



**Manurewa High School
Board of Trustees Meeting
Board Meeting Room, 5:00pm
Monday 30 November 2020**

Minutes

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

In attendance: Sarah Davies – *minutes*

Opening Karakia

1. APOLOGIES:

Joanna Long, Julie Lockie

Moved Louise Dreadon / Second Richard Thornton

CARRIED

That the apologies are accepted

2. CONFLICTS OF INTEREST:

Steve Smith as school Lunch Programme Coordinator

3. SPECIAL GOVERNANCE TOPICS:

3.1 Te Hurihanganui presentation by Sarah Asher and Matene Karena.

The programme will support communities to work together to address racism and inequity so that they can accelerate achievement and wellbeing of aakonga Maaori and other whaanau.

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING

Matters Arising: No matters arising

Moved Richard Thornton / Second Leanne Gibson

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

5. CORRESPONDENCE

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

Moved Mitlesh Prasad / Second Louise Dreadon

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

6. REPORTS:

6.1 PRINCIPAL'S REPORT

Tabled / questions

The Specialist Services Standards Review recently carried out was a positive experience with the Ministry. The team will return at the end of Term 1, 2021 to review progress on the agreed action plan.

Our staff have been working hard to get our students qualified. Pete reports that preliminary data indicates that our Level 2 and Level 3 results will be passable but Level 1 could be low this year.

Moved Pete Jones / Second Lexy Derby-Ngawaka

CARRIED

That the Principal's report is accepted

6.2 FINANCE REPORT

- **Recommend** - draft budget approved presentation to the Board with final budget scheduled to be approved in the February meeting
- **Recommend** Watershed tender be accepted for the Property Management of our next 5YA
- **Note** - Ricoh resubmitted proposal with better pricing after closing date for the photocopy tender – this was considered by the finance committee but no change with the decision to remain with Fuji Xerox
- **Note** - Investigate with MOE replacement cost of balance tank damaged due to demolition. Approval in principle to proceed with repairs, new balance tank and upgrade to the gas line and new gas line to new swimming pool filter room.

Fortunately, the gas line is in the right place to allow easy connection for heating to the swimming pool. A grant application has been submitted for \$80,000 towards heating and covering of the swimming pool to allow all-year use of the resource.

Finances tracking well against the budget with a surplus being used appropriately this side of Christmas.

Leanne asked if we could get the fit out of the new build from the surplus? This has a COVID connection to it therefore we are not able to use surplus on items for future development eg; new build fit out.

Surplus sitting in the foundation trust, not currently enough for the fit out.

Moved R Thornton / Second Steve Smith

CARRIED

That the Finance report is accepted and the above recommendations from the Board Finance report of Friday 27 November 2020 are approved

6.3 BUSINESS ACADEMY

Leanne thanked Steve and Pete for their support at the Business Academy Board Meetings.

Leanne is currently applying for ministry funding through the Westpac New Zealand Government Innovation Fund. This year the focus is on the Future of Work, and the scope considers how education needs to change to support people in a future where retraining is likely to be frequent. We have progressed through the first gate in our application, and will find out by 17 December if we have been successful. The application is for \$50,000.

6.4 HEALTH & SAFETY – no summary

6.5 Student Report - no report

6.6 Staff Report – no report

7. POLICIES FOR REVIEW:

School Docs policy review update - in the process of uploading all the reviewed policies online. We will receive a link to review and confirm shortly.

8. TRIPS:

8.1 FPS & International Students Wellington – 5/12/2020-8/12/2020

8.2 YES National Awards – Wellington – 10/12/2020-11/12/2020

8.3 Yr10 REWAlise – Wellington 1/12/2020-4/12/2020

8.4 Student Leadership – MHS 4/12/2020-6/12/2020

8.5 Experience Ecology – Whakatiwai – 14/12/2020-18/12/2020

8.6 Athletic National – Tauranga – 10/12/2020-13/12/2020 - final approval

Moved Steve Smith / Second Lexy Derby-Ngawaka

CARRIED

That the above trips are granted final approval subject to Steve checking the paperwork is in order tomorrow with sign off

8.7 03HIS Treaty of Waitangi – Bay of Islands – 30/3/2021-1/4/2021 – preapproval

Moved Steve Smith / Second Lexy Derby-Ngawaka

CARRIED

That the above trip (8.7) is granted pre-approval for 2021

9. GENERAL BUSINESS

9.1 Charter Draft 2021 – draft document in Board Teams folder. The document is live with SLT working on this the remainder of this year and beginning of next year. The Board will continue to get updates

9.2 International Student Learning Area Report 2020 tabled and accepted by the Board

9.3 School lunch programme - proposal with MOE for further oven equipment. HAC classroom has been lined and the commercial kitchen being cleaned up. Interviews for potential 8 positions being conducted on Thursday.

Menu sent to the ministry for the nutritionist to review has been reported as the best menu they have received so far. Working on writing up menus.

Team have been on a few webinars. Looking positive.

Procurement of food is not through tender. We are using current suppliers to the school and Steve is investigating further suppliers.

Compostable/biodegradable containers being sourced. Clean food waste from kitchen will go into the school worm farms, meal scraps possibly going to a pig farm.

Steve would like to collaborate with other areas of the school on products to enhance the programme, beeswax wraps, QR codes.

Richard asked if the community had given feedback. Not as yet.

Two trial days to be scheduled.

Surplus meals can be offered to those known to the school as requiring support or staff. Will be recorded as part of a regular review.

Richard suggests that any communication to the community goes to the Board.

10. PERSONNEL (including in committee)

Moved S Smith/R Thornton

Moved into in-committee at 6:28 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 6:38 pm

CARRIED

That the board move out of in-committee

Meeting concluded at 6:39 pm

Future Board Meeting Dates:

Finance Meeting – TBC

Board Meeting – TBC

CHAIRPERSON

DATE

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