



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

Meeting Minutes

Present: Laina Mana'o – *Deputy Presiding Member*
Tori Ngataki – *Co Presiding Member*
Donna Cowley, Penina Ifopo, John Ikinepe, Ryan King, Laina Mana'o, Arnav Prasad, Richard Thornton
In attendance: Katie Spraggon / Nichola McCall – *Co-Acting Principals*

Board Secretary – Manaia Lau

Opening Karakia

1 APOLOGIES:

Talia Brown
Pete Jones
Psalm Mahanga
Michael Trevelyan
Tori Ngataki (late)
Moved Richard Thorton / Penina Ifopo
That the above apologies be accepted

CARRIED

2 CONFLICTS OF INTEREST:

None currently

3 SPECIAL GOVERNANCE TOPICS:

3.1 Out of Zone Enrolments

- Katie provided information re: current projected numbers in Year 9 enrolments for 2026 = potential for 472 Year 9 enrolments from main feeder schools – possible roll of 2410 where it is 210 over capacity. We still need to take into account the smaller feeder schools as well
- Increased roll has ongoing impact and ramifications especially considering the impact re: health and safety and Hauora of staff and students
- Potential intake re: ORRs; high needs; staff children
- Currently have the deadline of OOO enrolments on 27th August with the ballot being drawn on 3rd September
- Need to consider possible solutions / alternatives:
 - Buildings / more classrooms
 - Increase the spaces being used
 - Decrease the OOO enrolments
 - Consider the shared zone with James Cook High School
- Discussion around the various alternatives and response from the BOT and Principal
- More classrooms don't change the impact of the increased roll
- Complications of the shared zone – its impact on the number of enrolments

CARRIED

Moved Richard Thorton / Penina Ifopo

The BOT and Principal have an urgent special meeting with the Ministry of Education to discuss the OOO enrolments & shared zones.

CARRIED



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4 PREVIOUS MINUTES:

MINUTES OF PREVIOUS MEETING held 23 June 2025

Matters Arising: none

Moved Richard Thornton / Donna Cowley

CARRIED

That the minutes and public excluded minutes of the previous meeting held 23 June 2025, having been distributed, are approved

5 CORRESPONDENCE

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

Moved Penina Ifopo / Richard Thornton

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

- **NCEA Progress & Tracking**
- **Deputy Principal Welcome**
- **Maara Food Forest Funding**
- **Mabel Park State High School Visit**
- **Language Weeks**
- **#mhsmonthlyhighlights**
- **Kaahui Ako o Manurewa**
- **Personnel**
- **Appointments 2025**
- **Vacancies 2025**

Moved Katie Spraggon & Nichola McCall /Arnav Prasad

CARRIED

That the Principal's report is accepted

6.2 Finance Report

- **Note:** The Finance committee discussed the potential need to hire an independent arbitrator to resolve community complaints. This estimated cost could be as high as \$10,000
- **Note:** The Finance committee discussed the financial tracking, noting that the current spending is as expected and that there will be a significant influx of funds in July, including the Ministry operation grant, the Trade academy funding, and the school lunch program funding.
- **Note:** Bank account changes and journal entry reports have been reviewed by the external accountant to ensure they are in line with the auditors' requirements.
- **Note:** The Finance Committee discussed the impact of role growth on the provision of teaching spaces. They emphasized the need for additional classrooms and the potential need to review the school's zoning, out-of-zone, and Trade academy numbers to manage the student population effectively.



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That the following grant applications be approved

One Foundation-To purchase van \$70,143.55

BlueSky Community Trust-Towards salary of Partnerships Co-ordinator Te Maara Kai (Levi) \$15,000

Discussion held re: reasons for purchasing new van. Detail to be reviewed by the Finance Committee; with the process for bringing grant applications to be the Board to be confirmed.

Moved Richard Thorton /Penina Ifopo

CARRIED

That the recommendations above from the Board Finance Committee meeting held 24 July 2025, and applications for approval are approved and the finance report is accepted

Recommendation that all grant applications (from Stephanie Maitland via Charlie Wasala) to go to the Board Finance Committee first before being referred to the Board for approval (where feasible re: meeting deadlines for the particular grant application). Approval can then be granted by the Board via email. Overall process to be confirmed via Board Finance Committee.

6.2 Business Academy Report – no report

6.3 Health & Safety -no report

6.4 Student Report – no report

6.5 Staff Report – no report

7 POLICIES FOR REVIEW:

- Child protection
- Abuse Recognition and reporting
- Food and Nutrition

Library policies to be reviewed (as policy or/and procedures) and added to School Docs

- MHS Library Challenged Materials Policy
- MHS Library Collection Management Policy

Feedback received from School Docs re: AI policy. Feedback to be reviewed at SLT level then to the Policy subcommittee for final response.

8 TRIPS:



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Overnight Trip	Dates	Location	Information	EOTC stage
Unspoken Cadenza Trip	17-20 August 2025	KENSWICK CHRISTIAN CAMPSITES Cooper Avenue, Holdens Bay, Rotorua 3010	48 students and 4 staff; performing at the Cadenza singing competition	Initial BOT approval via email Final BOT approval
02LPE overnight camp	06/08/2025-08/08/2025	Waharau Outdoor Education Centre 1748 East Coast Road, Otago Point 24573	This leadership camp is an accumulation of leadership skills developed throughout the year in the 02LPE course. Students will plan, lead and run a leadership camp. Their learning objective is to create a one-hour workshop/seminar to share with other aspiring leaders in the 02LPE course that goes with our theme for our camp; 'He te mea nui o te ao - What is the most important thing in this world? - He Tangata He Tangata He Tangata - It is people, It is people, it is people. Students will experience authentic and practical use of the skills they have acquired throughout the course, in camp. Students have the opportunity to be assessed in A.S 2.10 (Group processes) and 2.8 (Social Responsibility).	Final BOT approval
Reawaken Polycation Choir Camp	01/08/2025-03/08/2025	Camp Morely 171 Clarks Beach Road, Clarks Beach, Auckland, New Zealand	Preparation for upcoming events such as: - SUSO, - NZ Opera, - Paediatric Society of NZ Conference (Due Drop) - School Prize Giving, - Poly Thanks Giving	Initial BOT approval & Final BOT approval
Football First XI Nationals	24/08/2025-29/08/2025	Cypress Court Motel, Whangarei	Winter Tournament in Whangarei First XI boys football; 17 students; 2 staff	Initial BOT approval

Moved Richard Thornton /Penina Ifopo

CARRIED

That the above trips are granted final approval as indicated.

9. GENERAL BUSINESS

9.1 BOT elections

Discussion re: NZSTA timing of elections around the same time as local elections etc. Looking at how to increase community engagement; increase representation. Confirming the comms process i.e. using Whaanau Comms; KAMAR emails; various social platforms. SLT to look at how to roll out a 'Friday Feature' promoting how the BOT has contributed to our kura re: highlights.

Moved Penina Ifopo /Laina Mana'o

CARRIED

That a letter be written to NZSTA re: the concerns having elections around the same time as local elections.

Ryan King left the meeting

10. PERSONNEL (including in committee)

Moved Tori Ngataki / Laina Mana'o

Moved into in-committee at 6.56 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



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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 **Tori Ngataki / Richard Thornton**
That the board move out of in-committee

Moved out of in-committee at 7.45 pm

CARRIED

Meeting Actions:

Agenda Item	Action	Who	Due	Status
3.1	MOE meeting with BOT & Principal re: OOO enrolments & shared zones	JE / SP	11/08/2025	In progress
9.1	Letter to NZSTA re: timing of elections	LU	Next BOT	In progress
9.3	Feedback to Manaia re: Comms Plan	BOT members	25/6/2025	Completed

Meeting concluded at 7.45 pm

Future Board Meeting Dates:

Finance Meeting 21 August 2025 8.00am

Board Meeting – 23 August 2025- 5:00pm

CHAIRPERSON

DATE

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