



**Manurewa High School  
Board of Trustees Meeting  
H4 / H5 - Teams, 5:00pm  
Monday 1 May 2023**

## Minutes

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Present: Penina Ifopo – *chair*  
Penina Ifopo, John Ikinupe, Pete Jones, Ryan King, Julie Lockie (on teams), Faolaina Mana’o, Richard Thornton, Sarai Makara-Moreland, Velma Siteine

In attendance: Ed Hendriske (Acting DP), Manaia Lulu (DP)

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Opening Karakia

### 1. APOLOGIES:

Leanne Gibson, Talia Brown

**Moved: Velma Siteine / Second: Richard Thornton**

**CARRIED**

That the apologies are accepted

### 2. CONFLICTS OF INTEREST:

None currently

### 3. SPECIAL GOVERNANCE TOPICS:

#### 3.1 Pasifika Strategy

Manaia Lulu and Ed Hendriske presented the Pasifika Strategy.

Samoans make up over half our numbers at school of Pasifika students. Staff identifying themselves as Pasifika are 77 teaching and support staff. Middle leadership staff well represented and some staff studying to get higher qualifications. Lotus diagram explained regarding the areas of Pasifika throughout the school and community. Power point presentation in the Board Teams folder.

Proposal for Pasifika Advisory Panel and the Board of Trustees – document in the Board Teams folder.

Congratulations and thank you to Manaia and Ed for the work put into these documents.

### 4. PREVIOUS MINUTES:

#### 4.1 MINUTES OF PREVIOUS MEETING – 3 April 2023

**Matters Arising:** Discussion regarding policies and reviewing the policies – suggested two Board Members to look through policies requiring review for the term. Richard and Velma to look at policies for term 2.

### 5. CORRESPONDENCE

**Moved: Richard Thornton / Second: Laina Mana’o**

**CARRIED**

That the minutes and public excluded minutes of the previous meeting held 3 April 2023, having been distributed, are approved

No inward/outward correspondence on the schedule this month.

## 6. REPORTS:

### 6.1 Principal's Report

Tabled / questions

Pete tabled his report as read. Rostering from – PPTA action queried – each year level rostered home twice this term - details in Pete's report. Some calendar changes have had to be made. Another strike day has been advised to the school. As soon as there is an agreement reached all strike action and rostering home would cease. Most teaching staff are PPTA members.

### Moved P Jones / Second: Lania Mana'o

That the Principal's report is accepted

CARRIED

### 6.2 Finance Report

Recommendations from the Board Finance Committee, meeting held Friday 27 April 2023

**Note:** Problems with Xero software discussed – the number of invoices we are now processing causing issues. Suggested setting up add on for the School Lunch Programme – Sheryl to contact Xero to see if we are getting too large for package and what options are available. Our reports need to be converted to new version – Charlie having some issues but working on it.

**Recommend:** International Student homestay fees be increased to \$300 per week from 1 May 2023. Also look at increasing student fees for new students from 1 May 2023 to \$14,000. Detailed analysis by Lyn Mulcahy in the Board Teams folder for reviewing and figures proposed are in line with local schools

**Recommend:** To proceed with Asset Stocktake, which is an audit requirement, with external consultant as per proposal in the Board Teams folder. Looking at new Asset Register package that links into Xero. A review of what Learning Areas are required to keep regarding inventory of assets to be initiated at the same time. Audit proposed for October school holiday break - \$6,294 + GST

**Recommend:** There is a new requirement for the School Lunch Programme reporting being the sign off of expenses by the Board and also what we propose to use surplus funds on if we have any. Proposing to use surplus funds for the following areas related to food and the programme:

- Converting pizza ovens to gas
- Building cover for pizza ovens to use in all weather
- Refurbish old makerspace kitchen for student use
- Support for Breakfast Club / Café / Maara
- Whare kai covering and seating
- Supporting Homai Primary Lunch Programme

**Recommend:** To proceed with preliminary paperwork for covering the turf and pool with shade sail structures and also the change rooms beside the pool. In order to apply for a grant a building consent must be underway or issued. Contractors coming back into to price accurately so we can select a contractor and progress.

**Note:** Proposed change rooms beside pool to be discussed with Watershed regarding a portacom style of building rather than architecturally designed one due to costs

**Note:** MOE supporting an office for safety officers and attendance staff to use at the front gate – Watershed organising quotes etc for this – to come from our 5YA funding

**Note:** Project list has been updated and will continue to be revised

**Note:** BOT Representative to attend MOE property meetings – Pete and Julie to advise on timing

**Note:** We are proceeding to lease another kiosk machine for student use for a 5-year term

**Note:** E block decking project being discussed at a meeting with Watershed Friday 28 April. Once this has been placed on Government Electronic Tendering Service (GETS) as the project will be over \$100,000. Julie to advise the decking company they can get information from GETS

**Note:** Property summary in finance minutes and the Watershed report in the Board Teams folder

Note: Finance tracking similar to last year at the same time

Note: Audit process is progressing – nothing outstanding from our end to date – thanks to Charlie for his work with this

**Note:** Meeting with Trades Academy staff set up for next week to track invoice spending

**Note:** Charlie nominated for Treasurer for School Business Managers Association – Auckland Branch

#### **Notes since finance meeting**

- a change has been made GETS notification not needed as MOE prioritizing the E block project
- Charlie managed to get a zero balance on our banking staffing – well done Charlie

BOT approved to proceed with preliminary work on the shade sails and the change rooms beside the pool, based on the quotes received. Julie to check with MOE finance as to what documentation they require for approval to proceed.

Recommendations have been approved

#### **Moved R Thornton/Penina Ifopo**

That the Finance report is approved

**CARRIED**

#### **6.3 Business Academy**

Report in the Board Teams folder from Leanne in her absence

#### **6.4 Health & Safety – Summary**

#### **6.5 Staff Report**

**6.6 Student report** – Sarai putting a survey together regarding our uniform and about changing it to be more diverse and inclusive for our students. First step is to do a survey, talk to students and get their feedback. For example, for boys to be able to wear a lava instead of trousers.

### **7. POLICIES FOR REVIEW:**

#### **7.1 Protected Disclosure**

#### **7.2 Reporting to Parents**

#### **7.2 Visitors**

As noted above Richard and Velma to review these policies for term 2 and report back to the board

### **8. TRIPS:**

**7.1 02 Geography Tongariro Field Trip 17/5/2023-19/5/2023**

**Moved Richard Thornton/Pete Jones**  
That the above trip is granted final approval

**CARRIED**

Richard asked about Waharau Camp and what support we can give – Pete is Chairperson this year so will give an update next meeting.

**9. GENERAL BUSINESS**

Thanks from Velma for the support of a recent bereavement. Thank you from Julie for the support from the school and the Board of Trustees during John’s illness and recent passing.

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

**Moved Penina Ifopo / Second R Thornton** *Moved into in-committee at 6.32 pm*  
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 / Second R Thornton** *Moved out of in-committee at 6.50 pm*  
That the board move out of in-committee

**CARRIED**

**Meeting concluded at 6.55 pm**

**Future Board Meeting Dates:**  
Finance Meeting - 25 May 2023  
Board Meeting – 29 May 2023

**CHAIRPERSON**

**DATE**

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