



**Manurewa High School
Board of Trustees Meeting
Board Meeting Room, 5:00pm
Monday 31 May 2020**

Minutes

Present: Steve Smith – *chair*
Aviu Aviu, Talia Brown, Donna Cowley, Lexy Derby-Ngawaka, Louise Dreadon, Julie Lockie, Joanna Long, Mitlesh Prasad, Richard Thornton, Leanne Gibson, Ryan King

In attendance: Sarah Davies – *minutes*

Opening Karakia

1. APOLOGIES:

Pete Jones
Moved J Long
That the apologies are accepted

2. CONFLICTS OF INTEREST:

Steve Smith under the School Lunch Programme

3. SPECIAL GOVERNANCE TOPICS:

3.1 PM Video & School Kai Tasting
The Board were treated to a selection of lunch menu meals to try whilst watching the video on the Prime Ministers visit

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING

Matters Arising:

Proposed questions from the Board on the student engagement survey carried over to the next meeting.

Julie Lockie to contact NZSTA to determine if we can reconfigure our Board member design and numbers.

Moved D Cowley / Second L Gibson

CARRIED

That the minutes and public excluded minutes of the previous meeting held 3 May 2020, having been distributed, are approved

Mitlesh Prasad joined the meeting at 5:27pm

5. CORRESPONDENCE

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

Inward – Education Gazette, NZSTA News

Outward – nil

Moved S Smith / Second R Thornton

CARRIED

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

6. REPORTS:

6.1 PRINCIPAL'S REPORT

Tabled and taken as read in the Principal's absence.

Moved S Smith / Second R Thornton

That the Principal's report is accepted

CARRIED

6.2 FINANCE REPORT

Recommendations from the Board Finance Committee, meeting held Thursday 27 May 2021

- **Recommend** - Business Hub Building furniture and IT equipment spend of an additional \$250k to current existing \$250k (Donations fund) - \$500k in total - to avoid having to put old furniture into new building - see separate document for details

- **Recommend** - Approval to help fund the student requests for two badminton players and one athletics student

Moved R Thornton / Second J Long

That the Finance report is approved and the two recommendations noted above accepted

CARRIED

6.3 BUSINESS ACADEMY

Tabled / questions

6.4 HEALTH & SAFETY

Julie Lockie advised the Board of an incident in technology last week. Julie read the teacher statement and advised of the student injuries and processes used. The student underwent surgery and is recovering in hospital.

WorkSafe NZ were notified and were satisfied that the procedures we have in place are robust. WorkSafe NZ suggested all Year 13 Tech students are put through the BCITO power tool safety programme. All students and staff in the room and/or involved have been seen by Guidance.

It was agreed that if any notifiable incident occurs at school, the Board are to be notified.

6.5 Student Report - nil

6.6 Staff Report – nil

7. POLICIES FOR REVIEW:

7.1 Protected Disclosure

7.2 Reporting to Parents

7.3 Visitors

Julie Lockie advised the Board that the new policy process through SchoolDocs is set up ready for the Board to review the policies above. Feedback open until the end of Term 2.

A link to our school policies on the SchoolDoc site will be posted on our school website in due course.

8. TRIPS:

8.1 TRF Big Homie Legacy Camp – 2/8/21 – 6/8/21

8.2 Production Camp – 7/6/21 – 9/6/21

8.3 1stXV Rugby – Ruakaka – 4/6/21 – 5/6/21

8.4 Waka Ama – Wellington – 24/6/21 – 27/6/21

8.5 Health Academy Yr13 Camp – Henderson – 23/6/21 – 25/6/21

All documentation is in order.

Moved S Smith / Second R Thornton

CARRIED

That the above trips are granted final approval

8. GENERAL BUSINESS

8.1 Resolution to apply to Four Winds Foundation, Pub Charity Ltd, One Foundation and Trillion Trust for the amount of \$48,087.50 each for IT equipment for the new building

Moved S Smith / Second M Prasad

That approval is granted to apply to the four individual foundations listed above

8.2 Update of student / staff support services

Richard Thornton requested an update from student support services – the strategies being used to support students, is there any further support required?

Discussion on naming of the new build.

9. PERSONNEL (including in committee)

Moved S Smith / Second R Thornton

Moved into in-committee at 6:34pm

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 6:40pm

That the board move out of in-committee

Meeting concluded at 6:41pm

Future Board Meeting Dates:

Finance Meeting – Friday 25 June 2020, 7:30am

Board Meeting – Monday 28 June 2020, 5:00pm

CHAIRPERSON

DATE

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