



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

Minutes

Present: Penina Ifopo – *chair*
Talia Brown, Leanne Gibson, Penina Ifopo, John Ikinepe, Pete Jones, Ryan King, Julie Lockie, Faaolaina Mana’o, Richard Thornton, Sarai Makara-Moreland, Velma Siteine

In attendance: Sarah Davies – *minutes*

Opening Karakia

1. APOLOGIES:

No apologies

2. CONFLICTS OF INTEREST:

None at this time

3. SPECIAL GOVERNANCE TOPICS:

3.1 Charter 2023

No changes to the beginning of the charter document, vision statement, mission statement, kawa, te ara o tawhaki, three key areas. Pete proposes that the 3 specific intentions remain unchanged. Also, in consultation with the Board Chair, Pete proposes that an additional Board meeting is scheduled at the beginning of February, Tuesday 7 February 2023 or Monday 14 February 2023, to work on finalising the Charter 2023.

Two points to note;

1. How we engage with our community. Penina setting up a group in the Pasifika area. Pete setting up in the Maori area. These people may be invited to the February meeting
2. Richard is working on the Board summary, ready for the February meeting

Penina has discussed with Pete her wish to do a stocktake of the school, what is happening in the different areas. Looking at the achievement. Are the students heading where they should. It’s the responsibility and priority of the Board to look at what’s not working, what is, and where to allocate resources accordingly.

Are we really doing it, we need to tell our story. Engage with our community so they are part of the review. Having the engagement with different communities, manaakitanga and confirm what are the policies. The meeting with Mana whenua is crucial so we can determine the dynamics of our community.

The Board to check their schedule and confirm with Julie Lockie, the date convenient to them for the additional February meeting.

Pete welcomes a stocktake of the school. Our charter is not just a reporting document, it’s live and we live up to it. Resourcing should not be a problem.

Definition of success is more than NCEA results, success is more than that which is why we work in a whole lot of other different spaces. Definition of success for Pete is where our students go when they leave us.

Penina said we should not lose track of our pasifika families sacrifices in coming to this country, working two jobs as they aspire and are proud to see their children attend university. Whose aspirations are they in the charter? We need to consult the community.

Richard advises that the evidence he has gathered for the Board summary is reflecting that the charter is working, moving in the right direction.

3.2 Draft Budgets 2023

Pete acknowledges Julie Lockie and Charlie Wasala for all the mahi on the Budget 2023. We will have an underspend next year which will carry over into 2023. The budget across the board is getting bigger each year. Close to \$20M. Initially we were \$2M over requiring budgets to be trimmed.

Richard requests that Julie checks the figure for the TA Cluster Admin line as it may be over the rounded figure.

Pete advises that we have intentionally targeted funds to projects and have money in reserve to use if the need arises due to recession. If there is a change in tertiary funding, that would generate an impact in our budget. The trades programme will be paying for 20 staff next year. If trades went away and took students and funding, we would lose staff and be in deficit. We have a few fixed term contracts in 2023 although if we lost funding it would also mean that we would have to look at cutting programmes.

Moved P Ipopo / Second R Thornton
That the draft budget 2023 is accepted

CARRIED

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING

Matters Arising:

5. CORRESPONDENCE

Moved L Gibson / Second Velma Siteine

That the minutes and public excluded minutes of the previous meeting held 24 October 2022, having been distributed are approved.

CARRIED

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

Inward – one magazine

Outward – discipline letters

Moved L Gibson / Second Velma Siteine

That the Board accept the inwards and endorse the outwards correspondence.

6. REPORTS:

6.1 PRINCIPAL'S REPORT

Tabled / questions

Data tracking – our Year 13's faired better with the UEG's last year. We are expecting a dip this year.

The destination data is an ongoing piece of work.

Pathways team have been working hard in the drivers licence space.

YES team made the nationals, off to Wellington next week.

Out of zone, currently have 313 enrolments for 2023. Our MOE staffing is based on 446 Year 9 students in 2023. We usually have 100+ in zone students who don't come to us. We have approximately 80 walk ups at the beginning of the year which will not mean sufficient students for the number of staff.

Therefore, Pete is requesting the Board approve 40 additional out of zone places for 2023. These places would be drawn out of those remaining on the waiting list, in order.

Richard recommends that Pete send a reply to the Ministry letter of notice regarding staffing 2023. Pete will complete this in the new year once the roll number settles and we have a true indication of the roll.

Penina requests that the Board is fully informed of the process and the correspondence from the Ministry for these matters. Pete advises that the Board will always be fully informed. His experience in previous years guides the process and he would never put the school at risk and is very conscious of his responsibilities to the staff and students. The GMFS will be shared with the Board chair at regular meetings.

Talia asked if there was any local feedback on why we have to open up further out of zone numbers for next year. Pete feels it is due to Covid, increased housing developments.

Moved P Jones / Second T Brown

CARRIED

That the Board approve 40 additional out of zone places for 2023

Moved P Jones / Second T Brown

CARRIED

That the Principal's report is accepted

6.2 FINANCE REPORT

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

- Recommendation: Whare kai – two quotes have been obtained and worked through. We would like to go with Beaver Built Transportables – Steve Smith has visited the company and check everything out. Quote has come in at \$68,200 + GST and approximately \$50,000 for appliances to be fitted on top of that (we will purchase this equipment directly for fitting in) Funding for this is coming from surplus School Lunch Programme funds and it will be used as another serving station along with the preparation of dietary requirement meals. One third deposit required when order placed.
- Recommendation: Two students have been selected for NZ Secondary School Athletic competition – recommendation that costs be covered to \$450 per student

- Recommendation: Waka Ama have requested support for competition in Cambridge – Finance committee recommends we support with 50% of cost per student which would be \$225 per student (total trip \$450 per person). Draft Budget 2023 in the Teams folder for BOT to view.
All special education tagged funding goes to the Special Education budget area and teacher aide wages. \$50,000 extra support for teacher aide wages included. \$500,000 contingency has been allowed for
As requested at the Guidance Report back to BOT last month, another counsellor has been allowed for in the budget by using Youth Worker wages and some excess budgeted property team wages.
Extra curriculum trips planned to come from contingency.
Draft budget deficit - \$1,035,387

Moved R Thornton / Second T Brown

CARRIED

That the recommendations from the Board Finance meeting of 25 November 2022 are accepted

Moved R Thornton / Second T Brown

CARRIED

That the Finance report is approved

6.3 BUSINESS ACADEMY

We keep a balance score card which means we track everything we are doing. We held 1701 student experiences in 2022! 40 active business partnerships for funding, work experience, jobs, scholarships, partnership mentoring, and so many unique opportunities to support students to piki atu ki te rangi.

Moved L Gibson / Second T Brown

CARRIED

That the Business Academy report is approved

6.4 HEALTH & SAFETY – Summary

6.5 Student Report

6.6 Staff Report

7. POLICIES FOR REVIEW:

7.1 Healthcare

7.2 Behaviour Management

Reminder of training scheduled for next Thursday.

8. TRIPS:

7.1 YES National Awards – 6/12/22-7/12/22

7.2 Athletics Nationals, New Plymouth 9/12/22-11/12/22

7.3 Te Ara Hou Haerenga 2022, Morewa, Paihia – 30/11/22-2/12/22

Moved L Gibson / Second Laina

CARRIED

That the above trips are granted final approval

9. GENERAL BUSINESS

9.1 Discipline Meeting Requirements

The process for Family Board Meetings;

The Board gets involved when we go to a family board meeting or a full suspension.

We generated the family board meeting stage as a first step to ensuring the student gets back on track. This meeting can be enough for a student to change their ways. The challenge is that in that process we need to do this in a timely manner. This does put pressure on getting our whaanau and Board lined up. We must be much more agile. It helps to have more Board members available. We recommend that none of our Board members who are staff can attend.

It's a balance of demand vs resource.

We can conduct a family board hearing without a Board member but not a suspension hearing.

Penina feels we need to look at the process from a cultural perspective to ensure that our process is safe for students, following the meeting. Cultural safety. Talia advises that the school is very good at identifying students who require support from a member of our student support services team.

Carried over to the next meeting.

Ryan left the meeting at 7:15pm

9. PERSONNEL (including in committee)

Moved P Ifopo/R Thornton

Moved into in-committee at 7:15 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 P Ifopo/R Thornton

Moved out of in-committee at 7:39pm

CARRIED

That the board move out of in-committee

Meeting concluded at 7:39pm

Future Board Meeting Dates 2023:

Finance Meeting – TBC

Board Meeting – TBC

CHAIRPERSON

DATE

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