



Manurewa High School
Board of Trustees Meeting
H4 / H5, Te Pae Tata, 5:00pm
Monday 27 November 2023

Meeting Minutes

Present: Penina Ifopo – *chair*
Talia Brown, Leanne Gibson, Penina Ifopo, John Ikinepe, Pete Jones, Ryan King, Taniara Lavea, Laina Mana’o, Jacinta Ta’e’iloa, Richard Thornton, Michael Trevelyan
Board Secretary - Sarah Davies

In attendance: Senior Leadership Team members Michelle Hards, Ed Hendrikse, Manaia Lulu, Nichola McCall, Donella McPherson, Barbara Ngawati-Salaivao, Katie Spraggon

Opening Karakia

1. APOLOGIES:

Julie Lockie

Moved Pete Jones

That the apology is accepted

2. CONFLICTS OF INTEREST:

None currently

3. SPECIAL GOVERNANCE TOPICS:

3.1 2023 Charter review & 2024-2025 Strategic Plan

Presentation by SLT including proposals for 2024

3.2 Draft Budget tabled, to be approved under agenda item 6.1 Finance

3.3 MOE Master Plan sign off approved

Moved Penina Ifopo / Second Richard Thornton

MOVED

That the Board approve the MOE Master Plan sign off

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING held 30 October 2023

Matters Arising: Uniform Survey progress

Moved Leanne Gibson / Second Richard Thornton

CARRIED

That the minutes and public excluded minutes of the previous meeting held 30 October 2023, having been distributed, are approved

5. CORRESPONDENCE

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

Moved Penina Ifopo / Second Richard Thornton

CARRIED

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

6. REPORTS:

6.1 Principal’s Report

Tabled / questions on discussion points

- International Students Learning Area Report End of Year 2023



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Tabled. Review and discussion carried over to the next Board meeting

Moved Pete Jones / Richard Thornton

CARRIED

That the Principal's report is accepted

6.2 Finance Report

Recommendations from the Board Finance Committee, meeting held 26 October 2023

- **Recommend:** BOT approve the draft budget after in depth discussion

Moved Richard Thornton / Second Leanne Gibson

CARRIED

That the recommendation above from the Board Finance Committee meeting held 26 October 2023, is approved and the finance report is accepted

6.3 Business Academy

- Pete Jones announced the appointment of Ryan King as the Executive Director of the Business Academy and welcomes Jacinta Ta'e'iloa as the second Business Academy Board member to sit on the Manurewa High School Board under the reciprocal agreement.
- Draft Plan for Business Academy 2024 tabled / questions on discussion points

Moved Pete Jones / Second Richard Thornton

CARRIED

That the Business Academy report is accepted

6.4 Health & Safety – no report

6.5 Student Report – no report

6.6 Staff Report – no report

7. POLICIES FOR REVIEW:

7.1 Board Policy and School Assurances – focus on safety checking.

Structure developed for the principal to give written assurance each term that the policies have been met.

7.2 Safety Checking

7.3 Principal Professional Growth Cycle

7.4 Provisionally Certificated Teachers (PCTs)

8. TRIPS:

7.1 National Pitch YES – Wellington – 4/12/23 to 5/12/23 – Final approval granted

Moved Talia Brown / Second Michael Trevelyn

CARRIED

That the above trip is granted final approval

9. GENERAL BUSINESS

9.1 NZCT – Consent to be audited sign off by Penina Ifopo and Richard Thornton

Ryan King and Jacinta Ta'e'iloa left the meeting at 6.54pm



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10. PERSONNEL (including in committee)

Moved P Ifopo / Second R Thornton

Moved into in-committee at 6.55pm

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 7:02pm

CARRIED

That the board move out of in-committee

Meeting Actions:

Agenda Item	Action	Who	Due	Status
4.1	Provide Uniform Survey results to the Board	Sarai Makara-Moreland	25 September 2023	Pending, pass to new Student Rep
6.3	Succession plan for Hynds/Leanne Gibson departure to be generated and shared with the Board	Pete Jones	Term 4, 2023	Completed
7	Policies: Richard to email Board members around confirmation on school assurances for school policy actions		Before 27 November 2023	Completed
3.1	Strategic Planning: Board meeting and connecting with community groups.	Board	March 2024	
3.2	Staff Hauora / Wellbeing: The Board to enlist an external provider for developing survey and exit interview questions and collating data	Board	Term 1 2024	

Board end of year dinner. Penina will organise and email details to the Board.
Special thanks and farewell to Leanne Gibson.

Meeting concluded at 7:05 pm

Future Board Meeting Dates:

Finance Meeting – Thursday 2024, 7:30am TBC

Board Meeting – Monday 2024, 5:00pm TBC

CHAIRPERSON

DATE

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