



**Manurewa High School  
Board of Trustees Meeting  
Board Meeting Room, 5:00pm  
Monday 29 November 2021**

## Minutes

---

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

In attendance: Sarah Davies – *minutes*

---

Opening Karakia

### 1. APOLOGIES:

Lexy Derby-Ngawaka  
**Moved S Smith**  
That the apology is accepted

### 2. CONFLICTS OF INTEREST:

No conflicts to declare

### 3. SPECIAL GOVERNANCE TOPICS:

#### 3.1 2022 Final Draft Charter

Board to check the Board section and advise if amendments required

#### 3.2 Nov 15 Vaccine deadline update

Will be discussed in-committee

#### 3.3 JC Zone confirmation

Pete advises no change to the initial documentation and MOE have accepted our recommendation of not making any changes at this stage

### 4. PREVIOUS MINUTES:

#### 4.1 MINUTES OF PREVIOUS MEETINGS

Matters Arising: Nil

**Moved J Long / Second L Gibson**

**CARRIED**

That the minutes and public excluded minutes of the previous meetings held 27 September 2021 and 26 October 2021, having been distributed, are approved

Talia Brown joined the meeting at 5:25pm

### 5. CORRESPONDENCE

No inwards correspondence.

Letter received this afternoon from a parent, to be discussed in-committee

Mitlesh Prasad joined the meeting at 5:25pm

### 6. REPORTS:

#### 6.1 PRINCIPAL'S REPORT

Tabled / questions

Discussion points; Prizegiving's this year are virtual. Year 13 Prizegiving has been scheduled live on Thursday 9 December at 5:30pm, invitation only and only students and some staff. If any of the Board wish to attend, please let Sarah Davies know.  
Kai packs distributed – 380. Second distribution out next week.

**Moved P Jones / Second R Thornton**  
That the Principal's report is accepted

**CARRIED**

## **6.2 FINANCE REPORT**

Recommendations from the Board Finance Committee, meeting held Friday 26 November 2021

**Recommendation** – Unanimous approval for the draft 2022 budget as attached in the Teams folder for sign off

**Moved S Smith / Second L Gibson**

That the recommendation above is approved

**CARRIED**

**Note** – Approval to purchase a dishwasher for HAC kitchen in 2021 from the School Lunch Programme funds

**Note** – SAN storage approved to purchase in 2021 in light with our advice from New Era and the audit recommendation

**Note** – Staff / BOT rewards – procedures discussed and agreed in principle to be discussed at the Board meeting

Query on whether this is also awarded to the student representative, answered as will be included.

Query on learning area morning tea subsidy – will this be value specific, or will bigger learning areas be considered for more?

Query On morning tea for learning areas, are they able to save up the annual allowance for one end of year event, eg end of year breakfast or dinner?

Pete suggests that only term 4 can be used towards an end of year event. Term 1 – 3 to be used within each of those terms.

**Moved S Smith / Second J Long**

That the tabled staff rewards procedures are approved

**CARRIED**

**Moved S Smith / Second J Long**

That the tabled Board rewards procedures are approved with the inclusion of the student representative

**CARRIED**

**Note** – any BOT members having issues with IT – either equipment or access please advise so we can get sorted for you

**Moved R Thornton / Second J Long**

That the finance report is accepted

**CARRIED**

Property project update provided and discussed.

## **6.3 BUSINESS ACADEMY**

No report for this meeting. Leanne will share a presentation she presented to the Business Academy Board last week as an overview. Will be uploaded to Teams.

**6.4 HEALTH & SAFETY** – no report

**6.5 Student Report** – no report

**6.6 Staff Report** – no report

Julie Lockie advised that the Board Student Representative election has been postponed and the Board Staff Representative election closes tomorrow at lunchtime

## 7. POLICIES FOR REVIEW:

- 6.1 Harassment
- 6.2 Religious Education
- 6.3 Maori Educational Success

**CARRIED**

Approval required by the end of Term 4

## 8. TRIPS:

No trips currently.

Pete advises that the school need to look at guidelines for next year, dependent on the COVID traffic lights in the new year.

EOTC - Pete will ask the EOTC team to present recommendations to the Board.

Visitors - we will also need to reassess the requirements for visitors into the school in 2022.

Staff testing at the beginning of the year will be dependent on the guidelines. Some staff are currently getting regular COVID tests as a matter of course.

## 9. GENERAL BUSINESS

### 8.1 Schedule of Delegations

Alterations to the schedule tabled.

Three new clauses included, and Deputy Principal Manaia Laulu added to the schedule upon return of leave.

### 8.2 New build naming

Manua whenua have been consulted and came up with two name proposals.

1. Te Pae Tata this is in connection with our Te Pae Tawhiti room. As the saying goes "Ko te pae tawhiti. Whāia kia tata, Ko te pae tata. Whakamaua kia tina. Seek out the distant horizons, while cherishing. Those achievements. At hand"
2. Te Ara - The pathway - connection to Te Ara o Taawhaki/ pathway to learning etc.

The Makerspace name is with Mana Whenua for approval.

Ryan King left the meeting at 6:20pm

## 10 PERSONNEL (including in committee)

### Moved S Smith/Second R Thornton

*Moved into in-committee at 6:21 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 7:07 pm*

**CARRIED**

That the board move out of in-committee

**Meeting concluded at 7:08 pm**

**Future Board Meeting Dates:**

TBA in the new year

**CHAIRPERSON**

**DATE**

.....

.....