



**Manurewa High School**  
**Board of Trustees Meeting**  
**..., 5:00pm**  
**Monday 24<sup>th</sup> March 2025**

**Meeting Minutes**

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

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Opening Karakia

**1. APOLOGIES:**

None

**2. CONFLICTS OF INTEREST:**

None currently

**3. SPECIAL GOVERNANCE TOPICS:**

**3.1** Tori Ngataki Welcome and Whanaungatanga

Thank you to Psalm for a beautiful karanga; and it was wonderful to be at the full school poowhiri; whanaungatanga

Welcome to Tori Ngataki – we look forward to working together

**3.2** ERO Visit Feedback

We have received the unconfirmed report and have 10 days to respond.

Focus is on the factual aspects that we would challenge and respond to.

Manaia to set up a document where BOT members can note their feedback.

Pete will then take the feedback to formulate response to the unconfirmed report.

Once the final response has been decided and then Talia will send the final response by end of next week

Then we wait for their feedback to our responses

Discussion around attendance

We will look to have a session with the Whare Whakatau Team to come and share with the BOT how we can better educate our community about attendance

**4. PREVIOUS MINUTES:**

**4.1 MINUTES OF PREVIOUS MEETING held 24 February 2025**

Matters Arising: none

**Moved Donna Cowley / Michael Trevelyan**

**CARRIED**

That the minutes and public excluded minutes of the previous meeting held 24 February 2025, having been distributed, are approved

**5. CORRESPONDENCE**

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

**Correspondence from S Miller**

**Talia Brown to respond on behalf of BOT**



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**Moved Richard Thornton / Michael Trevelyan**

**CARRIED**

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

**6. REPORTS:**

**6.1 Principal's Report**

Tabled / questions on discussion points

- Mana Whenua Poowhiri for Tori Ngataki
- **ERO visit 3rd-6th March**
- Learning Area Puuraakau Online Hui
- **Property update –**
  - Trees issue – refer to reports identifying trees to be removed and process moving forward regarding this
  - Meeting with MOE next week about Property
  - Primary Connect building resource consent behind the school; need to get feedback; need to get a timeframe of when this will happen.
  - Tori to lead getting the information re: around this matter
  - Consider providing a BOT stand – getting community feedback re: our position about the consent; Attendance information; Co-governance information
  - Question about how we manage attendance trends after Polyfest finishes; looking at maintaining level of engagement via Waananga; how to measure the time that students spend practicing for Polyfest – take it as part of learning (days and days of learning); start collecting data to support the justification of attendance; checking with TIC of groups to log all the time spent by students in practices
- We are 134 over our code re: attendance

**Moved Pete Jones / Second Laina Mana'o**

**CARRIED**

That the Principal's report is accepted

**6.2 Finance Report**

Recommendations from the Board Finance Committee, meeting held 20<sup>th</sup> March 2025.

**Note:** The 2024 Draft financial statement is ready and circulated to the finance committee team before submitting to the auditors

**Note:** Highlighted the need to remove mature trees around the school due to safety concerns and damage to the concrete and building. The team is negotiating with the ministry to cover the cost, which is estimated to be under \$30,000.

**Note:** The school lunch program notes that the current funding is sufficient for this year but may face challenges next year if the funding amount is reduced.



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**Note:** For the carving project, the supplier is waiting for a painting quote, and the repaired carving is ready to be installed once the painting is done.

**Note:** Ministry payment delay for the ministry-completed building projects, and the school is chasing the payment.

**Recommendation:** The finance committee agreed to support the senior boys' volleyball team with \$1,300 to help their expenses for the national champs, which is in line with the funding rules.

**Recommendation:** The finance committee agreed to support staff members who made the New Zealand 30s tag team. The committee agreed to provide a \$250 contribution towards the expenses, considering it a local international event.

Discussion:

Timeline re: the building of the Fale Pasifika

Need to find the surveyors report instead of paying for a new report

Approval for grant applications as follows:

**Moved Richard Thornton/ Second Donna Cowley**

**CARRIED**

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

### **6.3 Business Academy Report**

Report tabled with discussion points:

- Trades classes in the Maara
- Give a Little page
- Maara Fridge
- Makerspace programme
- Tech Internship Programme
- Year 10 Waananga
- 65<sup>th</sup> Reunion Event
- EY Skills Passport – Launch
- UK PTech
- UOA Business School Scholars – Introduction Session

**Moved Ryan King/ Psalm Mahanga & Arnav Prasad**

**CARRIED**

The Business Academy report is accepted

**6.4 Health & Safety – no report**

**6.5 Student Report – no report**

**6.6 Staff Report – no report**

## **7. POLICIES FOR REVIEW:**

**7.1 Risk Management**

**7.2 Worker Engagement, Participation and Representation**

**7.3 Health Care**



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*Board Assurances: School Planning & Reporting; Learning Support; Health Education*

**8. TRIPS:**

	Overnight Trip	Dates	Location	Information
8.1	Tahitian Group Sleepover	21-22 March 2025	Manurewa High School	Initial Approval (via email 18/03/2025)
8.2	Tahitian Group Sleepover	21-22 March 2025	Manurewa High School	Final Approval (via email 20/03/2025)
8.3	TRF Motu Moana Camp Term 1	7 – 11 April 2025	Blockhouse Bay	Final approval
8.4	Senior HPS Waharau Camp	30 April – 2 May 2025	Waharau Camp	Initial approval 70 students; 5 staff; swimming activities (Beach – no waves, rips – its shallow; stream depth waist height)
8.5	01 LPE Camp	7-9 May 2025 14-16 May 2025	Waharau Camp	Initial approval 161 students across two camps. 5 staff on first camp – 82 students; 6 on second camp – 83 students Swimming activities (Beach – no waves, rips – its shallow; stream depth waist height)
8.6	02 Geo Tongariro Camp	14 – 16 May 2025	Tongariro National Park	Initial approval 58 students; 5 staff Water activities – experimental work in streams
8.7	Samoa Malaga	17-27 September 2025	Savaii, Samoa	Initial approval 22 students; 2 staff; swimming activities
8.8	Spain Tour	29 September – 11 October 2025	Barcelona, Salamanca, Madrid – Spain	12 students; 3 staff Swimming activities – Costa Brava beach

**Moved Laina Mana'o / Second Arnav Prasad**

That the above trips are granted final / initial approval as indicated

**CARRIED**

**9. GENERAL BUSINESS**

**No general business**

Ryan King left the meeting

**10. PERSONNEL (including in committee)**

**Moved Talia Brown / Second Laina Mana'o**

*Moved into in-committee at 6.40 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



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**Meeting Actions:**

Agenda Item	Action	Who	Due	Status

**Meeting concluded at 7.04 pm**

**Future Board Meeting Dates:**

Finance Meeting – 24 April 2025 8.00am

Board Meeting – 28 April 2025- 5:00pm

**CHAIRPERSON**

**DATE**

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