



Manurewa High School
Board of Trustees Meeting
..., 5:00pm
Monday 28th April 2025

Meeting Minutes

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

Opening Karakia

1. APOLOGIES:

Pete Jones

2. CONFLICTS OF INTEREST:

None currently

3. SPECIAL GOVERNANCE TOPICS:

3.1 Mana Whenua Co-governance discussion & BOT Stand at Fiafia Night 12th May

BOT Stand at Fiafia Night 12th May

Confirming who is available to be at the stand on Monday 12th May
Apologies from Penina and Talia

Paper presented for discussion - Proposed Co-Presiding Member functions

- To get feedback on the functions as outlined in the paper
- Understanding the role of the Kawenata agreement and its principles
- Request to get the Kawenata agreement to go over re: how it is being implemented (Tori to ask for this)

Co-presiding member function – understanding the journey and process

- Natural next step in our co-governance journey
- - Clarity needed around how the co-governance roles (presiding member, staff & student reps) differ from co-opted roles (Business Academy, mana whenua rep, pacific advisory group rep)
- - Outline of the proposed board structure required for full context
- - Next steps are to share with community, seek consultation and feedback for endorsement
- Comms plan required with timeline of activities and channels, and agreed final messaging

Deputy Presiding Member

- Discussion about the role of Deputy Presiding Member
- Seeking what NZSTA guidelines
- This position is up to each BOT to decide
- Need to confirm Job descriptions for each role (Co-presiding members / Deputy Presiding member)
- Some members support the continued role of the deputy presiding member



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..., 5:00pm
Monday 28th April 2025

- One member saw it as not needed due to the Co-presiding member functions, and because it is not a defined role by NZSTA.

Vote: that the Deputy Presiding Member role remains as part of our BOT structure
Carried – one vote against by Penina Ifopo with reasons as outlined above

Stipends for the role

- Clarification needed for all stipends not just for the Co-presiding member role
- Schedule needed for next meeting for the Finance Sub committee
- Recommendations then given to the BOT

Clarity of role at functions

- Agreement between co presiding members who will speak
- Attendance at significant events is important, and will continue to be supported by the Deputy presiding member and other Board members

Continuity & sub-committees

- Orientation of new BOT members
- Roles on the sub-committees

Signatories & Communications

- As is till after next election
- Board Secretary & Principal to provide paper of actual changes
- Clarity sought re: who is the spokesperson to the Media
- Confirmation re: Schedule of Delegations
- Formalise processes & systems re: media contact etc.

Actions:

- Key messages to be supplied for Board representatives at Fiafia night
- Discussion paper amended for resubmission at the next meeting with comms plan

3.2 Deputy Principal Shortlisting – in-committee

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING held 24 March 2025

Matters Arising: none

Moved /

That the minutes and public excluded minutes of the previous meeting held 24 March 2025, 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 / Arnav Prasad

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

CARRIED

6. REPORTS:



**Manurewa High School
Board of Trustees Meeting
..., 5:00pm
Monday 28th April 2025**

6.1 Principal's Report

Tabled / questions on discussion points – presented by Katie & Nichola

Attendance – 85.9%

- Polyfest 2025 (diversity stage – Americas) – acknowledgement during Fiafia night; letters; food hot chocolate vouchers; budget requirements, e.g. getting professional photos
- ERO Report - positive response to feedback

Moved Katie Spraggon / Second Michael Trevelyan

CARRIED

That the Principal's report is accepted

6.2 Finance Report

Recommendations from the Board Finance Committee, meeting held 24th April 2025.

- **Note:** IT System Upgrade – Recent Switch upgrades, as part of the Ministry project, might cause temporary access issues for some staff.
- **Note:** The 10YPP property planning and projects are currently under discussion with the Ministry of Education, focusing on allocating funds for essential maintenance and classroom upgrades. Urgent classroom refurbishments are in progress, along with the application process for supplementary funding. It is crucial to complete these projects within a year if the funding is approved, as supplementary funding is tagged for a one-year period. The current funding does not account for role growth, and a separate discussion is being held to address the issues of overcapacity.
- **Note:** The Business Academy Budget is currently under discussion, highlighting the importance of having a clear understanding of staffing, funding, and expenses for both the board and funders. The Finance committee chair is working with the Business Academy to achieve clarity.
- **Note:** The Finance committee discussed and recommends that board members attending the Business Academy Meeting, on behalf of the board, should receive a meeting fee similar to other committee meetings.
- **Note:** The annual NZSBA conference was discussed and agreed that there was a need to clarify the rules for attending and a review of the budget for attending conferences, ensuring that group bookings and flights are organized to avoid discrepancies in costs.

Request from Rewaken Choir to start applications for funding for the various competitions – recommendation to support request and also for Rewaken Choir to send letter to BOT requesting support

Moved Richard Thorton / Second Arnav Prasad

CARRIED

That the recommendations above from the Board Finance Committee meeting held 24th April 2025, are approved and the finance report is accepted

6.3 Business Academy Report – no report

6.4 Health & Safety – no report



**Manurewa High School
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..., 5:00pm
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6.5 Student Report – no report

6.6 Staff Report – no report

7. POLICIES FOR REVIEW:

7.1 Visitors

7.2 School Closure

7.3 Emergency Management

7.4 Disaster Management

7.5 Crisis Management

8. TRIPS:

	Overnight trip	Dates	Location	Information
8.1	1 st XV Rugby Overnight	2nd-3rd May	Manurewa High School	1st XV Parent Evening followed by overnight for the team prior to their first game of the season. Team will be onsite the whole time until we depart for our game the next morning around 10:30am. 25 students; 4 staff Initial & final approval
8.2	Reawaken Polycation Choir Trip to the Museum (ANZAC) and sleep overnight @ MHS	24-25 April 2025	Manurewa High School	REWAKEN POLYCATION CHOIR has been selected to perform at the Dawn service on ANZAC day at the Museum (6am -8am) Initial & final approval (via email)
8.3	Senior HPS Waharau Camp	30 April -2 May 2025	Waharau Camp	Final Approval 70 students, 5 staff, swimming activities (Beach no waves, rips – its shallow; stream depth waist height)
8.4	01 LPE Camp	7-9 May 2025 14-16 May 2025	Waharau Camp	Final approval 161 students across two camps 5 staff on the first camp – 82 students; 6 on the second camp – 83 students swimming activities (Beach no waves, rips – its shallow; stream depth waist height)
8.5	02 Geography Tongariro Camp	14-16 May 2025	Tongariro National Park	Final approval 58 students; 5 staff

Moved Richard Thornton /Penina Ifopo

CARRIED

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

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



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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 / Second Laina Mana'o *Moved out of in-committee at 7.04 pm*
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 –22 May 2025 8.00am

Board Meeting – 26 May 2025- 5:00pm

CHAIRPERSON

DATE

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