



**Manurewa High School
Board of Trustees Meeting
Teams, 5:00pm
Monday 25 September 2023**

Meeting Minutes

Present: Richard Thornton – *chair*

Leanne Gibson, Pete Jones, Ryan King, Julie Lockie, Richard Thornton, Taniara Lavea

In attendance: Sarah Davies – minutes

Melina Martene, Sports Coordinator and Katie Spraggon, Sports Coordinator DP Line Manager presenting to the Board on the Special Governance topic

Opening Karakia

1. APOLOGIES:

F Penina Ifopo, Fa'aolaina Mana'o

Moved Richard Thornton

That the apologies are accepted

2. CONFLICTS OF INTEREST:

None currently

3. SPECIAL GOVERNANCE TOPICS:

3.1 Sports Department Report to the Board

Request tabled, to amend two fixed term sports coordinator positions to permanent positions from 2024.

The Board agree to the request in principle. Pete to continue at an operational level in the progress of making the staff members permanent, fully dependent on the 2024 budgeting and staffing requirement process.

Melina and Katie left the meeting at 5:42pm

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING held 24 August 2023

Matters Arising: No matters arising

Moved Richard Thornton / Second Leanne Gibson

CARRIED

That the minutes and public excluded minutes of the previous meeting held 28 August 2023, having been distributed, are approved

5. CORRESPONDENCE

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

Moved Richard Thornton / Second Leanne Gibson

CARRIED

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

6. REPORTS:

6.1 Principal's Report

Tabled / questions on discussion points

- Industry Stakeholder Board
- Staffing 2024



**Manurewa High School
Board of Trustees Meeting
Teams, 5:00pm
Monday 25 September 2023**

- Enrolments 2024

Moved Leanne Gibson / Ryan King

That the Principal's report is accepted

CARRIED

6.2 Finance Report

Recommendations from the Board Finance Committee, meeting held 21 September 2023

- Recommend: Accept the Blundell quote \$38,000 + GST to concrete the space at the back of T block down to the new technology garage. This is an additional item that is not in the current budget
- Recommend: Credit card for Charlie Wasala \$10,000 limit. This is required for a management of ordering. Amendment: We need to increase the credit card organisation limit to \$30,000 to enable this card is issued
- Recommend: We have had a break in at the caretaker area at the back of the school where a generator has been stolen. Our security company has recommended to install a new camera that will work with voice and light activation if anyone walks past it. The cost is \$1,793.90 + GST. Approval to proceed has been given. A conflict of interest was declared by the Business Manager who was not included in the decision making.
Request to replace the stolen generator in the maara discussed.

Moved R Thornton / Second Pete Jones

That the recommendations above from the Board Finance Committee meeting held 21 September 2023, are approved and the finance report is accepted

CARRIED

6.3 Business Academy

No report tabled for this meeting

6.4 Health & Safety –

First aide course running in the term break for staff - 18 participated today, 22 next week.

Health Centre statistics report has commenced again and shared with the Board through the Teams folder.

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

7.4 Learning Support Coordination

7.5 Identifying Learning Support

7.6 Gifted Learners



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Richard and Laina have been working on policy review and policy assurance. A review schedule has been developed and shared with the Board. A folder with hard copies of all school policies is retained with Julie Lockie.

8. TRIPS:

- 7.1 Girls Nationals Basketball – Palmerston North - 24/9-1/10/23 - approved via email
- 7.2 TRF Totara Springs – 2/10-6/10/23 -

Moved Richard Thornton / Second Leanne Gibson
That the above trips are granted approval

CARRIED

9. GENERAL BUSINESS

9.1 Request for Support

Student Richard Campbell who played in the senior boys basketball, has been offered a place in an American prep team prior to University commencing. There is potential of Richard being offered a scholarship following him playing. Request received for Board financial support towards \$8,5000 being raised urgently to get Richard to the USA. Principal endorses the request.

Moved Pete Jones / Seconded Richard Thornton

That the Board approve \$500 towards the above request

CARRIED

9.2 SLP Term 3 sign off

Received \$797,464 expenses \$828,480

Sitting at a surplus of \$150,000 for the year to date.

Surplus will be used for purchasing the vans for delivery of the Manurewa West contract, ovens, and bench spaces in the old canteen.

Moved Richard Thornton / Seconded Pete Jones

That the Board has sighted and signed off on the Term 3 SLP financial report

Ryan King left the meeting at 6:23pm

CARRIED

10. PERSONNEL (including in committee)

Moved R Thornton / Second P Jones

Moved into in-committee at 6:24pm

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 R Thornton / Second P Jones

Moved out of in-committee at 6:44pm

That the board move out of in-committee

CARRIED

Meeting Actions – this meeting:

Agenda Item	Action	Who	Due	Complete
10	Principal to schedule meeting with new student Board representative to talk through meeting process, privacy, and policies.	Pete Jones / Taniela Lavea	Beginnings of Term 4	



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Meeting Action outcomes from previous meeting:

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

Closing Karakia

Meeting concluded at 6:44pm

Future Board Meeting Dates:

Finance Meeting – Thursday 26 October 2023, 7:30am

Board Meeting – Monday 30 October 2023, 5:00pm

CHAIRPERSON

DATE

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