



Manurewa High School
Board of Trustees Meeting
..., 5:00pm
Monday 25th November 2024

Meeting Minutes

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

Opening Karakia

1. APOLOGIES:

Michael Trevelyan

Moved Donna Cowley / Richard Thornton
That the apology is accepted

CARRIED

2. CONFLICTS OF INTEREST:

None currently

3. SPECIAL GOVERNANCE TOPICS:

3.1 Draft 2025 Budget – to be discussed in Finance Report

3.2 Fale Feedback

Moved Richard Thornton / John Ikinpe

CARRIED

That the discussion be held re: decision process be held

Feedback sought from community via website & whaanau comms; one piece of feedback re: location otherwise no other feedback received
Process discussed including timelines and working with Project Manager & costings

Moved Richard Thornton / John Ikinpe

CARRIED

That the BOT approves the funding and go ahead of the Fale project

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING held 4th November 2024

Matters Arising: no matters arising

Moved Donna Cowley / Penina Ifopo

CARRIED

That the minutes and public excluded minutes of the previous meeting held 4th November 2024, having been distributed, are approved

5. CORRESPONDENCE

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

Moved Donna Cowley / Penina Ifopo

CARRIED

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



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6. REPORTS:

6.1 Principal's Report

Tabled / questions on discussion points

- Education Review Office Visit has been confirmed for week beginning 3 March 2025
- Pre-visit with BOT to be confirmed for 28 January 2025 (online TEAMS)
- Term 4 Data Tracking Meetings / NCEA Progress update
- Language Weeks 2024
- Meeting with Mana Whenua Representative – Tori Ngataki
- Attendance data to be sent out
- Reminder re: prize giving events over the next two weeks

Moved John Ikinepe / Laina Mana'o

CARRIED

That the Principal's report is accepted

6.2 Finance Report

Recommendations from the Board Finance Committee, meeting held 21 November 2024

- The finance committee recommended to the board to accept the draft budget for 2025.
- Resolution to apply for grant application to BlueSky Community Trust:
To provide one term of Digikor (\$4348.75), Cybernix (\$5217.39) & Cross Fit classes (\$9300.00) = \$18,866.00
(approved via email 23 November 2024)

Discussion re: draft budget 2025; property feedback

Moved Richard Thornton / Donna Cowley

CARRIED

That the recommendations above from the Board Finance Committee meeting held 21 November 2024 are approved and the finance report is accepted

6.3 Business Academy - no report this meeting

6.4 Health & Safety

- Health and Safety Management System Audit prepared by Jaimee McDonald of Harrison Tew Emergency Planning Specialists tabled
- Recommendations summarised and presented by Manaia via a Matrix outlining the three main areas of Risk Analysis & Management, Professional Development & Hazardous Substances
- All urgent and immediate recommendations have been addressed and all other recommendations have been placed on the matrix outlining timelines, who is responsible and how they will be achieved
- EOTC fatality mindset PLD will be running another session
- Work addressing asbestos issues being done over this term break as it was brought to the immediate attention of MOE as part of this report audit

Moved Penina Ifopo / Richard Thornton

CARRIED

That the Health & Safety report is accepted

6.5 Student Report – no report

6.6 Staff Report – no report



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7. POLICIES FOR REVIEW:

No policies to be reviewed for this meeting

8. TRIPS:

- 8.1 Samoa Malaga: 18-26 September 2025 – initial BOT approval to commence the planning
- 8.2 Spanish Trip – 29th September - 9th October 2025 -change of dates
- 8.3 Student Whaanau Leadership Camp – Waharau 24-26 January 2025 – initial BOT approval
- 8.4 Japan Trip 2025 – Week 10 Term 3 (Monday 22nd September 2025 - Wednesday 01 October 2025) -initial BOT approval
- 8.5 YES Awards Wellington: 5th -6th December 2024 - Final BOT approval
- 8.6 Te Ahikaa Induction Camp 2025 – Tuesday 28th -Friday 31st January 2025 – Initial BOT approval

Discussion held re: timings & coverage for overseas trips; costs etc.

Moved Richard Thornton / Penina Ifopo

CARRIED

That the above trips are granted approval as per requested

9. GENERAL BUSINESS

- 9.1 BOT Dinner: Details to be confirmed via email
- 9.2 Next BOT meeting re: ERO – online 28th January 2025

Ryan King left the meeting

10. PERSONNEL (including in committee)

Moved P Ifopo / Second R Thornton

Moved into in-committee at 6.15 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 P Ifopo / Second R Thornton

Moved out of in-committee at 6.35 pm

CARRIED

That the board move out of in-committee

Meeting Actions:

Agenda Item	Action	Who	Due	Status
9.4	Draft Terms of Reference for Pacific Advisory Group (PAG) MHS be further workshopped (September 2024)	Board		



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Meeting concluded at 6.36 pm

Future Board Meeting Dates:

Finance Meeting – Thursday 23 January 2025, 7:30am (to be confirmed)

Board Meeting – Tuesday 28 January 2025, 5:00pm

CHAIRPERSON

DATE

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