



**Manurewa High School  
Board of Trustees Meeting  
Due Drop Events Centre, 4:30pm  
Monday 28 August 2023**

**Meeting Minutes**

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

In attendance: Sarah Davies – minutes

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Opening Karakia

**1. APOLOGIES:**

Talia Brown  
**Moved Pete Jones**  
That the apology is accepted

**2. CONFLICTS OF INTEREST:**

None currently

**3. SPECIAL GOVERNANCE TOPICS:**

- 3.1 Autaia Performance Due Drop Events centre 6pm
- 3.2 Community engagement after the performance

**4. PREVIOUS MINUTES:**

**4.1 MINUTES OF PREVIOUS MEETING held 31 July 2023**

**Matters Arising:** Uniform Survey – Student Rep informs Board that a survey will be conducted in collaboration with the Head Boy before her tenure is up. Will be shared with the Board in due course.

**Moved John Ikinupe / Second Richard Thornton**

That the minutes and public excluded minutes of the previous meeting held 31 July 2023, having been distributed, are approved

**CARRIED**

**5. CORRESPONDENCE**

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

**Moved Penina Ifopo / Second John Ikinupe**

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

**CARRIED**

**6. REPORTS:**

**6.1 Principal’s Report**

Tabled / questions on discussion points

- Monthly highlights
- Data overview report
- MMA report – positive result with special thanks to Manaia Lauu
- NCEA report to come
- PPTA settlement being processed
- Staffing 2024
- Attendance audit finalised



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**Moved Pete Jones/ Faaolaina Mana’o**

That the Principal’s report is accepted

**CARRIED**

**6.2 Finance Report**

Recommendations from the Board Finance Committee, meeting held 24 August 2023

- Recommend: To proceed with the CCTV Server replacement. Second quote to be obtained – cost will be approximately \$30k
- Recommend: We have been offered to purchase a container, portacom and shade cover from On Demand Training (one of our Trades Academy providers). This will be funded from the school lunch programme as the container and shade cover will be installed beside the kai trailer for shelter for students to eat. The portacom will be installed on the Maara to help support the garden activities. Cost will be approximately \$28k (including installation)

**Moved Richard Thornton / Second Leanne Gibson**

That the recommendations above from the Board Finance Committee meeting held 24 August 2023, are approved and the finance report is accepted

**CARRIED**

**6.3 Business Academy**

Tabled / questions on discussion points

- Hynds/Leanne Gibson chapter at MHS closes at the end of this year
- Potential new chair of the Business Academy Board
- Succession plan to be developed and confirmed with the Board

**Moved Leanne Gibson / Faaolaina Mana’o**

That the Principal’s report is accepted

**CARRIED**

**6.4 Health & Safety** – no report

**6.5 Student Report** – no report

**6.6 Staff Report** – no report

**7. POLICIES FOR REVIEW:**

**7.1 Inclusive Education**

**7.2 Māori Education Success**

**7.3 Learning Support**

Learning Support Coordination

**7.4 Identifying Learning Support**

**7.5 Gifted Learners**

Decision made to form subcommittee of Richard Thornton, Faaolaina Mana’o and Penina Ifopo to review policies and feed back to the Board at following meeting.

**8. TRIPS:**

**7.1** O2OED Pinnacles Trip 14/9-15/9/23

**7.2** O2HPS Pinnacles 11/9-12/9/23

**Moved Penina Ifopo / Second Richard Thornton**

That the above trips are granted approval

**CARRIED**



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**9. GENERAL BUSINESS**

No general business currently

Ryan King left the meeting

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

**Moved P Ifopo / Second R Thornton**

*Moved into in-committee at 5.36pm*

**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 / Second R Thornton**

*Moved out of in-committee at 5.54pm*

**CARRIED**

That the board move out of in-committee

**Meeting Actions:**

Agenda Item	Action	Who	Due
4.1	Provide Uniform Survey results to the Board	Sarai Makara-Moreland	25 September 2023
6.3	Succession plan for Hynds/Leanne Gibson departure to be generated and shared with the Board	Pete Jones	Term 4, 2023
7.1	Working group to collaborate on review of the current policies	R Thornton, Faaolaina Mana’o, Penina Ifopo	25 September 2023

**Meeting concluded at 5.54pm**

**Future Board Meeting Dates:**

Finance Meeting – Thursday 21 September 2023, 7:30am

Board Meeting – Monday 25 September 2023, 5:00pm

**CHAIRPERSON**

**DATE**

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