



**Manurewa High School**  
**Board of Trustees Meeting**  
**..., 5:00pm**  
**Monday 27 May 2024 (online and in S1-S4)**

**Meeting Minutes**

Present: Richard Thornton – Acting Chairperson / Presiding Member  
Donna Cowley, Penina Ifopo, John Ikinupe, Ryan King, Taniara Lavea, Laina Mana’o,  
Nichola McCall, Jacinta Taliauli, Richard Thornton, Michael Trevelyan  
Board Secretary – Manaia Lau

In attendance: Meletonga Konousi, Mone Vuna

Chaired by: Richard Thornton

Opening Karakia

Meeting recorded.

General introductions by each person for Donna as the new co-opted member of the Board.

**1. APOLOGIES:**

Peter Jones

Laina Mana’o (running late)

Talia Brown (from 6pm onwards)

**Moved Michael Trevelyan / John Ikinupe**

**CARRIED**

**2. CONFLICTS OF INTEREST:**

None currently

**3. SPECIAL GOVERNANCE TOPICS:**

**3.1 Internal Review Report**

Tabled at the last meeting. Talia put the report on TEAMS and emailed to BOT and Pete took it through to the SLT who gave positive feedback.

Further changes highlighted in yellow are fine.

Tabled as read and asking for questions.

Penina has not seen it / received it.

Time to be given to Penina to review.

That the report is tabled, discussed, and approved in principle subject to Penina’s feedback to be received by Wednesday 29<sup>th</sup> May.

**Moved Talia Brown / Michael Trevelyan**

**CARRIED**

As part of the review the additional recommendation was to formalise the policies of regarding the Presiding Member.

Guidelines from NZSTA – re: Job description / working relationship with the Principal / yearly review of Performance review of r Presiding member.

Richard – good to check School Docs policies. Talia has gone through what is on School Docs. It doesn’t formally refer to the job description / working relationship with the Principal / performance review of the Presiding Member. The wording would need to come to the BOT for final approval.

**CARRIED**

Penina re: Deputy Chair. Is this role in the Act or is it created by Manurewa High School.



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Talia - will double check that it is not a role formally legislated in the Education Act but it is common practice within Boards to have a deputy Presiding member

Richard – it is a common practice as a backup person – we will need to check the rules that if there isn't then we will need to have a policy / statement to have Deputy Presiding Member.

Michael – question regarding the specifics of the performance review of the Presiding Member. Have we thought much about the specifics of this.

Talia – has spoken with Pete prior to the meeting; recommendation that the performance review is done yearly by BOT / stakeholders. There is a worksheet provided by NZSTA to evaluate the Presiding member; recommend that the review happens in October, for report to be presented to November to inform the vote being held in the new year.

Richard – recommends that this is added to the documentation.

Penina – is the concept of Co-chair to be implemented into the documents.

Talia – the Co-Chair position has not been discussed thus far.

Richard- regarding the only conversations about Co was around the joining together of the school with the local iwi / Pasifika and having some kind of co-governance arrangement leading into co-chair. This process hasn't been started yet. Pete has spoken with local iwi, keen but timing is not right. It may have progressed.

Nichola – There is some opportunity under Titiri for co-governance with Iwi and Maori first and foremost, as a co-choare would be awesome for us as a kura. Ngati Tamaoho are quite established and have capacity to offer someone as Mana Whenua representative. Would be strength and guide as a korowai to keep the Board and kura safe.

Talia – Pete has spoken about the journey towards co-governance with Mana Whenua and very much working towards that; which is why there has been the wait for Mana Whenua representation on the Board; but in terms of a general Co-chair there hasn't been discussion. Co-governance is quite different.

Nichola – the feedback from Mana Whenua – the relationship was more than a co-opted position on the Board. That was their experience in Papakura and they were looking for a further opportunity.

Penina – to put on the agenda for discussion next month's meeting – co-chair and co-governance.

Talia – that will give time for people to discuss the other documents.

**ACTION:** That the documents regarding the Presiding Member role be tabled as work in progress at this meeting; with work to be looked at regarding the Deputy Presiding Member. To be reviewed and voted on at the next meeting.

#### **4. PREVIOUS MINUTES:**

##### **4.1 MINUTES OF PREVIOUS MEETING held 29 April**

**Matters Arising:** No matters arising

**Moved Talia Brown / Michael Trevelyan**

**CARRIED**

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

#### **5. CORRESPONDENCE**



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The correspondence on the attached schedule given to the Board is received and ratified  
Outgoing correspondence noted to Mema Schwalger / Penina Ifopo

**Moved Talia Brown / John Ikinpe**

**CARRIED**

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

## **6. REPORTS:**

### **6.1 Principal's Report**

1. Ed Hendrikse and Linda Sime graduated with their master's degrees congratulations.
2. Working with School Lunches programme
3. Data Meetings- strong conversations on closing gaps between classes
4. Language Weeks – Rotuman Language week thanks to HPE Learning Area
5. Samoan Language Week this week– excellent PLD
6. Thanks to the Language Weeks Coordinators and their excellent PLD for our staff.
7. Excellent work being done by Pasifika Council.

**Moved Nichola McCall / Laina Mana'o**

**CARRIED**

That the Principal's report be accepted

### **6.2 Finance Report**

- **Note:** The auditors have confirmed that there are no adjustment requirements for the existing draft accounts. The Finance Manager will closely work with auditors to incorporate any minor feedback. This collaboration aims to ensure the financial reports are finalized and ready before the deadline. The school has prepared its financial statement for 2023 accounts in accordance with Tier 1 reporting standards. However, effective from 31<sup>st</sup> March 2024, the tier 1 reporting standards threshold will increase to \$33 million. With the new threshold set at \$33 million, the school will need to assess its financial position to determine the appropriate reporting tier for future accounts.
- **Note:** A total of \$500 has been approved for Taylynn Morete to participate in the World Elite and club sprint championship tour. The funds approved specially to support upcoming championship tour, covering necessary expenses related to the event.
- **Note:** It is essential for staff to use their entitled annual leave throughout the year. Using annual leave consistently helps prevent the accumulation of too much leave, which can lead to scheduling challenges and potential financial risks to the school.
- **Note:** Ongoing discussions are being held with the Ministry regarding the 10YPP and 5YA. The discussion will focus on planning and funding allocations to ensure the school's infrastructure and resources meet future needs.

**Moved Richard Thornton / Second Ryan King**

**CARRIED**

That the recommendations from the Board Finance Committee meeting held 23 May 2024, are approved as noted above and the finance report is accepted

Matters arising:

Question raised about Fale building project. Pete is working with the new project manager. Further information to follow.



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### **6.3 Business Academy**

Report tabled as read.

Key highlights:

- Maara – Stephanie Maddox has joined the team; Levi in partnership with Te Whakaoranga o te Puhinui and Eke Panuku put on a community hangi for 150 people; Levi also did a showcase of fresh maara at EY
- Makerspace – has had a spruce up; looking to start running after school workshops soon; Leadership programme was held over Term break by Matua Quin to build up leadership in the Makerspace.
- Passport to Employment – introducing Benny Abela whose focus is on developing a sustainable Technology to Employments Programme
- Waananga – continues with Mahi Ora programme and working with REA
- EY mentoring – 16 students involved so far
- Shout out to the Business Learning area mahi

### **Moved Ryan King / Second Michael Trevelyan**

That the Business Academy Report be accepted.

**CARRIED**

### **6.4 Health & Safety**

- Lockdown Exercise successfully carried out on 3 May 2024; report from Harrison Tew Consultants tabled.
- Health & Safety meeting held on 20 May 2024; main items re: student bathrooms & further training for Health & Safety Representatives; concerns re: access for wheelchairs etc.
- MINISTRY OF EDUCATION SCHOOL TECHNOLOGY CLASSROOMS ASSESSMENT PROGRAMME December 2023 GENERAL INSPECTORATE – Manurewa High School passed with no incidents / issues
- Looking to reorder wipes/ hand sanitisers re: increase in flu etc.

### **6.5 Student Report**

No report this month

### **6.6 Staff Report**

Cell phones and other personal devices.

Michael recommended carrying out a survey to look at staff feedback about how the cell phones and other personal devices schoolwide policy is going.

It was noted that Katie Spraggon was also doing work re: Hauora as part of her study leave with Tuturu who have been carrying out Hauora survey.

Penina raised the matter that there was a pending action from 2023 referring to staff Hauora / Wellbeing:

*Staff Hauora / Wellbeing: The Board to enlist an external provider for developing survey and exit interview questions and collating data*

This was due Term 1.



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**Moved Michael Trevelyan /John Ikinpe**

**CARRIED**

That Michael as staff representative carry out a survey with questions about phone policy and Hauora. Michael draft the survey compare with Katie's Tuturu questions and then share with BOT (for response within 2-3 days) before sending out the survey.

**ACTION:** To review the pending action from 2023 (3.2 in the November 2023 meeting) investigation to line it up with what is already happening in the school so the BOT has a snapshot to see what the BOT needs to do.

**7. POLICIES FOR REVIEW:**

- 7.1 Appointment Procedure (Jacinta Taliauli)
- 7.2 Equal Employment Opportunities (Jacinta Taliauli)
- 7.3 Teacher Relief Cover (Laina Mana'o)

**8. TRIPS:**

- 8.1 1<sup>st</sup> XV Overnight @ School 31<sup>st</sup> May -1<sup>st</sup> June - Approved
- 8.2 JAM Leadership Camp 8<sup>th</sup> – 12<sup>th</sup> July (Taupo) – Approved

**9. GENERAL BUSINESS**

9.1 Te Whakaroputanga Kaitiaki Kura o Aotearoa AGM delegate – Penina has volunteered to be the BOT delegate at the conference.

9.2 Relief – Nichola shared that we have had a significant increase in the demand for relief (today we had 25 staff away; where we usually cover 10-15 staff). SLT have sent out comms to staff; and whaanau re: relief strategies. These strategies allow us to give them back the time the staff have had to use to cover relief so that staff can do their planning curriculum work, moderation work.

One strategy – this Wednesday 29<sup>th</sup> May students will be released at 1pm which gives staff extra 40 mins in their non-contact. Next strategy is to have staff only day on Tuesday 4<sup>th</sup> June and only request staff to be in from 10am – 2pm so they have non-contact time in the morning and also after 2pm. The other strategy is to go back to our PPTA COVID strategy (staff call in before 7am; relief team will make the call if we can cover all the classes and if cannot – message will be on Facebook & Instagram before 7.30am and a text sent out to all whaanau letting them know we will finish at 1.50pm). Request for SLT to send email to brief BOT re: strategies. The number that SLT would make a call – 18 to 25 staff. Looking at Juniors / Seniors or whole school.

9.3 Letter from Haejee Kim – refer to Finance Sub-committee.

Ryan King left the meeting

**10. PERSONNEL (including in committee)**

**Moved Jacinta Taliauli/ 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



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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 Richard Thornton / Jacinta Taliuli**      *Moved out of in-committee at 7.08 pm*  
 That the board move out of in-committee

**Meeting Actions:**

Agenda Item	Action	Who	Due	Status
3.1	That the documents regarding the Presiding Member role be tabled as work in progress at this meeting; with work to be looked at regarding the Deputy Presiding Member. To be reviewed and voted on at the next meeting.	BOT	June meeting	in progress
3.2	To review the pending action from 2023 (3.2 in the November 2023 meeting) investigation to line it up with what is already happening in the school so the BOT has a snapshot to see what the BOT needs to do.	BOT/SLT	June meeting	ongoing

**Meeting concluded at 7.10 pm**

**Future Board Meeting Dates:**

Finance Committee Meeting – Thursday 20<sup>th</sup> June– 7.30am  
 Board meeting – Monday 24<sup>th</sup> June- 5pm

**CHAIRPERSON**

**DATE**

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