



**Manurewa High School  
Board of Trustees Meeting  
Board Meeting Room, 5:00pm  
Monday 22 February 2021**

## Minutes

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

In attendance: Sarah Davies – *minutes*

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Opening Karakia

### 1. APOLOGIES:

Lexy Derby-Ngawaka, Aviu Aviu  
**Moved J Long**  
That the apologies are accepted

**CARRIED**

### 2. CONFLICTS OF INTEREST:

Steve Smith as a member of the School Lunch Programme

### 3. SPECIAL GOVERNANCE TOPICS:

#### 3.1 Charter 2021 & 2020 Analysis of Variance sign off

Leanne Gibson would like the Board to look at the questions included and if the learner profile needs to be reflected in the survey. Board to get suggestions to Pete before the April meeting.

#### **Moved P Jones / Second R Thornton**

That the Charter 2021 & 2020 Analysis of Variance drafts are approved

#### 3.2 Learning Area Annual Reports format

The purpose of the meeting remains the same although the structure of presentations will change. Written reports containing analysis and comment on achievement of students in previous academic year, evaluate effectiveness of the 2020 learning area action plan and provide 2021 learning area action plan.

Pete proposes and seeks Board approval to schedule the Learning Area Annual Report meeting in place of the Board meeting of 29 March becoming the special governance topic in place of a full Board meeting. The Board approves.

**CARRIED**

### 4. PREVIOUS MINUTES:

#### 4.1 MINUTES OF PREVIOUS MEETING

##### Matters Arising:

#### **Moved D Cowley / Second J Long**

That the minutes and public excluded minutes of the previous meeting held 2 February 2021, having been distributed, are approved

**CARRIED**

### 5. 4.2 CORRESPONDENCE

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

**Moved S Smith/R Thornton**

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

**6. REPORTS:**

**5.1 PRINCIPAL'S REPORT**

Tabled / questions

Increase in roll has seen us add another class. with that increase in enrolments comes a need for school funded devices for students who have been unable to purchase a laptop, currently approximately 150 students.

Louise Dreadon asked if the school needs to purchase more laptops to distribute?

Exact figures are not known at present. Lawrence Naicker is working with several companies for competitive buying rates. If we need to purchase more devices Pete will advise the Board. Our digital equity team are working on contacting ex-students to organise the return of school loan and ministry provided laptops. Those returned are being checked, re-formatted and distributed.

Online enrolments were significant for this year. Streamlining of this process to occur this year to ensure an even better system next year.

**Moved P Jones / Second L Gibson**

**CARRIED**

That the Principal's report is accepted

**5.2 FINANCE REPORT**

Recommendations from the Board Finance committee from meeting held 19 February 2021

- **Recommend** – that the budget in teams folder for 2021 is accepted as final
- **Recommended:** to purchase a marquee as per the quote in the teams folder. Also look to hire a marquee for the remainder of term 1 until a purchased one is available. Julie to get grants coordinator to look at requesting an application be placed. Pete to try to negotiate a better price for hireage for the remainder of the term.

**Moved R Thornton / J Long**

**CARRIED**

That the Board approve the 2021 Budget as final, the recommendations from the Finance meeting held 19 February 2021 and that the Finance report is approved

Leanne queried whether the funds set aside for the Business Building fit out would be enough or do they have to fundraise. Julie advised that we would need to get a plan underway for what is required in the building to see what will be covered by the existing funds.

**5.3 BUSINESS ACADEMY**

Maara is developing really well, support from Pete, staff and the young alumni who have opted to work in that space.

Reflections on the Mainfreight programme happening.

Used \$120,000 from Foundation North for foundations of a plan, partly funded afterschool programme, teacher programme, new resources. Have received positive feedback from Foundation North. Will need to fundraise for further funding to continue with special projects.

**5.4 HEALTH & SAFETY – Summary**

**5.5 Student Report - nil**

**5.6 Staff Report – nil**

**7. POLICIES FOR REVIEW:**

No Policies to review at this time. Julie Lockie has been working with School Docs on a few updates.

**8. TRIPS:**

- 7.1 03OED/OLPE Great Barrier Island Trip-1/8/2021-6/8/2021–pre-approval granted
- 7.2 02OED Tongariro Trip – 22/8/2021-27/8/2021 – pre-approval granted
- 7.3 02OED Rotorua Trip – 17/3/2021-19/3/2021 – final approval granted

**Moved S Smith / Second R Thornton**

**CARRIED**

That the above trips are granted final approval

**9. GENERAL BUSINESS**

**8.1 School lunch programme**

Programme has started very well. amazing team of staff worked really hard the first week. Producing for 2140 students. A lot of un-eaten product has been donated to charity organisations - Waka for Caring, Manurewa Marae and other food banks. Extra equipment has been purchased. The team are investigating a mobile transport option for transporting lunches to location around the school, eg; golf cart or buggy.

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

**Moved S Smith / Second R Thornton**

*Moved into in-committee at 6:14pm*

**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 / Second R Thornton**

*Moved out of in-committee at 6:16pm*

That the board move out of in-committee

**Meeting concluded at 6:19 pm**

**Future Board Meeting Dates:**

Finance Meeting – Friday 26 March 2020, 7:30am

Learning Area Annual Report evening – Monday 29 March 2020, 5:00pm

**CHAIRPERSON**

**DATE**

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