



Manurewa High School
Board of Trustees Meeting
..., 5:00pm
Monday 29 April 2024

Meeting Minutes

Present: Talia Brown– *chair*
Talia Brown, John Ikinpe, Pete Jones, Ryan King, Taniara Lavea, Jacinta Taliauli, Richard Thornton, Michael Trevelyan
Board Secretary – Manaia Laulu

In attendance: Meletonga Konousi

Absent:

Opening Karakia

1. APOLOGIES:

Penina Ifopo & Laina Mana'o

Moved Michael Trevelyan/ John Ikinpe

CARRIED

2. CONFLICTS OF INTEREST:

None currently

3. SPECIAL GOVERNANCE TOPICS:

3.1 Review Feedback

Internal review report presented as a draft by Talia Brown and Jacinta Taliauli for feedback and review

Covers -Purpose / Background / Current State/ Whaanau Hui & Suspension hearings / Findings covered with 6 recommendations

Moved Talia Brown / Michael Trevelyan

CARRIED

That the draft report to be accepted, with the feedback to be provided by the BOT and SLT over the next month with final report to be tabled at next meeting.

Moved Richard Thorton / Talia Brown

CARRIED

That the BOT members attend the NZSTA provided PLD suspension hearings at the conference or local event

Co-option of 2 Mana Whenua representatives -discussion

Moved Richard Thorton / Peter Jones

CARRIED

Proposal to co-opt a Maaori representative - Donna Cowley as a BOT member to be Maaori representation and support as Disciplinary space until Mana Whenua ready to fill that position.



4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING held 29 March

Matters Arising: No matters arising

Moved Talia Brown / Richard Thornton

CARRIED

That the minutes and public excluded minutes of the previous meeting held 29 March 2024, having been distributed, are approved

5. CORRESPONDENCE

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

Moved Talia Brown / John Ikinpe

CARRIED

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

6. REPORTS:

6.1 Principal's Report

Tabled / questions on discussion points

Moved Pete Jones / John Ikinpe

CARRIED

That the Principal's report be accepted

6.2 Finance Report

Note: The draft financial statements have been successfully sent to the auditors for review. The auditors have visited the school and conducted a thorough examination of the school's financial records and process. We are currently awaiting the auditor's feedback and the list of any financial matters that may require further clarification.

Note: The auditors have requested that we implement a regular review process for the school journals to ensure accuracy and compliance. It has been decided that financial journals will be reviewed on a monthly basis in finance meetings.

Note: The Finance Manager job description was reviewed in detail, considering the evolving responsibilities and requirements of the role within the school. The salary proposal for the FM position was presented and agreed to the proposal.

Note: The Ministry Target Roof Repair project was successfully completed last year, and the Ministry noted that the Board is responsible for the board's own part of the block used in the repair project. The estimated contribution amount required from the Board is approximately \$30,000, which was having a dispute with the Ministry at this stage.

Note: The school projects list is under review and detailed updates and cost estimates will be available at the next meeting.

Moved Richard Thornton / Second Michael Trevelyan

CARRIED

That the recommendations from the Board Finance Committee meeting held 24 April 2024, are approved as noted above and the finance report is accepted



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6.3 Business Academy

No report this month

6.4 Health & Safety

No report this month

6.5 Student Report

No report this month

Follow up re: l'e faitanga uniform.

We are due to have a meeting with the uniform suppliers as the contract has expired – Pete to come back with details at the next meeting.

6.6 Staff Report – no report

No staff report this month

7. POLICIES FOR REVIEW:

7.1 Community Conduct Expectations (Talia Brown)

7.2 School Planning and Reporting (Michael Trevelyan)

7.3 Reporting to Parents on Student Progress and Achievement (Jacinta Taliauli)

8. TRIPS:

8.1 Request from L Sime to change the dates for the Year 12 & 13 Spanish Trip to Term 2 last week into the holidays, 2025

9. GENERAL BUSINESS

9.1 Discussion re: Asbestos Issue

Areas of the school e.g. F block; Hall roof; A block infrastructure has asbestos and therefore requires important processes to manage – continue to discuss with MOE. Pete to report back

Ryan King left the meeting

10. PERSONNEL (including in committee)

Moved Talia Brown / Michael Trevelyan

Moved into in-committee at 6.47

CARRIED

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



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**Moved Talia Brown / Richard Thornton
pm**

Moved out of in-committee at 7.08

That the board move out of in-committee

Meeting Actions:

Agenda Item	Action	Who	Due	Status

Meeting concluded at 7.10 pm

Future Board Meeting Dates:

Finance Committee Meeting – Thursday 23 May– 7.30am

Board meeting – 27 May 2024- 5pm

CHAIRPERSON

DATE

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