



**Manurewa High School  
Board of Trustees Meeting  
Via teams online  
Monday 27 September 2021**

## Minutes

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

Meeting Minutes: Julie Lockie

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Opening Karakia

### 1. APOLOGIES:

Sarah Davies

**Moved S Smith**

That the apology is accepted

### 2. CONFLICTS OF INTEREST:

Meeting of Richard Thornton, Steve Smith, Pete Jones, and Julie Lockie after the board meeting last month was to discuss financial reimbursement for staff.

### 3. SPECIAL GOVERNANCE TOPICS:

#### 3.1 COVID-19 Operation Delta Return to School Plan

Pete has put documents on teams files. Level 3 2021 – only one student whose parents are essential workers and under 14 years. Either working on being in level 2 during the school holidays or if they make announcement on Monday 18<sup>th</sup> October, we have two options. Worked with the staff and narrowed to Mission one and Mission two. Then staff voted on which one they wanted. Consulting with staff, students and whaanau was done. Mission two not a lot of change as current. Mission one students wanted longer blocks with teachers – a full day would work better than half. Clear majority with staff to go with Mission one. Over the next few days as communicated to Whaanau no live lessons Tuesday – Friday this week – online learning will still be available, but these four days will be used to plan for Mission One. This is a 7-week interim plan to get through term 4. Juniors will remain on normal table with minor changes. Further details on the power point.

Question regarding vaccinations regarding staff and students. MOE position is you do not have to be vaccinated to be back at work. We need to respect individuals' decisions. We are asking staff to volunteer information as to whether they are vaccinated to our nurses who are holding a register. Within school we need to maintain a neutral stance and not make anyone uncomfortable.

Regarding masks – MOE recommendation students and staff do wear a mask, but this isn't compulsory. We have stocks of masks we will provide if anyone wants one.

Possibility that if you have staff that are not vaccinated that they wear a mask.

Maybe some areas of the school we can 'highly recommend' that a mask be worn to protect yourself from COVID, ie staffroom, café etc. Leanne is concerned about that kind of communication – but MOE not mandating it so we can only recommend.

Suggest get school student leaders to encourage students to keep everyone safe by wearing a mask. Pete advised that staff and student leaders making videos to welcome everyone back, these will have a focus on wearing a mask.

### **3.2 Student Engagement Survey / Staff Wellbeing Survey**

Aviu shared a student survey data with Pete. A question Waananga day about wearing mufti day – student voice was yes. Aviu to share the link with the Board with student comments. Could do a trial next term for juniors to wear mufti on Waananga if it helps their learning. If students have full dance or HPE in term 4 they will not have to change in between lessons back into uniform. Would depend on the activity if the student can come to school in mufti or come in uniform and get changed. Offer it to practical subjects on Waananga day. Possibility to roll it out to all Waananga activities in 2022. All in agreement.

Louise has shared the survey last meeting; Board had asked for numbers of comments. Pete has put some comments from an SLT perspective. Pete will upload to teams. Once Board has had a chance to look at the responses to be discussed at the next board meeting and give reflective feedback back to staff. Survey was asked for from the Board – so feedback should go back to staff from the Board. Talia, Ryan, and Richard to work on a draft response from the Board. Suggest for board to send an email out to staff advising the board are working on the boards reply – Steve to send the email. Pete asks for future surveys that a small team of people work on any survey design, detail, and data analysis rather than one person.

### **3.3 SLT 2022 proposal**

Currently we have 3.8 permanent DP's on the SLT and 2.6 fixed term DP's. Pete will share the document with the details. Pennie has been working in the Pacifica Engagement space. Michelle has been working part time particularly NCEA, data and literacy. A reminder Manaia has been on sick leave for the last year. Proposal to keep Donella, Pennie and Michelle in a FT capacity. Barb would like to continue in a .8 for next year. We are asking for .6 for Manaia to transition her back into the team, totalling 7 full time Deputy Principals. During term 4 Manaia will be coming in for 3 days per week helping with Yr 13 mentoring and the Waananga space. Manaia has indicated she would not be able to work full time 2022. Manaia would work alongside Pennie in the Pacifica Engagement, be involved in the day-to-day school running, have a teaching load in Waananga, line manage a learning area and continue with her mentoring. Finer details still to be worked on.

Forward focus – opportunity to explore leadership in MHS. Pete had an approved sabbatical in 2022 so a current team member has the opportunity to move into the Principal position for a term. Pete proposed to co-design an innovative senior leadership structure for MHS and then support its implementation. Steve raised the reminder that the Board elections will take place in June next year. Pete commented that it would probably take a year to design and might be that 2023 is the year it is implemented, but there needs to be time to design it. It may take longer.

**Moved: S Smith / Seconded: J Long**

That the SLT Deputy Principals be increased by .6 to 7 for the 2022 year.

## **4. PREVIOUS MINUTES:**

### **4.1 MINUTES OF PREVIOUS MEETING**

#### **Matters Arising:**

**Moved: T Brown / Second: R Thornton**

**CARRIED**

That the minutes and public excluded minutes of the previous meeting held 24 August 2021, having been distributed, are approved.

## 5. CORRESPONDENCE

No correspondence

## 6. REPORTS:

### 6.1 PRINCIPAL'S REPORT

Tabled / questions

Covered in the governance topics. Query for the vaccination event – regarding the second vaccinations – those who attended were given a second appointment at another venue. Pete has been approached to hold a vaccination clinic at school. This had been declined as we have enough to do going back into term 4 and there are plenty of venues around the community.

**Moved P Jones / Second R Thornton**

That the Principal's report is accepted

**CARRIED**

### 6.2 FINANCE REPORT

Recommendations and notes from the Board Finance Committee, meeting held Friday 24 September 2021

**Recommend** – Solar structure proposal over the swimming pool has been received. The suggested size will allow for some power to be sold back to the grid. Recommend at the November Board meeting a presentation from NuGreen Solutions to outline proposal.

**Recommend** – pool has a leak which is coming from the sparge input line – this is in urgent need of repair to get the pool filled and back in use. Recommend to use the current contractor who has done previous work and get under way as soon as possible. Cost indication \$100,000 maximum but hopefully will be less than that

**Note** – Swimsation swimming school has raised interest again in a lease of the pool. We will go back to them that we are looking at solar panels project and now repair leak so will get in touch with them once these projects have been finished

**Note** – mentoring of students by staff is being carried out during term 4 and holiday breaks – 3R payments to be used from current funds and topped up to no more than \$15,000, if required, by Management.

**Note** – Homai Primary are interested in MHS providing lunches for students in 2022. MOE starting conversations with our SLP team.

**Note** – finance reports. At this stage minimal expenses due to COVID but school lunch programme will be deducted \$168,000 from term 4 allocation to compensate for funds not used in term 3

**Moved R Thornton / Second S Smith**

That the recommendation above is approved and the finance report is accepted

**CARRIED**

### 6.3 BUSINESS ACADEMY

Leanne Gibson tabled her report that was uploaded to teams. Student reflections were great. Inspirational talks very enjoyable. Leanne and Pete did a presentation to Westpac Board with possibility of further sustaining funding coming to MHS. Westpac described our work as overachieving, they are interested in encouraging other schools to take our lead. Leanne is not sure that it is sustainable nationally.

6.4 HEALTH & SAFETY – nothing to report

6.5 Student Report - nothing to report

6.6 Staff Report – nothing to report

## 7. POLICIES FOR REVIEW:

6.1 Concerns and Complaints

6.2 Behaviour Management

Approval required by the end of Term 3

## 8. TRIPS:

No trips this meeting

## 9. GENERAL BUSINESS

### 8.1 School Lunch Programme Update

Homai School have visited and would like MHS to provide lunches from 2022. Term 4 request to MOE for funding will be used for 7 weeks having seniors at the school. Also using some unused funds from Term 3 to put a breakfast one for students for the first 2-3 weeks, alongside the daily school lunch. Board acknowledges the great work that is being done by the school lunch programme team. Suggested a coffee cart for staff on their return.

Possibly a staff only day on the last week of the holiday – a lunch will be provided.

### 8.2 Staff Representative Election

Julie Lockie appointed as the Returning Officer. Date of election confirmed as 30 November 2021. Timelines as per NZSTA election planner.

Ryan King left the meeting

## 10. PERSONNEL (including in committee)

### Moved S Smith / Second R Thornton

*Moved into in-committee at 7pm*

**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 7.02pm*

**CARRIED**

That the board move out of in-committee

Thanks to the Board from Pete – we have been working under challenging times and thank you for your support for the 2022 Senior Leadership proposal.

COVID alert changes will hopefully mean we can get back to school in level 2 first week back of term. It will be a challenging time for staff, students, and our community. Hauora and wellbeing will be a priority.

Reminder that next meeting will be Tuesday 26<sup>th</sup> October following Labour Day.

**Meeting concluded at 7:07 pm**

**Future Board Meeting Dates:**

Finance Committee Meeting – 22 October 2021 - 7.30am

Board meeting – **Tuesday** 26 October 2021 – 5:00pm

**CHAIRPERSON**

**DATE**

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