



**Manurewa High School  
Board of Trustees Meeting  
Board Meeting Room, 5:00pm  
Tuesday 25 October 2022**

## Minutes

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Present: Penina Ifopo – *chair*  
Leanne Gibson, John Ikinupe, Pete Jones, Ryan King, Julie Lockie, Faolaina Mana’o,  
Richard Thornton, Sarai Makara-Moreland, Velma Siteine  
In attendance: Katie Spraggon, Corey Tau, Crystal Tutapakore  
Meeting Minutes: Julie Lockie

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Opening Karakia

### 1. APOLOGIES:

Talia Brown

**Moved V Siteine / J Ikinupe**

That the apology is accepted

**CARRIED**

### 2. CONFLICTS OF INTEREST:

None at this time

### 3. SPECIAL GOVERNANCE TOPICS:

#### 3.1 SSS Report

The overall student services team was explained to the Board. Eight external therapeutic groups have been run throughout the year. Thanks to the Board for the funding to run some groups longer than were originally funded for. Stand up Stand out has been a programme run for a number of years and relating to alcohol and drug issues – currently 20 students on this programme. Relationship with nurses has been developed and working well. This has allowed the nurses to complete the Yr 9 HEADS assessments, extra PD and services. Noticeably a huge spike in vaping – juniors mainly. Working with outside agencies to support. High marijuana use in the community which is coming into school a bit more. Maaori and Pacifica Islands are the main ethnicities SSS are seeing. Penina asked about what links are out in the community – SSS work with whaanau and communities. How is participants feedback given? Stand up use anonymous feedback – report is generated for SSS.

Networking with other Pacifica agencies in the community. Information requested for more details on some of the graphs provided.

Confidentially explained what guidance counsellors are bound by under their code of ethics. Support given post family board hearings and sometimes before.

Post covid – some students coming with more issues than just one – causing the team to work with multiple agencies. Therefore, the high numbers of students coming that need to be worked with more deeply is becoming harder to cover all students. Counsellors holding 40-42 students each – counselling standards are usually around the 20 mark per counsellor. Students all seen, but maybe not as in depth as needed. Consideration from the Board of another counsellor is being requested from the team. Wider connections with students have grown capacity and willingness of students to come to SSS. SSS working with other learning areas in the school ie.

English and HPE for the junior health curriculum. Need to keep supporting SSS staff with community. Counsellors all receive external supervision – school is very supportive of the team. The Board thanks the SSS team for their presentation and work throughout the school.

Katie Spraggon, Corey Tau and Crystal Tutapakore left the meeting.

#### **Feedback on STA Conference**

Weather was certainly better than originally thought. A lot of learning – good to mix with colleagues. A valuable experience – meeting with different professionals and parents – being a new board member clarified the difference between governance and management. Seminars and master classes were intense and full on. Youth Law was a good session, good for disciplinary sub-committee work. Great to all go together as a new team. Updates on NZQA and ERO very worthwhile. Refresher at the end of each day. Velma enjoyed the learning aspect of the conference. Conference a bit long – but quality time was spent with board members and getting to know everyone at a personal level.

#### **4. PREVIOUS MINUTES:**

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

**Matters Arising: Nil**

#### **5. CORRESPONDENCE**

##### **Moved L Gibson / J Ikinepe**

That the minutes and public excluded minutes of the previous meeting held 27 September 2022, having been distributed, are approved

#### **6. REPORTS:**

##### **6.1 PRINCIPAL'S REPORT**

Tabled / questions

Student Support Services largest in any school in the country, resource requests of another counsellor very much needed.

Petes report is always uploaded to the team's folder before the meeting for you to read prior to the meeting. Budget well under way and will be asking for a deficit budget for 2023 to continue to work through covid issues.

Get qualified is underway – to support senior students as much as possible. New literacy and numeracy standards are in the team's folder – will be covered at another meeting but some challenges to come.

Photo highlights always added into the monthly folder. Video from Prime Ministers visit also in the folder.

Charter planning for BOT on Saturday – new template from MOE we are using. ERO visit late – no notification of our visit yet.

Staffing discussed for 2023. Fixed term SLT positions discussed. Ongoing point about what leadership looks like at Manurewa High School – will come up at the charter meeting.

Out of zone applications – reality of our school is we do not get all students who are in zone come into us. Covid has changed a lot of where students are going. We agreed with BOT all OOZ of siblings and would like to apply for all OOZ previous students whaanau to be able to attend. November board meeting numbers will be presented or earlier via an email if needed.

Four students involved in an incident two students had to go to alternative education for a term and 2 students were excluded. Request for previous board members to continue with putting a contract in place for returning students.

Prizegiving season is on us now - if you are available to attend any of the events that would be great.

Question asked about issues raised by the SSS report being included in Charter. Literacy will be key in the charter. Majority of students 2 years behind where they should be when they get to us. Current year 9 students will be cohort for new literacy standards.

Request for approval for past board members to do disciplinary meetings with previous students as above. Makes sense as current board does not have all the information and the students have completed the alternative education. If there are any issues of violence again, they would come to current board. Youth workers will be supporting students. If a current board member would like to attend, they are more than welcome. Penina will attend this meeting on behalf of the current board.

### **Moved P Jones / R Thornton**

That the Principal's report is accepted

## **6.2 FINANCE REPORT**

Recommendations from the Board Finance Committee, meeting held Friday 21 October 2022. Budgets have been closed at the end of term 3.

- **Note:** A request has come in from The Rising Foundation to install a sink bench in the room they use, Y4. An estimate for this has come in around the \$8,000 mark just for the plumbing and drainage. Additional costs would be fittings, HWC, council consent costs. Suggested that we ask TRF to go halves with this project. Pete to follow up with TRF to see if they are happy to proceed on this basis
- **Recommend:** Cyclical Maintenance Provision as at the end of 2022 will be \$538,433. This needs to be approved by the Board for audit purposes, it is a provision we must allow for in our accounts for maintenance use
- **Recommend:** A donation has been requested to go towards the cost of a ball ticket for students. This year's tickets are \$100 and some students cannot afford this cost due to cost of living and COVID related issues in the community. We did not have a ball last year. We are not having a Yr13 breakfast or dinner if the ball proceeds. This would be a reward for the students who have had so much disruption for the last 2 years. This would be linked to the students 'Get Qualified' where they have to sign out to be able to have study leave. Request is for students to pay \$60 and the BOT subsidizes \$40. This would be to a maximum of 300 students – we are estimating 250ish to go – but we must have a minimum of 200 for the venue. If the ball does not proceed, we will look at reinstating the breakfast or dinner.
- **Note:** Budget 2023 planning well under way. Julie, Pete and Charlie have met and gone through first draft. Now SLT are talking to HOLA's regarding requests. A heads up to the Board that we will be tabling a deficit budget due to the predicted underspend in 2022. We are hopefully 2023 will be a bit more settled and allow us to continue to have trips / spend requested

learning area budgets. An example of requests is that we are \$150k over requested curriculum related trips than the MOE funding covers. More detailed budget information will be ready for the next finance meeting

**Moved J Ikinpe / L Mana’o**

That the recommendations from the Board Finance Committee meeting held 21 October 2022 and additional recommendation as noted above, are approved and the finance report is accepted

**CARRIED**

**6.3 BUSINESS ACADEMY**

Report tabled. Project next year is to extending programme into other schools, being Papakura High School in the first instance. Resources for the Business Academy needs to be continually looked at. Detail is being worked on behind the scenes.

**Moved L Gibson / P Ifopo**

That the Business Academy report is accepted

**CARRIED**

**6.4 Health & Safety - nil**

**6.5 Student Report - nil**

**6.6 Staff Report - nil**

**7. POLICIES FOR REVIEW:**

**7.1 Healthcare**

**7.2 Behaviour Management**

**8. TRIPS:**

**8.1 Yr12 & Yr13 Samoa Trip – 21/9/23-30/9/23**

**Moved R Thornton / V Siteine**

That the above trip is granted preliminary approval

**CARRIED**

**9. GENERAL BUSINESS**

**9.1 Request for girls and boys volleyball trip to Tauranga.**

Cost is \$520 per student. Board will fund up to \$400 approved per student – if extra fundraising is managed a refund would be requested back to the school

**Moved: R Thornton / V Siteine**

That the Board approve financial support to the above trip as noted

**CARRIED**

**9. PERSONNEL (including in committee)**

**Moved Penina Ifopo/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.

**CARRIED**

**Moved Penina Ifopo/R Thornton**

*Moved out of in-committee at 7.19pm*

That the board move out of in-committee

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**Meeting concluded at 7.20pm**

**Future Board Meeting Dates:**

Finance Meeting – Wednesday 23 November 2022, 7:30am

Board Meeting – Monday 28 November 2022, 5:00pm

**CHAIRPERSON**

**DATE**

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