



Manurewa High School
Board of Trustees Meeting
..., 5:00pm
Monday 29 July 2024 (online and in S1-S4)

Meeting Minutes

Present: Talia Brown Presiding Member
Donna Cowley, John Ikinepe, Pete Jones, Richard Thornton, Michael Trevelyan, Penina Ifopo (online)
Board Secretary – Manaia Laulu

Opening Karakia

1. APOLOGIES:

Taniara Lavea

Laina Mana’o

Moved Richard Thornton / Donna Cowley

CARRIED

2. CONFLICTS OF INTEREST:

None currently

3. SPECIAL GOVERNANCE TOPICS:

3.1 Hauora Sabbatical Research Feedback – Katie Spraggon

- Working with Tuuturu
- What is Wellbeing
- Hauora – used across multiple spaces allowing for interconnectedness and wellbeing
- How data was collected
- What has the data told us?
 - Students, staff and whaanau overwhelmingly agree that we as a school value and support aakonga Hauora
 - Identified three top themes for Whaanau; students; staff
- Regular Hauora Check-ins
- Next steps

Walk through on 21st August 2024 for staff to look at the insights

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING held 24 June

Matters Arising:

Moved Talia Brown / Donna Cowley

That the documents regarding the Presiding member role be accepted as reviewed (Meeting Action 3.1).

CARRIED

Moved Talia Brown / Donna Cowley

That the Meeting Action 3.2 is lined up with the completion of Katie Spraggon’s ongoing research work and Manaia Laulu’s work in reviewing the staff induction & staff exiting.

CARRIED



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Moved Talia Brown / Donna Cowley

That minutes be accepted

CARRIED

5. CORRESPONDENCE

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

Correspondence received from Karen Hadfield re: Returning officer appointment for student election

Moved Talia Brown / Donna Cowley

That Karen Hadfield be appointed Returning officer for 2024 Student Representative Elections.

CARRIED

Moved Talia Brown / Michael Trevelyan

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

CARRIED

6. REPORTS:

6.1 Principal's Report

Matters arising:

New Zealand uniforms contract – review and discussion

Moved Talia Brown / Michael Trevelyan

To renew the contract for 3 years with an option to renew another 2 more years (total of 5)

CARRIED

Moved Pete Jones / Richard Thorton

That the Principal's report be accepted

CARRIED

6.2 Finance Report

- **Note:** The June month Manual Journal entry report was reviewed and approved
- **Recommendation:** The audit contract for the upcoming three-year period is currently under review by AOG. The Finance Committee has recommended that we continue with our current auditor for another three years. (The financial committee sees no substantial reason to change auditors at this time. Retain the current auditors will avoid the need for onboarding new auditors and explaining the school's process from the beginning)
- **Recommendation:** The finance committee is recommending to the Board that the school provide a subsidy of \$5,500 towards the School Ball tickets. This subsidy will help ensure that the ticket price remains under \$100 for up to 200 students so that more students can attend the ball, promoting inclusivity and participation in school events.
- **Recommendation:** The Rewaken Polycation Choir has been selected to compete in the Finale of the Big Sing Choir competition in Wellington, Scheduled for August – a



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significant honour and achievement. This selection follows their successful performance at the Auckland Big Sing Regionals in early June this year. The Choir group is requesting a contribution of between \$10,000 and \$15,000 from the school to support their participation in the finale. The finance committee has positively reviewed the request and discussed potential sources of funding to support the Choir.

- **Note:** The board-owned assets are covered by the school's insurance provider. A comprehensive list of the insurance covers for these assets will be provided to the finance committee at the next meeting

Note: An updated project list, including budgeted costs and amounts spent, will be provided, by email, following discussions at the current July Board meeting.

Moved Richard Thornton / Michael Trevelyan

That the recommendations from the Board Finance Committee meeting held 25 July 2024, are approved as noted above and the finance report is accepted

CARRIED

6.3 Business Academy

No report this month

6.4 Health & Safety

First Aid course held during the Term break – 13 staff completed the theory and practical course.

Health and Safety External Audit will be held from 26th – 30th August.

Moved Michael Trevelyan / John Ikinpe

That the Health and Safety Report be accepted

CARRIED

6.5 Student Report

No report this month

6.6 Staff Report

No report this month

7. POLICIES FOR REVIEW:

- 7.1 Concerns & Complaints
- 7.2 Media
- 7.3 Performance Management

Manaia to check which policies need to be easily accessed on our school website and set that up (recommendations)

8. TRIPS:

- 8.1 JAM Leadership Camp – 8 -12 July 2024 FINAL APPROVAL
- 8.2 TRF Term 2 Tongariro Camp 15-19 July 2024



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- 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

CARRIED

That all trips except for Big Sing be approved.

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 Michael Trevelyan / John Ikinpe

Moved into in-committee at 7.13 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 7.28pm

CARRIED

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 22 August– 7.30am

Board meeting – Monday 26th August- 5pm

CHAIRPERSON

DATE

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