



**Manurewa High School
Board of Trustees Meeting
H4/H5 and Teams, 5:00pm
Monday 29 May 2023**

Minutes

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

Meeting Minutes: Julie Lockie

Opening Karakia

1. APOLOGIES:

Pete Jones
Moved Velma Siteine / John Ikinpe
That the apology is accepted

2. CONFLICTS OF INTEREST:

None currently

3. SPECIAL GOVERNANCE TOPICS:

3.1 Student Support Services Report (Katie Spraggon attending for Pete Jones who is at the SPANZ Principals Conference in New Plymouth)

Katie gave an oversight of the Student Support Services team and agencies. Social Worker staffing discussed, Richard suggested we may need to look at employing our own rather than waiting for SSWIS, problem being lack of suitable candidates. Challenges and positives discussed – refer Student Support Services document in Teams folder. Discussion re how students access the services - Katie explained through an online MOE / MOH app in the first instance, which triages the student. Suggested to use some of the funding not used on staffing for outside agencies. We need to be mindful of the relationships that are built with our students.

3.2 Mana Pasifika BOT Rep discussion to confirm structure and process following Manaia & Ed presentation at the last meeting

Advisory panel to consist of each Island Group, inter faith and a member of the staff to feed through to the Board. To be a ‘wrap around’ for the board from the community not a co-governance. Collaboration with them being the key aspect. Advisory panel to appoint one person who would then become the co-opted member. Parents need to understand what this group will be, suggested a board member be on the advisory group to keep up the collaboration and communication. Look at ethnic breakdown of students to see how many representatives would be on this panel., hoping to have most Island groups covered. One person from the Mana Pacifica group established in school should work in this group. Board to look at draft MOU before it goes out.

Motion to proceed:

The proposal of having a Pacifica advisory panel established with the Board overseeing that group as proposed at the previous meeting.

Moved Penina Ifopo / Second Richard Thornton

CARRIED

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING held 1 May 2023

Matters Arising:

Moved John Ikinupe / Second Laina Mana’o

CARRIED

5. CORRESPONDENCE

That the minutes and public excluded minutes of the previous meeting held 1 May 2023, having been distributed, are approved

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

Moved Penina Ifopo / Richard Thornton

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

CARRIED

6. REPORTS:

6.1 Principal’s Report

Tabled / questions

Folauga programme / mentoring cultural identity using Samoan language and culture to work with the souls of our students. Penina to facilitate programme with weavers.

Policy work getting looked at by a sub-committee of the board therefore should be paid as per any other sub-committee.

Moved Katie Spraggon / Second Laina Mana’o

That the Principal’s report is accepted

CARRIED

6.2 Finance Report

Recommendations from the Board Finance Committee, meeting held Thursday 25 May 2023:

- **Recommend:** Pay for SLT member on any overseas trip and contribute to staff member cost. Funds raised go towards students and teachers refer operation guideline trip proposal any further assistance required will come back to board. Support trips as per operational guidelines which are being reviewed and will be tabled to the board prior to the trip going – trips are Tongan, Samoan and Japan as below.
- **Recommend:** Shade Sail / Change room project. Quotes have been obtained for the shade sail project from Shade Sails (1,437,526) and Pacific Membrane Group (1,641,600) – both quotes not including project management, consultant and building consent fees.
- **Recommendation** is to go with Shade Sails – quote is cheaper, and we have used this company on all of our projects around the school. We would like to apply for a grant for these structures. In order to do so we need to have building consent or very close to having consent approved. This project is on the project list for our surplus funds and approval from the MOE has been sought to proceed. Board needs to be aware if we are unsuccessful with the grant, full costs will be met from reserves to a maximum of \$2,000,000. Stage two of the project is the change rooms beside the pool which we are waiting on costings for and will update board next meeting.

Moved Richard Thornton / Second Ryan King

That the recommendations from the Board Finance Committee meeting held 25 May 2023, are approved and the finance report is accepted

CARRIED

6.3 Business Academy

Leanne to share reports from Emma and herself for the next meeting. Look forward to reading your reports and thank you to Leanne for your ongoing work.

6.4 Health & Safety – no report

6.5 Student Report – no report

6.6 Staff Report – no report

7. POLICIES FOR REVIEW:

Procedures for this subcommittee still being worked on. EOTC Coordinator Nick Perez doing a great job – thanks to him

7.1 Student Attendance

7.2 Enrolment

7.3 Privacy

7.4 Official Information Requests

7.5 Uniform / Dress Code

8. TRIPS:

7.1 02GEO Rotorua Trip – 21/6/23-23/6/23

What are the criteria for students to go on the overseas trips. Behavioural would come in into it as they are representing the school and also students must fully fund any overseas trip. If student has been in front of the Board, then they would not be eligible. Need to check attendance behaviour etc. Before allowing students on an overseas trip

Moved Richard Thornton / Second Velma Siteine

That the above trips are granted approval as noted

CARRIED

9. GENERAL BUSINESS

9.1 Proposal for June meeting postponed to 3 July via teams – first Monday of holidays, (Julie and Pete at a legal seminar in Auckland City until 5pm on 26 June and 27 June. Approved

9.2 Te Ara o Tawhaki – survey BOT will receive an email from Nic and Barb

9.3 Resolution for grant applications:

- To apply to One Foundation for \$10,728 to purchase musical instruments

Moved Richard Thornton / Second Penina Ifopo

The Board approve submission of the above grant application

CARRIED

Ryan King left the meeting

10. PERSONNEL (including in committee)

Moved Penina Ifopo/Second Richard Thornton *Moved into in-committee at 6.50 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

CARRIED

individuals. Matters relating to staff personnel and/or student discipline were discussed whilst the public was excluded.

Moved Penina Ifopo /Second Richard Thornton *Moved out of in-committee at 7.20pm* **CARRIED**
That the Board move out of committee

Meeting concluded at 7.25 pm

Future Board Meeting Dates:

Finance Meeting – Thursday 22 June 2023, 7:30am

Board Meeting – Monday 3 July 2023, 5:00pm via teams

CHAIRPERSON

DATE

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