



**Manurewa High School  
Board of Trustees Meeting  
Board Meeting Room, 5:00pm  
Monday 28 February 2022**

**Minutes**

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Present: Steve Smith – *chair*  
Talia Brown, Donna Cowley, Lexy Derby-Ngawaka, Ryan King, Julie Lockie, Joanna Long, Velma Siteine (joined at 6:13pm), Richard Thornton, Lawrence Naicker and Katie Spraggon

In attendance: Sarah Davies – *minutes*

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Opening Karakia

**1. APOLOGIES:**

Pete Jones, Leanne Gibson, Aviu Aviu

**Moved S Smith**

**CARRIED**

That the apologies noted above are accepted

**2. CONFLICTS OF INTEREST:**

None currently

**3. SPECIAL GOVERNANCE TOPICS:**

**3.1 Start of Year 2022 update Katie & Lawrence**

Steve Smith advised the Board that the Senior Leadership Team and all staff have been working above and beyond to ensure that the start of the year ran smoothly and that moving forward the school is coping with the current Covid situation. Lawrence encourages the Board to visit on Wednesday to see the positive learning occurring during waananga.

**2021 Charter AOV / 2022 Final Draft Charter –**

Richard Thornton wants to ensure that the positive NCEA data for 2021 is included in our 2022 Charter as a highlight. Richard to conduct a final review of the Board section in the 2022 Charter and seek final Board sign off via email, in a few days.

**4. PREVIOUS MINUTES:**

**4.1 MINUTES OF PREVIOUS MEETING**

**Matters Arising:** None currently

**Moved Joanna Long / Second Talia Brown**

**CARRIED**

That the minutes and public excluded minutes of the previous meeting held 29 November 2021, having been distributed, are approved with one amendment as noted

**5. CORRESPONDENCE**

One letter received for the Board, to be tabled and discussed in-committee

## 6. REPORTS:

### 6.1 PRINCIPAL'S REPORT

Tabled / questions by Katie Spraggon and Lawrence Naicker

As we near the end of the 2-week trial of rostering home, SLT are meeting this Thursday to review staff feedback on the rostering off days and staggered finish times to make an informed decision before moving forward. SLT will also be seeking advice from the Ministry and will keep the Board informed.

Katie Spraggon advised that the attendance is 50% down at present.

The school lunch programme contract with Homai School is going well apart from a sourcing issue from the outside provider with a gluten free product that was not gluten free. Reducing meals produced for our kura to 1,000, will occur from next week. If staffing shortages continue, there will be a need to change the menu from hot meals to cold meals, and if staffing shortages continue further, we will need to buy in products.

### Moved Steve Smith / Second Richard Thornton

That the Principal's report is accepted

CARRIED

### 6.2 FINANCE REPORT

Recommendations from the Board Finance Committee, meeting held Friday 25 February 2022

- **Recommend** – Draft Budget for 2022 is approved as final. The finance committee accepts the deficit figures which is made up of expenditure not used in 2021 and is going towards further staff support around COVID in Guidance / Business Centre pay increased per contract negotiations. The extra staff positions are fixed term positions for one year.
- **Recommend** – to appoint DLM Architects as the first stage upgrade of Science ILE which is part of the 5YA funding. - refer to Watershed update in teams folder for update on other 5YA jobs

Property – Fale tender quote received is in excess. Not the best climate now so will put out to tender again soon.

### Moved R Thornton / Second Lexy Derby-Ngawaka

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

CARRIED

### 6.3 BUSINESS ACADEMY

Report as in the Teams folder with any questions to Leanne via email

### 6.4 HEALTH & SAFETY

MOE have provided masks for every staff member, two deliveries received. We have also been advised that they will be providing us with RAT tests.

6.5 Student Report – No report

6.6 Staff Report – No report

## 7. POLICIES FOR REVIEW:

7.1 Harassment

7.2 Religious Education

7.3 Māori Educational Success

Approval required by the end of Term 4

**8. TRIPS:**

**8.1 TRF Term 1 Camp 25 – 29 April 2022, Ruakaka**

Run by the Rising Foundation with all the requirements covered off by outside provider. 40 students nominated across the Y11 – Y13 programme. Vaccination requirements are that if the venue accept that the camp is an extension of school and we are the only school there, no vaccinations should be required. Katie will check with The Rising Foundation about the prospect of either further students attending or the Board Finance committee providing financial support.

**Moved Steve Smith / Second Richard Thornton**  
That the above trip is granted preliminary approval

**CARRIED**

**9. GENERAL BUSINESS**

**9.1 Schedule of Delegations** - see copy in meeting folder with additions

**Moved Richard Thornton / Second Steve Smith**

That the Schedule of Delegations is approved

**CARRIED**

**9.2 Support Staff Leave entitlements for COVID**

NZEI are suggesting that the school's use the same process as for teaching staff, allowing discretionary leave

**Moved Steve Smith / Seconded Richard Thornton**

That the Board approve the NZEI recommendation and agree that any sick leave used for a positive COVID case of a non-teaching staff member will be reversed and paid as discretionary leave up to a maximum of 10 days in one calendar year

**CARRIED**

**9.3 Philip Bradley – University Research**

Requesting to interview Board members as part of his research. Individual board member choice to participate by nominating themselves or the Board can decline as a Board. Decision to decline.

**9.4 Funding resolutions:**

9.4.1 Rano Community Trust – to purchase kiln \$18,614.31

9.4.2 Grassroots Trust – to purchase laser cutter \$20,205.15

9.4.3 Four Winds Foundation – to purchase \$50,000 worth of laptops (at their request)

That the Board approve the above funding applications

Ryan King left the meeting at 6:08pm

**10 PERSONNEL (including in committee)**

**Moved S Smith/Second R Thornton**

*Moved into in-committee at 6:09 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**  
That the board move out of in-committee

*Moved out of in-committee at 6:34pm*

**CARRIED**

Joanna Long has requested that the Staff Rep thank all the staff for their hard work since the beginning of the year and the Board hope to share a morning tea with you all once possible.

**Meeting concluded at 6:35pm**

**Future Board Meeting Dates:**

Finance Committee Meeting – 25 March 2022 - 7.30am

Board meeting – 28 March 2022 – 5:00pm

Learning Area Annual Review Puuraakau – Monday 4 April 2022 – 5:00 – 7:00pm

**CHAIRPERSON**

  
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**DATE**

*7/3/2022*  
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