



**Manurewa High School
Board of Trustees Meeting
H4 & H5, 5:00pm
Monday 19 February 2024**

Meeting Minutes

Present: Penina Ifopo – *chair*
Talia Brown, Penina Ifopo, John Ikinepe, Pete Jones, Ryan King, Julie Lockie,
Laina Mana’o, Jacinta Ta’e’iloa, Richard Thornton, Michael Trevelyan
Board Secretary - Manaia Lulu

Apologies: Taniara Lavea

In attendance: Sarah Davies, outgoing minute secretary

Opening Karakia

Election of Chairperson (annual requirement at first BOT meeting of the year)
Pete Jones acting as interim Chairperson calls for nominations for Chairperson
Nomination received for Penina Ifopo by J Ikinepe / Seconded M Trevelyan
No Further nominations, nominations closed. Vote conducted. Carried unanimously.
Penina Ifopo duly elected Chairperson 2024.
Penina Ifopo accepts the appointment. Meeting continued under the chair of Penina Ifopo.

Richard stepped down as Deputy Chairperson
Deputy Chairperson role agreed – Talia Brown

Remaining on the Finance committee – Richard Thornton

1. APOLOGIES:

Taniara Lavea

Moved Richard / Second Talia Brown

CARRIED

That the apology is accepted

2. CONFLICTS OF INTEREST:

None currently

3. SPECIAL GOVERNANCE TOPICS:

3.1 Draft Strategic Plan 2024-2025 supported by our 2023 data
moved to be accepted
Accepted by consensus

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING held 27 November 2023

Matters Arising:

Policies and Assurances are consistently reviewed and discussed at SLT to be a
regular feature of the Board agenda

Moved Talia Brown/ Second John Ikinepe

CARRIED

That the minutes and public excluded minutes of the previous meeting held 27 November
2023, having been distributed, are approved

5. CORRESPONDENCE

The correspondence on the attached schedule given to the Board is received and ratified
Carried over to next meeting – 25 March 2024



6. REPORTS:

6.1 Principal's Report

Tabled / questions on discussion points

- International Students Learning Area Report End of Year 2023

Carried over to next meeting – 25 March 2024

6.2 Finance Report

Verbal report presented by Richard Thornton:

- Manurewa High School is now considered as Tier 1 status; impacts on reporting and auditing therefore will need to resource this. Discussions to be held re: this space.
- BOT will be updated after next week's Finance sub-committee meeting.
- Recommend updated name of the committee – Finance and Property

Moved Richard Thornton/ Second Laina Mana'o

CARRIED

That the report is accepted

6.3 Business Academy

Carried over to next meeting – 25 March 2024

6.4 Health & Safety – no report

6.5 Student Report – no report

6.6 Staff Report – no report

7. POLICIES FOR REVIEW:

7.1 Digital Devices Policy in line with Government mandate

8. TRIPS:

Carried over to next meeting – 21 February 2024

9. GENERAL BUSINESS

No general business

Ryan King left the meeting

10. PERSONNEL (including in committee)

Moved P Ifopo / Second R Thornton

Moved into in-committee at 6.37 pm

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.



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Moved P Ifopo / Second R Thornton
That the board move out of in-committee

Moved out of in-committee at 7.50pm

CARRIED

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 7.50 pm

Future Board Meeting Dates:

Follow up meeting – Wednesday 21 February 2024, 6.30pm

Finance Meeting – Thursday 22 February 2024, 7:30am

BOT / HOLA Annual Report Evening – Thursday 7 March 2024

Board Meeting – Monday 25 March 2024, 5.00pm

CHAIRPERSON

DATE

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