



Manurewa High School
Board of Trustees Meeting
5:00pm Monday 26 August 2024
S1-S4

Meeting Minutes

Present: Talia Brown– *Presiding Member*
Talia Brown, John Ikinape, Pete Jones, Ryan King, Laina Mana’o, Michael Trevelyan
Board Secretary – Manaia Lau

Opening Karakia

1. APOLOGIES:

Penina
Richard
Taniara

Moved Michael Trevelyan / Donna Cowley

CARRIED

That the apology is accepted

2. CONFLICTS OF INTEREST:

None currently

3. SPECIAL GOVERNANCE TOPICS:

3.1 Deputy Principal Shortlisting

Moved in-committee Peter Jones / Michael Trevelyan 5.10pm

Moved out of committee Peter Jones/ Michael Trevelyan 5.39pm

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING held 29 July 2024

Matters Arising:

Moved Michael Trevelyan/ Donna Cowley

CARRIED

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

5. CORRESPONDENCE

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

Moved Michael Trevelyan / Laina Mana’o

CARRIED

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

6. REPORTS:

6.1 Principal’s Report

Tabled / questions on discussion points

- Luisa Magasiva



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- Utsunomiya Visit
- Teachers Council AI Symposium
- Top of South Island Principals
- School Lunch Programme Update
- Property Update
- Term 3 Data Tracking Meetings / NCEA Progress Update
- NCEA Data Overview
- NCEA Level 1 Feedback
- Language Weeks 2024
- Staff Absences
- Operation Piki atu ki te rangi
- #mhsmonthlyhighlights
- Staffing

Moved Pete Jones/Michael Trevelyan

That the Principal's report is accepted

CARRIED

6.2 Finance Report

Recommendations from the Board Finance Committee, meeting held 22 August 2024

- Rano Community Trust To purchase 3 x Disc Sanders (\$971.30) and 2 x 14" Bandsaws (\$3,070) = \$4,041.30

Moved Donna Cowley / John

That the recommendation above from the Board Finance Committee meeting held 22 August 2024, is approved and the finance report is accepted

CARRIED

6.3 Business Academy

No report

- Next Business meeting 18 September

6.4 Health & Safety – no report

6.5 Student Report – no report

6.6 Staff Report – no report

7. POLICIES FOR REVIEW:

- 7.1 Professional Development Laina
- 7.2 Protected Disclosure Laina
- 7.3 Staff Conduct
- 7.4 Staff Leave

8. TRIPS:

- 8.1 Spain Trip 2025 – (Wednesday 25th June 2025 – Monday 7th July 2025)



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- 8.2 JAM’s longest day - 14-15 August 2024 (approved via email)
- 8.3 Term 3 Te Ahikaaroa Kapahaka -16-17 August 2024(approved via email)
- 8.4 Big Sing Finale – Wellington-28 August – 1st September 2024 (approved via email)
- 8.5 Te Taitokerau T3 Wk 9 2024- 25-29 September 2024 (initial BOT approved via email)
- 8.6 O2LPE Overnight Camp 26-28 August 2024 (approved via email)
- 8.7 TRF Totara Springs Camp 7-11 October 2024
- 8.8 Term 3 Leadership Holidays Waananga 9-10 October 2024

Moved Michael / John

CARRIED

That the above trips are granted approval

9. GENERAL BUSINESS

- 9.1 Special General Meeting -12th October 2024 – Manurewa High School Representative will be Richard Thornton
- 9.2 BOT email addresses – for cyber safety security; school email addresses will be used for Board of Trustees members to access the BOT TEAMS folder. Manaia will email each member their individual updated school email address and temporary password. Effective from 2nd September 2024.
- 9.3 Confirmation of Election date for Board of Trustees Student Representative Election for 19th September 2024

Ryan King left the meeting

10. PERSONNEL (including in committee)

Moved John Ikinape/ Michael Trevelyan

Moved into in-committee at 6.10 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 / Laina Mana’o

Moved out of in-committee at 6.25pm

CARRIED

That the board move out of in-committee

Meeting Actions:

Agenda Item	Action	Who	Due	Status



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Meeting concluded at ... pm

Future Board Meeting Dates:

Finance Meeting – Thursday ... 2024, 7:30am

Board Meeting – Monday ... 2024, 5:00pm

CHAIRPERSON

DATE

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