



**Manurewa High School
Board of Trustees Meeting
Ruuma Rua, 5:00pm
Monday 30 October 2023**

Meeting Minutes

Present: Penina Ifopo – *chair*
Talia Brown (online), Leanne Gibson (online), Penina Ifopo (online), John Ikinpe, Ryan King, Julie Lockie, Richard Thornton, Katie Spraggon, Nichola McCall

In attendance: Sarah Davies – minutes

Opening Karakia

1. APOLOGIES:

Pete Jones, Laina Mana'o

Moved Ryan King / Second Leanne Gibson

CARRIED

That the apologies are accepted

2. CONFLICTS OF INTEREST:

None currently

3. SPECIAL GOVERNANCE TOPICS:

3.1 NZSTA Strategic Planning Feedback RT

Richard will circulate the information and notes from the planning session to the Board. Topics included in the planning were: new framework, what is a strategic plan, why is it important, key points about the new framework, 2-year plan to align with next Board election then becomes a 3-year plan. Our charter very much follows the framework so not new to us.

Timeline: by 31st December 2023 prepare for planning, understand who the community is. Resources (website links) provided.

Discussion on what makes the new templates different from the current. How can we better improve the community engagement? The contact person for Maaori is Tukahia Ngataki for Mana Whenua and Caroline Bishop for Pasifika.

Richard suggests that the Board as a Board should be meeting with community groups, eg, Manurewa Marae. All agreed this is a task for the Board to continue work on.

3.2 Staff Hauora / Wellbeing

Discussion on staff hauora and wellbeing. Suggestion that the Board conduct.

1. a staff survey through an external provider
2. exit interviews through an external provider

The Board agree to enlist an external provider for developing questions and collating the data. Work required to form a baseline on what is required to keep staff happy in their jobs. Further discussion required by the Board to develop a strategy.

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING held 25 September 2023

Matters Arising:

Student uniform survey – pending as Sarah Davies is still trying to get the information from Sarai Makara-Moreland.



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Monday 30 October 2023**

Moved Leanne Gibson / Second Richard Thornton

CARRIED

That the minutes and public excluded minutes of the previous meeting held 25 September 2023, having been distributed, are approved

5. CORRESPONDENCE

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

Moved John Ikinpe / Second Ryan King

CARRIED

That the Board accepts the inwards and endorse the outwards correspondence

6. REPORTS:

6.1 Principal's Report

Tabled / questions on discussion points

- Tabled - Exploring the Te ara o Taawhaki teaching and learning framework survey results from Maia
- Discussion on Data Progress Meetings and Data Overview

Moved Nichola McCall / John Ikinpe

CARRIED

That the Principal's report is accepted

6.2 Finance Report

No recommendations to be approved by the Board from the Board Finance Committee meeting held 26 October 2023

Moved Richard Thornton / Second Ryan King

CARRIED

That the Board Finance report is accepted

6.3 Business Academy

Tabled / questions on discussion points

Young Enterprise Regional Awards results.

- South Auckland Regional Finalist - Pounamu Chews and Honey Health (Katie Wood and Vaishali Sharan)
- Excellence in Innovative Thinking - Pounamu Chews (Joanna Nguyen, Jase Norman, Annun Leng, Miko Tran)
- Excellence in Technology - Mistc Décor (Matthew Ch Ling, Shoviq Deo, Matila Kelemete, Tj Apineru, Carlos Rakete, Isaish Tekotia)
- EY Individual of the Year (South Auckland) - Jase Norman
- National Award Winner (Award to be unveiled in Wellington) - Pounamu Chews
- South Auckland First Place Company of the Year - Pounamu Chews

Teachers Brendan Lambert and Rekha Ram were nominated as the Most Inspiring Teachers for the Sir James Fletcher Award.

Moved / Second

CARRIED

That the Business Academy report is accepted

6.4 Health & Safety – no report

6.5 Student Report – no report



**Manurewa High School
Board of Trustees Meeting
Ruuma Rua, 5:00pm
Monday 30 October 2023**

6.6 Staff Report – no report

7. POLICIES FOR REVIEW:

- 7.1 Safety Checking
- 7.2 Principal Professional Growth Cycle
- 7.3 Provisionally Certified Teachers (PCTs)

8. TRIPS:

- 7.1 03HPS – Tawharanui – 2/11/23-3/11/23 – approved

Moved Penina Ifopo / Second Richard Thornton
That the above trip is granted approval

CARRIED

9. GENERAL BUSINESS

- 9.1 Resolution for grant application from NZ Community Trust – To hire buses to attend sport events and competitions during 2024 - \$73,400

Moved Penina Ifopo / Second Richard Thornton
That the Board approve application to NZ Community Trust

CARRIED

- 9.2 Change to Strategic Meeting date – new proposed date Saturday 2 December 2023
The Board agree on rescheduling this to be included in the Board meeting of 27 November. A presentation from SLT will be shared with the Board on 20 November with any questions from the Board to SLT by 24 November. The Budget will also be the focus of this meeting.

Moved Richard Thornton / Penina Ifopo
That the Board agree to the change in the Strategic meeting date

CARRIED

- 9.3 Property Master Plan discussion time to confirm
Julie to share the plan and schedule a meeting date

John Ikinepe left the meeting at 6:52pm
Ryan King left the meeting at 6:53pm

10. PERSONNEL (including in committee)

Moved P Ifopo / Second R Thornton *Moved into in-committee at 6:53 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 P Ifopo / Second R Thornton
That the board move out of in-committee

Moved out of in-committee at 7:05 pm

CARRIED



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Meeting Actions:

| Agenda Item | Action | Who | Due | Status |
|-------------|--|-----------------------|-------------------------|---------|
| 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 | Ongoing |
| 7 | Policies: Richard to email Board members around confirmation on school assurances for school policy actions | | Before 27 November 2023 | |
| 3.1 | Strategic Planning: Board meeting and connecting with community groups. | Board | 31 December 2023 | |
| 3.2 | Staff Hauora / Wellbeing: The Board to enlist an external provider for developing survey and exit interview questions and collating data | Board | End of 2023 | |

Meeting concluded at 7:05pm

Future Board Meeting Dates:

Finance Meeting – Thursday 23 November 2023, 7:30am

Board Meeting – Monday 27 November 2023, 5:00pm

CHAIRPERSON

DATE

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