



Manurewa High School
Board of Trustees Meeting
..., 5:00pm
Monday 24th February 2025

Meeting Minutes

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

Opening Karakia

Annual General Meeting

Election of Chairperson (annual requirement at first BOT meeting of the year)
Pete Jones acting as interim Chairperson called for nominations for Chairperson
Nomination received for Talia Brown by Richard Thornton / Seconded Michael Trevelyan
No Further nominations, nominations closed. Vote conducted. Carried.
Talia Brown duly elected Chairperson 2025.
Talia Brown accepted the appointment. Meeting continued under the chair of Talia Brown.

Deputy Chairperson role agreed – Laina Mana’o

Remaining on the Finance committee – Richard Thornton

1. APOLOGIES:

None

2. CONFLICTS OF INTEREST:

None currently

3. SPECIAL GOVERNANCE TOPICS:

3.1 Annual General meeting

3.2 ERO Timeline

Discussion re: timeline for ERO visit 3rd -5th March; reminder re: BOT meeting with ERO
team members on March 3rd at 5pm
Discussion answering the ERO questions to the BOT – reviewing the document

3.3 Board Assurance Statements and Self Audit Checklists (BAS)

Manaia went over the Board Assurance statements and checklists which covered Board
administration; Curriculum; Health, safety and welfare and Personnel

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING held 25 November 2024

Matters Arising: none

Moved Michael Trevelyan / Second Laina Mana’o

CARRIED

That the minutes and public excluded minutes of the previous meeting held 25 November
2024, having been distributed, are approved



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5. CORRESPONDENCE

The correspondence on the attached schedule given to the Board is received and ratified
No correspondence received

6. REPORTS:

6.1 Principal's Report

Tabled / questions on discussion points

- ERO visit 3rd-6th March
- 2024 Provisional NCEA Results
- School Lunch Programme Update
- Maara Fresh

Moved Pete Jones / Second Richard Thornton

CARRIED

That the Principal's report is accepted

6.2 Finance Report

Recommendations from the Board Finance Committee, meeting held 20th February 2025.

- The school's 2024 draft financial statement has been finalized and will be submitted for audit before the due date of March 31st. The profit and loss statement for Manurewa High School for the year ending December 31, 2024, reveals a strong financial performance, and the overall financial health of the school remains optimistic, suggesting effective financial management and strong revenue streams.
- **Note:** Recommend that the Board approve the final Budget for 2025 and 2024 Financials
- **Note:** Increase Enrolments- Conversations with the ministry regarding increased enrolment in the school, with a high proportion of in-zone students attending this year compared to previous years. This has led to challenges in managing resources and classroom space.
- **Note:** Tree removal and maintenance – Mature trees around the school impact building foundations and pose risks during severe weather events. The school is waiting for a report to determine the priority order for tree removal and the ministry's involvement in funding the process.
- **Note:** Capital Expenditure - The finance committee reviewed the capital expenditure for the previous year, which amounted to \$ 3.6 million. and covered several significant projects and upgrades that have enhanced the school property i.e. Turf cover, Pool cover, extra carparking, changing sheds, front gate and building enhancements. The Finance committee are satisfied that it has been money well spent and in line with the Board approved Projects list.
- **Note:** Cash flow management – The finance committee emphasized the importance of continuing to manage cash flow carefully during 2025, following the large spending in 2024, especially with the potential delay in ministry payments related to the building projects and our reduced reserve.

Approval for grant applications as follows:

New Zealand Community Trust: Towards the salaries of three Guidance Counsellors \$45,000

Grassroots Trust: For two terms of driver training for students \$32,500

Pub Charity Ltd: To install digital sign at school gate \$49,232

BlueSky Community Trust: To purchase 4 x Chromebook charging/storage lockers \$12,450



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One Foundation: To purchase 50 x desktop computers for \$36,000

Trillian Trust: To purchase 50 x desktop computers for \$36,000

Moved Richard Thornton/ Second Penina Ifopo

CARRIED

That the recommendations above from the Board Finance Committee meeting held 20th February 2025, are approved and the finance report is accepted

6.3 Business Academy no report

6.4 Health & Safety – no report

6.5 Student Report – no report

6.6 Staff Report – no report

7. POLICIES FOR REVIEW:

7.1 Health, Safety and Welfare Policy (Laina Mana'o)

7.2 Safety Management Policy (Richard Thornton)

8. TRIPS:

	<i>Overnight Trip</i>	<i>Dates</i>	<i>Location</i>	<i>Information</i>
8.1	Te Ahikaa Induction Camp	28/01/2025-31/01/2025	Te Awamarahi Marae, Onewhero 2693	Via Email 28/01/2025
8.2	Rugby Preseason Camp	03/02/2025 -05/02/2025	Manurewa High School	Via Email 01/02/2025
8.3	02TAUS 03TAUS (Uniformed Services)	19/02/2025 – 21/02/2025	North Piha Surf lifesaving club	Via Email 17/02/2025
8.4	Noho for Te Ahikaaroa and Te Ahikoomau	Various – first one: 22/02/2025-23/02/2025	Manurewa High School	Via Email 13/02/2025
8.5	Volleyball Premier Boys	23/03/2025-29/03/2025	Arena Manawatu, Palmerston North	Initial approval
8.6	Waka Ama NZSS Nationals	23/03/2025-29/03/2025	Lake Tikitapu, Rotorua	Final approval
8.7	TRF Motu Moana Camp Term 1	07/04/2025-11/04/2025	Motu Moana Camp – Blockhouse Bay	Initial approval

Moved Laina Mana'o / Second Arnav Prasad

CARRIED

That the above trips are granted approval

9. GENERAL BUSINESS

9.1 Pasifika Advisory Board Workshop Timeline

Review of timeline for Pasifika Advisory Board

Recommend using the various forms of communication to connect with the community

- Pasifika Radio stations
- Churches
- Polyfest practices where parents are waiting for their students to finish practice

9.2 Poowhiri for incoming Co-Presiding member Tori Ngataki

Date to be confirmed

Ryan King left the meeting

10. PERSONNEL (including in committee)



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Moved Talia Brown / Second Laina Mana’o *Moved into in-committee at 6.58 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 / Second Laina Mana’o *Moved out of in-committee at 7.04 pm* **CARRIED**

That the board move out of in-committee

Meeting Actions:

Agenda Item	Action	Who	Due	Status

Meeting concluded at 7.04 pm

Future Board Meeting Dates:

Finance Meeting – 20th March 2025 8.00am

Board Meeting – 24th March 2025- 5:00pm

CHAIRPERSON

DATE

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