has finished in 2020 – a review of property services is to be done early 2021

Note – Upgrade to tag access system as previously approved – original supplier is moving out of Auckland, so another company has been approached. There is a slight cost adjustment with new supplier, but more benefits with a superior software programme and new hardware being installed.

No dashboard report this month – will be tabled next meeting once figures are finalised and confirmed to ensure a true reflection of the accounts including the COVID funding. We have applied for and received over \$180,000 of urgent response funding from MOE.

Property update:

10YPP still with MOE
Project Management companies asked for quote for services
Business Hub building discussed
Technology Garage – still with council
Fale update – plans and costings in folder, Steve and Pete meeting with community.
Manurewa Marae is to be approached to get old carving back to school. A letter is being drafted to go to Manurewa Marae, letter may not be needed just a meeting.
Meeting maybe set up with Marae, Pasifika Community and Board of Trustees.
Carvings for driveway and front entrance to stay within budget of \$100,000 including erecting them.
Suggested a risk matrix to be developed showing what needs to happen on future projects.

Moved: Richard Thornton

Seconded: Joanna Long

That the Finance / Property report is approved

CARRIED

6.2 BUSINESS ACADEMY – covered under Principal report

6.3 HEALTH AND SAFETY – nil

6.4 STUDENT REPORT - nil

6.5 STAFF REPORT - nil

7. POLICIES FOR REVIEW:

Nil

8. TRIPS:

7.1 Volleyball NISS Tournament, Tauranga - 23/11/2020-27/11/2020

7.2 Te Ara Hou Camp – Bay of Islands – 10/11/2020-13/11/2020

Moved: Steve Smith

Seconded: Joanna Long

That the above trips are granted final approval

CARRIED

9. GENERAL BUSINESS

8.1 Out of Zone application – email letter discussed. Application declined.

8.2 Manurewa East Enrolment Scheme

8.3 BOT end of year dinner – suggesting having on site at Salvatore’s Café. Richard suggested that we go off site for dinner. Agreed to have on site after the next Board meeting. Invitation to be sent to John Hynds. Also invite Fale Lesa.

8.4 NZSTA Annual General Meeting – email received for a virtual AGM. Paperwork sent earlier in the year but no quorum received – meeting 7 December. Steve to forward email to BOT

10. PERSONNEL (including in committee)

Moved Richard Thornton Seconded Joanna Long *Moved into in-committee at 6.30pm*

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

CARRIED

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 R Thornton Seconded Joanna long *Moved out of in-committee at 6.50 pm*
That the board move out of in-committee

CARRIED

Prizegivings and thanksgiving dates on Pete's report.

Closing Karakia

Meeting concluded at 6.50pm

Future Board Meeting Dates:

Finance Meeting – Friday 20 November 2020, 7:30am

Board Meeting – Monday 23 November 2020, 5:00pm

CHAIRPERSON

DATE

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