Manurewa High School
Board of Trustees Meeting
…, 5:00pm
Monday 23rd June 2025

Meeting Minutes

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

Board Secretary – Manaia Laulu

Opening Karakia

1. APOLOGIES:

Tori Ngataki
Penina Ifopo – absent

Moved John Ikinepe / Arnav Prasad **CARRIED**

2. CONFLICTS OF INTEREST:

None currently

3. SPECIAL GOVERNANCE TOPICS:

3.1 Educational Changes Presentation

- Pete presented the educational changes coming up and how they can potentially affect our Kura.

3.2 10YPP Property Plan

- Three levels - P1/P2/P3
- P3: looking to refurbishment
- Challenges re: getting enough funding to refurbishment esp. P block and E block.
- Supplementary funding request is to be signed and submitted.
- 5YA available from 1st July
- If we are unsuccessful in our request, then we need to find alternatives to alert MOE re: urgency for refurbishment esp. given the lack of teaching rooms for significant role growth that is impacting our students.

Moved Pete Jones/Michael Trevelyan **CARRIED**
Accept the 10YPP Property Plan, it is signed off and submitted asap; that we are looking at what we can do to in case the MOE is not responsive; the Networking Team will look for possible options that can be optioned and what is to be prioritised.

4. PREVIOUS MINUTES:

MINUTES OF PREVIOUS MEETING held 26 May 2025
Matters Arising: none
Moved Donna Cowley /Richard Thornton **CARRIED**

That the minutes and public excluded minutes of the previous meeting held 26 May 2025, having been distributed, are approved

5 CORRESPONDENCE

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

Moved Laina Mana'o/ Donna Cowley **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

1. NCEA Progress & Tracking – first round of teacher observations completed
2. Akoranga Conferences – good turnout (average 82 %) with high level of connection wit whanau
3. Language Weeks – highlight of the Filipino Language Week PLD
4. Term 3 SLT Planning & Deputy Principal Appointment Update - welcoming Maria Veronese next term.
5. The Big Sing Auckland Regional Finals – congratulations to Unspoken Choir
6. School Lunch Programme – continuing to work in this space
7. Student Roll is at 2311 (compared to 2204 in 2024).

Moved Pete Jones/Arnav Prasad **CARRIED**
That the Principal's report is accepted

6.2 Finance Report

Recommendations from the Board Finance Committee, meeting held 23 June 2025.

- **Recommendation:** 10YPP Plan. The Finance committee agreed and recommended that the board sign the 10YPP approval letter. The finance committee talked about the challenges of maintaining the school's aging site and the supplementary funding request for additional classroom refurbishments, highlighted the projected classroom shortages in the coming years, and the lack of a plan from the ministry to address this issue. The team discussed the potential impact on the school's capacity and the need for creative solutions.
- **Recommendation:** The school ball venue. The school Ball was cancelled at the original venue, and a new venue needed to be booked. The venue booking increased the cost of and potential need for a board contribution to make the event affordable for the students. The finance committee recommends a minimum of $5,000 and up to $7,500 to subsidize the school ball tickets and manage the solution to ensure the event is viable.
- **Recommendation:** Vending Machine Proposal. The school proposed taking over the staffroom vending machine to generate additional revenue for the school. The finance committee recommended the proposal to acquire the vending machine, and the cost will be $8,500.
- **Note:** International Travel Policy. The school is in the process of reviewing its current travel policy for funding international trips and has proposed adjustments to make it more manageable. The school will present the revised draft policy for the next board meeting. These changes will be effective from 2026.

- **Note:** Meeting Budget. Agree to set up the budget for the Pasifika and Maori advisory group meetings, allowing them to cover their expenses and operate effectively, and will have a discussion with each group.
- **Note:** Drinks Fridge Proposal. The school is proposing to have a drinks fridge in the café and expects to generate additional revenue for the café to offset its operational costs. The café will not sell full-sugar carbonated soft drinks nor full-sugar energy drinks(only selling Educational portfolio drinks) Education Portfolio 2025 CC-50858.pdf. The school is still doing research around this and asking the board's opinion on this proposal.
- **Note:** ICT Audit. In Term 3 or 4 an independent IT qualified organisation will carry out the regular school network and infrastructure audit, aligning with the industry standard of every 5-6 years. This ensure that out IT infrastructure remains current and future ready.

Applications for approval:

- *Rano Community Trust To purchase a Waka Ama Trailer $10,237.35*
- *Four Winds Foundation Towards the salaries of three Guidance Counsellors (Caroline, Rajeshree and Crystal) $39,000*
- *BlueSky Community Trust Towards salary of Partnerships Co-ordinator Te Maara Kai (Levi) $15,000*

Moved Richard Thornton/ Michael Trevelyan **CARRIED**
That the recommendations above from the Board Finance Committee meeting held 19 June 2025, and applications for approval are approved and the finance report is accepted

Business Academy Report
Update on the Maara, Makerspace, Passport to Employment, Waananga, EY Mentoring & Ripples Event, Buzzly Workshops, Deloitte Hackathon and TCS goIT Work Experience.

Moved Ryan King / Richard Thornton **CARRIED**
That the Business Academy Report be accepted

6.3 Health & Safety -no report

6.4 Student Report – no report

6.5 Staff Report – no report

7. POLICIES FOR REVIEW:

7.1 Confirmed that all policies for Term 2 have been reviewed.
7.2 AI policy has been reviewed and accepted with the following recommendations:
7.2.1 Moving forward the policy is reviewed for its operational / procedures
7.2.2 Review to be done again in 2026.

8 TRIPS:

8.1 Cook Islands Trip; 29th July -8th August 2025; Rarotonga; Aitutaki, Cook Islands; 23 students & 7 staff – final BOT approval
8.2 03OED Waharau Camp; 11-13 June 2025; Orere Point; 71 students & 5 staff; final BOT approval (via email)

Moved Arnav Prasad / Donna Cowley **CARRIED**
That the above trips are granted final approval as indicated.

9. GENERAL BUSINESS

9.1 Selecting AGM member
Richard Thornton to be the AGM member at the conference

9.2. Out of zone policy for 2026
9.2.1 dates to be confirmed re: 27th August – closing date and 3rd September as the ballot date
9.2.2 Out of zone number yet to be confirmed due to waiting on data of potential 2026 enrolments from feeder schools; currently estimated to be significantly increased on the 2025 numbers. Due to our increased roll for 2025 (2311 students compared to 2200) we will need to consider very carefully how many out of zone enrolments we can take. Data to be provided at August meeting where the of zone number will be confirmed.

9.3 Proposed Constitution Update – Communications Plan
9.3.1 Comms Plan tabled for review and discussion
9.3.2 Feedback to Manaia by Wednesday 25 June so that comms plan is put in place

9.4 BOT Elections – timeline and Returning officer confirmation
9.4.1 Timeline tabled – election date: Wednesday 10th September
9.4.2 Returning officer: Karen Hadfield
9.4.3 Election Organiser: Manaia Laulu
9.4.4 Confirmation of recommended payment: 50% of base fees & 25% of student fees

9.5 Te Ara Hou Mural Proposal
Moved Richard Thornton / Donna Cowley **CARRIED**
That the mural proposal from Te Ara Hou has been approved

Ryan King left the meeting

10. PERSONNEL (including in committee)

Moved Talia Brown / Michael Trevelyan *Moved into in-committee at 6.29 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 7.25 pm* **CARRIED**
That the board move out of in-committee

Meeting Actions:

Agenda Item	Action	Who	Due	Status
9.3	Feedback to Manaia re: Comms Plan	BOT members	25/6/2025	In progress

Meeting concluded at 7.04 pm

Future Board Meeting Dates:
Finance Meeting 24 July 2025 8.00am
Board Meeting – 28 July 2025- 5:00pm

CHAIRPERSON **DATE**

………………………………………………… **……………..**