



Manurewa High School
Board of Trustees Meeting
..., 5:00pm
Monday 4th November 2024

Meeting Minutes

Present: Talia Brown – *Presiding Member*
Talia Brown, Donna Cowley, Penina Ifopo, John Ikinpe, Pete Jones, Ryan King, Arnav Prasad, Laina Mana’o, Richard Thornton, Michael Trevelyan
Board Secretary – Manaia Lulu

Opening Karakia

Acknowledgment of the sudden loss of Prerak Patel – co-ICT Leader on Saturday 26th October 2024.

1. APOLOGIES:

Arnav Prasad

Moved Talia Brown / Donna Cowley
That the apologies are accepted

CARRIED

2. CONFLICTS OF INTEREST:

None currently

3. SPECIAL GOVERNANCE TOPICS:

3.1 No special topic in lieu of the Saturday morning Strategic Hui – please read 2024 progress report in advance and revise your understanding of Te Ara o Taawhaki (student leaders explanation video uploaded into our TEAMS folder)

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING held 30 September

Matters Arising:

Changes to be made – in General Business

9.4 *Draft Terms of Reference for Pacific Advisory Group (PAG) MHS*

This document was drafted in response to the queries put forward by community members approached to consider joining the Pacific Advisory Group. Concerns raised by Penina that this was not a culturally responsive approach to creating terms of reference – that it should be created with the Pacific Advisory Group.

That the remuneration stipend be referred to the Finance Sub-committee for approval. Agreed to by all

Moved Talia Brown/ John Ikinpe

That the minutes and public excluded minutes of the previous meeting held 30 September 2024, having been distributed, are approved

CARRIED

5. CORRESPONDENCE

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

Moved Penina Ifopo / Michael Trevelyan

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

CARRIED



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6. REPORTS:

6.1 Principal's Report

Tabled / questions on discussion points

- School Lunch Programme Update
- Term 4 Data Tracking Meetings / NCEA Progress update
- Trades Academy Data
- Language Weeks 2024
- Operation Piki Atu ki te Rangi update
- Term 4 Calendar Events

Moved Pete Jones/ Laina Mana'o

That the Principal's report is accepted

CARRIED

6.2 Finance Report

Recommendations from the Board Finance Committee, meeting held 31 October 2024.
Property project – re: Pasifika Fale – we need to put the information on the website to get feedback from previous participants in consultation & the current participants in the school

Moved Richard Thornton / Michael Trevelyan

That the recommendations above from the Board Finance Committee meeting held 31 October 2024, are approved and the finance report is accepted

CARRIED

6.3 Business Academy

November Board Report

Tabled / questions on discussion points

- Maara – Harakeke / expanding customer base / community hangi
- Makerspace
- Passport to Employment
- Waananga
- Nestle Cook for Life
- Kiwibank Office Visit
- HP Office Visit
- Techstep & Vaaka 3D Printing Workshop
- Buzzly Launch
- HP Internships

Moved Ryan King / Penina Ifopo

That the Business Academy Report be accepted

CARRIED

6.4 Health & Safety

Audit Report will be presented at the next meeting

6.5 Student Report – no report

6.6 Staff Report – no report



7. POLICIES FOR REVIEW:

- 7.1 Expenditure
- 7.2 Asset Management & Protection (Board)
- 7.3 Property Planning & Maintenance
- 7.4 Prevention of Bribery, Corruption, Fraud & Theft

8. TRIPS:

- 8.1 Final Noho Ahurea Tino Rangatiratanga Kapahaka Competition 18-19 October (approved via email)
- 8.2 MHS Te Ahikaa & Kuki Airani Indigenous Curriculum Trip to Rarotonga & Aitutaki 29 July – 8 August 2025 – recommend to connect with other schools – Approved in principle
- 8.3 Young Enterprise Scheme National Trip – Wellington 5th – 6th December 2024 BOT approved 1st stage

Moved Penina Ifopo / Richard Thornton
That the above trips are granted approval

CARRIED

9. GENERAL BUSINESS

10. PERSONNEL (including in committee)

Moved Talia Brown/ Donna Cowley *Moved into in-committee at 6.59 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

Moved Talia Brown /John Ikinpe
That the board move out of in-committee

Moved out of in-committee at 7.14 pm

CARRIED



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Meeting Actions:

Agenda Item	Action	Who	Due	Status
9.4	Draft Terms of Reference for Pacific Advisory Group (PAG) MHS be further workshopped	Board		

Meeting concluded at 7.14 pm

Future Board Meeting Dates:

Finance Meeting – Thursday 22nd November 2024, 7:30am

Board Meeting – Monday 25th November 2024, 5:00pm

CHAIRPERSON

DATE

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