



**Manurewa High School
Board of Trustees Meeting
Board Meeting Room, 5:00pm
Monday 27 February 2023**

Minutes

Present: Pete Jones *acting as chairperson pending election outcome as below*
Penina Ifopo *continued as newly elected chairperson*
Talia Brown, Leanne Gibson, Penina Ifopo, John Ikinupe, Pete Jones, Ryan King, Julie Lockie, Velma Siteine, Richard Thornton

In attendance: Sarah Davies – *minutes*

Opening Karakia

Election of Chairperson (annual requirement at first BOT meeting of the year)

Pete Jones acting as interim Chairperson call for nominations for Chairperson
Nomination received for Penina Ifopo by Velma Siteine / Second Richard Thornton
No Further nominations, nominations closed. Vote conducted. Carried unanimously.
Penina Ifopo duely elected Chairperson 2023.
Penina Ifopo accepts the appointment. Meeting continued under the chair of Penina Ifopo

1. APOLOGIES:

Sarai Makara-Moreland and Faaolaina Mana’o

Moved Leanne Gibson / Second Velma Siteine

CARRIED

That the apologies are accepted

2. CONFLICTS OF INTEREST:

None currently

3. SPECIAL GOVERNANCE TOPICS:

3.1 Charter 2023 final approval

Q: John asked about the data on special needs students, is this included in the overall school data?

A: Pete advised that all student results are included in the data. There is separate reporting conducted by our learning support team who will be attending a future Board meeting to present and answer any questions.

The key feedback from Richard is to make sure we collect meaningful data to reflect student achievement and success.

Q: Penina queried what strategy is in place to engage pasifika students and parents/ do we have any data on who, how many attended meetings?

A: We have a lot of engagement, through Pasifika online Talano invites out to the community interspersed with Pasisfika talanoa in person. We have a range of supporters offering programmes to Pasisfika community eg; computers in homes, NCEA information events. We recognise all language weeks, we have heritage language in our curriculum, extending engagement with Pasifika community through Pasifika celebrations. We continue our relationship with the Ministry for Pasifika Peoples and staff professional learning through Maia.

Pete advises that the Charter 2023 document will be uploaded on the Ministry portal as a live document. Newer versions can be uploaded if there are further changes.

Moved Talia Brown / Second John Ikinpe

CARRIED

That the Charter 2023 draft is approved

3.2 Final Budget 2023

Moved Richard Thornton / Second Talia Brown

CARRIED

That the final budget 2023 is approved

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING held 28 November 2022

Matters Arising:

Moved Penina Ifopo / Second Talia Brown

CARRIED

That the minutes and public excluded minutes of the previous meeting held 28 November 2022, having been distributed are approved.

5. CORRESPONDENCE

No correspondence currently.

6. REPORTS:

6.1 PRINCIPAL'S REPORT

Tabled / questions / discussion points;

1. All staff attended Te Matatini last Friday as professional learning. Staff were required to complete a Hybrid learning guide to support their learning and all had a great day.

2. MHS organisational structure document shared with the Board, as requested.

3. NCEA final data uploaded into Teams. Deep data was presented to the middle leaders this afternoon. In depth HOLA meetings are being conducted before the Learning Area meeting with the Board.

4. Destination data will be available for the next Board meeting.

5. We are applying for a grant to fund teacher aide support.

6. Polyfest practice is underway as the Polyfest event is scheduled earlier this year, 8 – 11 March. Fiafia night is on Monday 27 March at Dew Drop Events Centre, the same night as our next Board meeting.

Board decision to reschedule the March Board meeting to Monday 3 April to ensure the Board are present at Fiafia night for the entire evening.

7. Pete advised the Board that our student role is at capacity. To date, 2199. Our maximum is 2200, as calculated by the Ministry formula.

Penina asked how confident Pete is that we can handle the role size and if we have sufficient resources to cope?

8. Pete and Julie currently working on the master plan with the Ministry and capacity is a key part of that discussion. Richard suggests that the Board needs to connect with SLT to talk through the future plan and the Board Chair or Deputy Chair should attend with Pete and Julie at future planning with MOE.

9. Following several fighting events and discipline action, SLT developed Operation "Piki atu ki te rangi". This commenced today with an all student and staff briefing to reiterate the message around zero tolerance of violence and the consequences of same. Each day this week will have a different message, attendance, late to school, uniform. The same messaging has gone out to whaanau.

Three additional safety officers have been appointed for the remainder of the week as a safety precaution. A request to the Ministry for support has been made. They have responded with an offer of Interim Response Funding although this is targeted to student support only.

Penina asked about the progress of bringing Mana Pasifika and Mana Whenua onto the Board? It was decided at the November meeting that Penina would set up a Pasifika team and arrange an initial meeting with that team and Pete to do the same with Mana Whenua. Pete reports he is waiting to hear back from Mana Whenua on the process they wish to follow. Penina requests a meeting with the school Pasifika liaison, Manaia Lauulu and Ed Hendrikse. Pete will assist coordinate this meeting and setting up a future meeting between both groups and the Board.

Moved Pete Jones / Second Talia Brown

CARRIED

That the Principal's report is accepted

6.2 FINANCE REPORT

Recommendations from the Board Finance Committee, meeting held Friday 23 February 2023

- Recommend: Final budget 2023 be accepted with a deficit of \$958,641. This allows for increased depreciation figure and a contingency figure of \$200,000. Management adjustments will be notified to finance committee after 1 March roll return confirmed and extra funding advised by MOE.
- Recommend: To add Donella McPherson (Deputy Principal) to be a signatory for ASB. She will replace Manaia Lauulu who is now working part time.
- Recommend: To support the approach from Waddell Associates for sponsorship to the school of \$14,000 – a one year contract at this stage. Agreement in Teams folder if anyone wanted to look at
- Recommend: Approval for property capital requests of: new tractor mower \$13,000, golf cart \$13,000, heavy duty saw \$1,459 and dust extractor \$1,390. Another request for a mobile line marking machine was declined at this stage – team to do further investigation on other alternatives and report back to next finance meeting

Moved Richard Thornton / Second Penina Ifopo

CARRIED

That the recommendations from the Board Finance Committee meeting held 23 February 2023, are approved and the finance report is accepted

6.3 BUSINESS ACADEMY – tabled as read with discussion

Moved Leanne Gibson / Second Talia Brown

CARRIED

That the Business Academy report is accepted

6.4 HEALTH & SAFETY – first meeting of the year has been conducted. First fire drill scheduled and Lockdown training to be conducted in the next weeks with SLT and all staff.

6.5 Student Report – no report tabled at this meeting

6.6 Staff Report – no report tabled at this meeting

7. POLICIES FOR REVIEW:

7.1 Student Attendance

7.2 Enrolment

7.3 Privacy

7.4 Official Information Requests

7.5 Uniform / Dress Code

Pete suggesting that he work with the Board student representative to gather student voice on the current uniform with a view to bring recommendations to the Board. Richard agrees that we need to take a look at where the uniform is at in its evolutionary journey.

8. TRIPS:

7.1 Preliminary approval sought for Japan – 17/9/23-26/9/23 – prlim granted

7.2 Final approval Te Ahikaaroa Noho (Polyfest) – 4/3/23-5/3/23 – final granted

7.3 Final approval Cook Island Group Sleepover – 10/3/23-11/3/23 – final granted

Moved Penina Ifopo / Second Talia Brown

CARRIED

That the above trips are granted approval as noted

9. GENERAL BUSINESS

9.1 Resolution for grant applications:

- Pub Charity – Teacher Aide Wages \$ TBC
- Four Winds Foundation for technology, music, art, and sports equipment \$ TBC

Moved Richard Thornton / Second Penina Ifopo

CARRIED

The Board approve submission of the above grant applications.

Ryan King left the meeting 6:50pm

10. PERSONNEL (including in committee)

Moved Talia Brown/Second Richard Thornton *Moved into in-committee at 6:50pm*

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 Richard Thornton/Second Talia Brown *Moved out of in-committee at 7:03pm*

CARRIED

That the board move out of in-committee

Meeting concluded at 7:03pm

Future Board Meeting Dates:

Finance Committee Meeting – Thursday 23 March 2023, 7:30am

Board Meeting – Monday 3 April 2023, 5:00pm

CHAIRPERSON

DATE

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