



**Manurewa High School
Board of Trustees Meeting
Teams Meeting, 5:00pm
Monday 30 August 2021**

Minutes

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

In attendance: Sarah Davies – *minutes*

Opening Karakia

1. APOLOGIES:

Aviu Aviu, Lexy Derby-Ngawaka, Mitlesh Prasad,
Moved S Smith
That the apologies are accepted

2. CONFLICTS OF INTEREST:

None currently

3. SPECIAL GOVERNANCE TOPICS:

**3.1 COVID-19 L4 Lockdown update / NCEA changes
60+1 postponement decision**

Too early to determine if we can hold a separate event for the opening of the building only in 2021. Board suggestion to review the birthday celebration event at the beginning of 2022. Suggestion by Donna Cowley to postpone until the 65-year mark and celebrate as a 'Gold Card' celebration. Board all in agreement.
Pete will take this back to the organising team.

3.2 Student Engagement Survey

Nothing to report currently

David Irvine presentation postponed.

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING

Matters Arising:

Charter review meeting of 25 September cancelled – reviewed venue and date TBC

Moved J Long / Second D Cowley

CARRIED

That the minutes and public excluded minutes of the previous meeting held 26 July 2021, having been distributed, are approved

5. CORRESPONDENCE

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

Moved J Long / Second L Dreadon

CARRIED

That the Board accept the inwards correspondence is received and the outwards correspondence is endorsed

6. REPORTS:

6.1 PRINCIPAL'S REPORT

Tabled / questions

Key points:

Lack of lockdown warning finds a significant number of students without devices. The Ministry have confirmed they are providing 228 devices. This enables us to supply to Y9, Y10 and Y11 students without a device and the school stock will be provided to Y12 and Y13 students without a device.

Akoranga Conferences proceeded.

We have increased the use of social media on all platforms to encourage student engagement.

Staff are well supported from an IT point of view. Some staff are juggling work, family. NCEA push out by two weeks. New learning programme required. Significant changes to assessment dates. Challenges are increased due to the time of the year.

We anticipate the Ministry will issue special learning credits.

Decision required from the Board to extend our 2022 Out of Zone application deadline to the end of the October. Out of Zone applications have been opened online.

Board all agree to the extension of Out of Zone application deadline dates.

Moved P Jones / Second J Long

That the Principal's report is accepted

CARRIED

6.2 FINANCE REPORT

Recommendations from the Board Finance Committee, meeting held Friday 23 July 2021

- Recommend - hourly increase for those non-teaching staff who are not covered by the teacher aide pay parity to increase to \$24 per hour. Administration pay parity nearing finalizing – hopefully by November and administration staff will be covered under this. Significant increases predicted – similar to teacher aides. Funding will be covered by MOE.
- Recommend – power tender to remain with Mercury Energy for 60 months contract. Total Utilities have gone out to tender on our behalf and have recommended above. Our current contract expires in January 2022, and it is recommended that we approve now to lock in current price.
- Recommend – Discussion held on installing solar panel structures to help offset some of the power usage at school. Two areas that could be utilized – over the pool and also the new area outside dance where classrooms have been demolished where new concrete pad has been laid. Recommend that the project planning be started.

Moved R Thornton / Second L Gibson

That the recommendations above are approved and the finance report is accepted

CARRIED

- Recommend – Discussion held about what we can do to support staff during this unsettled lockdown period. Staff wellbeing survey results should be tabled at the Board meeting on Monday. Finance committee recommended a \$100 reimbursement to all staff – in line with IRD working from home payment and is a non-taxable reimbursement

Steve Smith, Leanne Gibson, Louise Dreadon and Ryan King declare a conflict of interest as Board members and staff receiving the payment.

Pete Jones revokes receipt of payment so he can vote in support the recommendation.

Moved R Thornton / Second J Long

That the recommendation to pay all staff \$100 pp reimbursement is approved

CARRIED

6.3 BUSINESS ACADEMY

Leanne Gibson reports that she has been working with Deloitte on a secondment opportunity, as a pilot, offered to a senior teacher in Term 4, 2021. This is part of the partnership mahi that the Business Academy have been building with business partners. Deloitte have offered this to Emma O’Riordan. Still in a proposal format with full details of what work will be conducted to come. The programme will offer deep emersion and a form of refreshment. Pete Jones supports the proposal.

Steve Smith asked if this opportunity should be offered out to other staff? Pete reports that Emma has done all the work in coordinating this model. Once the pilot has been successfully completed there may be future opportunities offered out to other staff.

Approved in principle that Emma O’Riordan is released in Term 4 2021 for the secondment to Deloitte.

6.4 HEALTH & SAFETY – Lockdown report – Julie will upload to Teams

6.5 Student Report - nothing to report

6.6 Staff Report – staff wellbeing survey feedback

Question – Do you have any ideas, that the BOT could implement, that would benefit staff wellbeing / Hauora?

73 responses received.

Feedback included, funding some activities – bingo nights, board games, BOT morning tea, carparking, massage therapist, specific staff counselling for stress.

The Board requested the full data from Louise on the survey she distributed to all staff, to include the number of responses against the question. Louise will work on breaking down the feedback to group the responses. This will be shared with the Board, SLT and the Hauora team. Louise to work with Pete on the feedback to determine what to focus on, who will oversee outcomes and the timeframes for these.

Pete reports that the ministry have advised that EAP services will be offered free for the next 3 months due to COVID.

From guidance feedback, it has been determined that one of our guidance team should not be providing ongoing therapeutic support to staff.

Louise suggests that we promote the EAP service to staff.

Julie Lockie to check with EAP if they can offer an onsite service to staff.

7. POLICIES FOR REVIEW:

6.1 Concerns and Complaints

6.2 Behaviour Management

6.3 Learning Support policies in policies for review folder

Any feedback or amendments to the Learning Support policies to Julie Lockie by Wednesday 1 September so these can be added to our online policy document.

Approval required by the end of Term 3 for 6.1 and 6.2

8. TRIPS:

7.1 Year 12 Leadership Camp – 12/10/21-13/10/21 - Waharau

7.2 Cook Island Bi-Centennial Celebration – 21/10/21-31/10/21 - Cook Islands

7.3 Mainfreight/Hynds trip – 6/9/21 - 8/9/21 - Rotorua

7.4 Te Ara Hou Girls & Boys – 30/9/21/2/10/21 - Northland

7.5 Senior HPS – 20/10/21-22/10/21 - Waharau

- 7.6 02HPS Pinnacles Tramp – 27/9/21-28/9/21 - Coromandel
- 7.7 Waka Ama - 27/8/21 - Tauranga – approved via email

Moved S Smith / Second J Long

CARRIED

That the above trips are granted preapproval subject to lockdown protocols and details are up to date if the trip proceeds upon return

9. GENERAL BUSINESS

8.1 James Cook Enrolment Zone

Further correspondence received to clarify amendment to the proposal. Pete Jones recommendation is we remain with the previous decision.

Decision: The Board all agree with proposal 1 and would welcome further discussion with the Ministry.

10. PERSONNEL (including in committee)

Moved S Smith/Second R Thornton

Moved into in-committee at 6:23 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/Second R Thornton

Moved out of in-committee at 6:54pm

CARRIED

That the board move out of in-committee

Meeting concluded at 6:54 pm

Future Board Meeting Dates:

Finance Committee Meeting – 25 September 2021 - 7.30am - TB Changed due to planning days

Board meeting – 27 September 2021 - 5pm

CHAIRPERSON

DATE

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