



Manurewa High School
Board of Trustees Meeting
..., 5:00pm
Monday 24 June 2024 (online and in S1-S4)

Meeting Minutes

Present: Talia Brown Presiding Member
Donna Cowley, John Ikinpe, Taniara Lavea, Laina Mana’o, Pete Jones, Jacinta Taliauli,
Richard Thornton, Michael Trevelyan
Board Secretary – Manaia Lauu (online)

In attendance: Meletonga Konousi, John Good

Opening Karakia
Meeting recorded.

1. APOLOGIES:

Penina Ifopo
Ryan King
Laina Mana’o (late)
Taniara Lavea (late)

Moved Michael Trevelyan / John Ikinpe

CARRIED

2. CONFLICTS OF INTEREST:

None currently

3. SPECIAL GOVERNANCE TOPICS:

3.1 Leadership at Manurewa High School Presentation & Principal’s Appraisal Report

Pete presented his leadership report outlining the highlights

- Te Ara o Taawhaki
- Our three intentions
 - Aakonga engaged in Akoranga
 - Aakonga engaged in their Cultural Identities
 - Aakonga taking positive steps into through & beyond school
- Maaori & Pasifika data, 2024 NCEA Data targets, Data Hui insights
- Localised curriculum design, University of Auckland UE Success programme
- Language Weeks being embedded into curriculum
- School Lunches Programme, Trades Academy, ARA jobs & skills Hub
- Donald Pearson Farm, PTECH, Get Qualified – Driving
- Destination data for 2024
- Operation Piki Atu ki te Rangi

Pete then presented the Manurewa High School Annual Report 2023

John Good shared the Principal’s Appraisal Report 2023

- Identified achievements and outcomes & acknowledge the successes and mahi over the last ten years despite the challenges
- Appraisal isn’t a compliance issue; it is a buy in to professional growth – learning and how are we going to improve
- Te Ara o Taawhaki (TAOT) indigenous framework which is authentic and genuinely being implemented – living – a way of being, living. These are constantly refreshed documents, and this is being seen at every level, where



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there is walking the talk and talking the walk. Important to recognise that only a handful of schools in Aotearoa do this.

- We now see the fruit of this work, looking at development of collaborative distributed leadership in SLT in various areas of the Kura
- Pathways being developed and the passion with which these have been supported and grown – grateful for the support of this and previous Boards
- Acknowledging this is a never-ending journey and the leadership team has grown despite the challenges – and grown and been built by Pete
- Acknowledging the difficulties and crisis of Term 1 and grateful for the support shown by the BOT for Pete Jones and acknowledging the taonga
- Challenge about 60-80 hours of work for Pete is not sustainable for his Hauora
- Grateful for the support being shown for Pete however need to ensure we don't end up in the same space as Term 1 2024

Pete presented on Leadership at Manurewa High School – Te Tiriti Led Leadership

- We have homegrown leaders in our Kura – walked the talk; talk the walk and have the most impact.
- In 2024 we have Ed Hendrikse and Linda Sime (graduates of Master of Secondary School Leadership & recipients of Woolf-Fisher Scholarships)
- Frances Diaz, Lynee Tuputupu and Krichelle Lord (studying for Master of Secondary School Leadership & recipients of Woolf-Fisher Scholarships)
- Lawrence Naicker is leaving us at the end of the term; with Linda Sime continuing on in the meantime.

Current Leadership Team:

- Te Tiriti Led Co-Associate Principals: Nichola McCall & Katie Spraggon who have stepped in numerous times to lead the Kura
- Sarah Davies - Admin
- Manaia Laulu - HR
- Michelle Hards – Data & Achievement space; succession planning involved
- Barbara Ngawati-Salaivao – on study leave
- Donella McPherson
- Ed Hendrikse
- Linda Sime

Focus on the Leadership journey leading into 2025 eventually into 2026

Te Tiriti led leadership –explicit succession planning where we have made incredible shifts within our homegrown leadership.

Discussion re: how this compares with 2023; the restructure with four DP taking four Whaanau; one co-associate Principal having kaitiaki curriculum overview and the other co-associate Principal having student support services overview. The explanation of the co-associate Principals role and when he is not present then the co-associate Principal/s lead

Board Election in 2025

Need to engage our communities in the elections and for our kura; looking at Mana Whenua representation.

Looking at true representation of Te Tiriti led leadership.

Where we have:

- Co Governance – Mana Whenua & Elected Presiding Member
- Maaori student, staff & Whaanau Representative



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- Mana Pasifika Representative
- Elected Board members (including student and staff representative)
- Business Academy Board Representative

How to support the sustainability of Principal's Hauora – does having Co-associate Principals help to resolve this issue -discussion that this doesn't solve it but does provide support. There is no simple answer – given the servant leadership model of both the Principal and Senior Leadership Team. The relationship between the Principal and the Board is critical and supports the Hauora of the Principal. Important to keep the lines of communication open with the Principal and the Board.

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING held 27 May **Matters Arising:**

Moved Talia Brown / Michael Trevelyan **CARRIED**
That the Meeting Action 3.1 be carried over to the July meeting.

Moved Pete Jones / Michael Trevelyan **CARRIED**
That Meeting Action 3.2 be a special topic in the July meeting presented by Katie Spraggon

Moved John Ikinape / Donna Cowley **CARRIED**
That minutes be accepted

5. CORRESPONDENCE

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

Moved Talia Brown / Michael Trevelyan **CARRIED**
That the Board accepts the inwards and endorse the outwards correspondence.

6. REPORTS:

6.1 Principal's Report

- SPANZ Conference Feedback
- School Lunch Programme 2025-2026 update
- Ara Education Charitable Trust (AECT) / P-TECH update
- University of Auckland Business School Advisory Board
- Term 2 Data Tracking Meetings / NCEA Progress update
- Language Weeks 2024
- Akoranga Conferences Term 2 Data

Moved Talia Brown/ Laina Mana'o **CARRIED**
That the Principal's report be accepted



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6.2 Finance Report

- **Note:** Received and discussed the Annual Audit Report for 2023, which was signed off at the last Finance meeting. The report has been saved in the team folder with the Principal and the Presiding member's digital signature for review.
- The finance committee discussed the auditor's report, findings, and recommendations to the Board of Trustees, and agreed to tighten the payroll process and procedures.
- **Recommendation:** That the Board accept the Annual Audit Report for 2023 subject to the concluding sign off by the Auditor.
- **Note:** The annual report 2023 – once the final Audit sign-off is received, a copy will be printed for all Board members as a critical central reference document
- **Note:** A total of \$500 has been approved for Melrose Morete to participate in the World Elite and club sprint championship tour. The funds approved specifically to support upcoming championship tour, covering necessary expenses related to the event.
- **Note:** The Finance Committee agreed to allocate, within the current budget, an allowance of up to \$20,000 towards equipment and staff support for the 1st XV rugby team and the basketball programme. Items include new uniforms and training equipment) This has been made possible through the receipt of funding grants for other budgeted items.
- **Recommendation:** The Finance committee agreed to include two Associate Principals in the banking approval process. (Nichola McCall and Katie Spraggon)
- **Note:** School funded projects have reduced our cash reserves as expected. Further work is being done to rank, in priority order, the remaining school funded projects. Discussion to be held at Board level.

Moved Richard Thornton / Michael Trevelyan

That the recommendations from the Board Finance Committee meeting held 20 June 2024, are approved as noted above and the finance report is accepted

CARRIED

Matters arising:

To be brought to the next meeting – feedback from Watershed meeting re: next set of projects (Fale/extra carpark /entrance to school).

Moved Richard Thornton/ Michael Trevelyan

The annual report 2023 – once the final Audit sign-off is received, a copy will be printed for all Board members as a critical central reference document

CARRIED

Moved Richard Thornton/Donna Cowley

That the Board approve the appointment of two Te Titiri led co-associate principals be accepted.

CARRIED

Moved Pete Jones/ Richard Thornton

That the Board approve the following grant applications:

- New Zealand Community Trust-To purchase and install shade sails \$37,230.00
- Grassroots Trust-To contribute to the cost of purchasing two Waka Ama with trailers \$26,106.51

CARRIED



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- Trillian Trust-To contribute to the cost of purchasing two Waka Ama with trailers \$26,106.52

6.3 Business Academy

No report this month

6.4 Health & Safety

No report this month

6.5 Student Report

No report this month

6.6 Staff Report

Michael presented feedback from staff survey on the digital device policy that we implemented at the start of Term 2. 64 responses to the survey

Overall, a positive response to the policy. Key highlights include 81% felt the policy was effective at reducing inappropriate use of devices; 86% felt the policy was effective when it came to improving engagement / learning; effect on Hauora is mixed (65% seeing a positive effect; 35% reporting a negative effect on Hauora).

Different themes identified in the open question space. Identified areas of inconsistency re: application of the policy where some staff are being proactive, and others are not engaging. Issues re: phone zone access; use of the space; consequences etc.

Discussion re: using the Operation Piki atu ki te Rangī; importance of consistency and making sure phone zone is open as stated.

Offer to support setting up student survey.

Overall identified phone policy as having been a positive change.

Moved Richard Thornton /John Ikinpe

That the staff report be accepted

CARRIED

7. POLICIES FOR REVIEW:

7.1 Safety Checking

7.2 Police Vetting

7.3 Timetable (Michael Trevelyan)

Safety Checking and Police Vetting for Non-Teachers

- Assure the board that all children's workers employed or engaged by the school have been safety checked before their appointment. Confirm that children's workers have been safety checked as required within 3 years of the previous check.
- Assure the board that any non-teaching staff (who are not registered teachers or holders of a limited authority to teach) are police vetted, and any contractors and their employees have been police vetted if they may have unsupervised access to students during normal school hours. Confirm that police vets have been completed every 3 years.

Assurance Response: Yes – all children's workers have been safety checked before their appointment; all non-teaching staff, contractors & their employees have been police vetted. 3-year cycle implemented

Teacher Registration, Certification, and Police Vetting



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- Assure the board that all teachers are registered and hold a current practising certificate, or have a limited authority to teach, and are therefore police vetted. Confirm that any provisionally certificated teachers have received appropriate induction and mentoring.

Assurance Response: Yes – all teachers are registered with current practising cert or LAT and police vetted. We have a new teachers induction & mentoring programme.

Performance Management

- Assure the board that the school annually assesses the principal against professional standards, and regularly assesses the performance of teachers.

Assurance Response: Yes – currently being undertaken for both Principal and teachers.

Appointment Procedure, Staff Conduct and Professional Development

Assure the board that procedures for staff selection and appointment are being implemented correctly, including identity and registration checks, and board delegation for appointment committees. Confirm that supporting policies for induction, staff conduct, and professional development are being implemented.

Assurance Response: Yes – procedures and policies are being followed and implemented

Equal Employment Opportunities

- Assure the board that the school complies with the Equal Employment Opportunities (EEO) policy and that a statement on EEO is included in the annual report (including any issues from the previous year).

Assurance Response: the school complies with the EEO policy to provide equal access and consideration and equal encouragement in areas of recruitment, selection, promotion and career development.

Child Protection and Abuse Recognition and Reporting

Assure the board that the Child Protection policy is in use, being implemented correctly, and is publicly available.

Assure the board that staff are engaged with the Abuse Recognition and Reporting policy, including indicators of abuse and procedures for reporting abuse.

Assurance Response: The Child Protection policy is in use and implemented correctly; it is accessible via Schooldocs with plans to place it directly on the Website for easier accessibility. Staff are engaged with Abuse Recognition & Reporting policy.

Manaia to identify the areas that need to be addressed re: assurances / school docs summary sheet

8. TRIPS:

- 8.1 JAM Leadership Camp – 8 -12 July 2024 FINAL APPROVAL
- 8.2 TRF Term 2 Tongariro Camp 15-19 July 2024
- 8.3 TRF Term 2 Careers Camp 8 July 2024 – 12 July 2024 (Wesley College)
- 8.4 O3OED Camp – 21 -23 August 2024 (Waharau)
- 8.5 Te Ara Hou Camp 26-28 August 2024 (Camp Adair)
- 8.6 Big Sing Cadenza – TBC 23 -26 August 2024 (Rotorua) (changed to the Big Sing – to be reviewed)

Moved Richard Thornton / John Ikinpe

That all trips except for Big Sing be approved.

CARRIED



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9. GENERAL BUSINESS

9.1 AGM Business Academy

We will be going to have a Business Academy AGM – with a financial report to come to be signed off. Report will be circulated to the Board before the next meeting.

10. PERSONNEL (including in committee)

Moved Talia Brown/ Richard Thornton *Moved into in-committee at 6.47 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.

Moved Talia Brown / Michael Trevelyan *Moved out of in-committee at 7.08 pm* **CARRIED**

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	Moved to July Meeting
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	Moved to July Meeting as a special topic

Meeting concluded at 7.10 pm

Future Board Meeting Dates:

Finance Committee Meeting – Thursday 25 July– 7.30am

Board meeting – Monday 29th July- 5pm



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CHAIRPERSON

DATE

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