



**Manurewa High School**  
**Board of Trustees Meeting**  
**..., 5:00pm**  
**Monday 22 September 2025**

**Meeting Minutes**

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Present:

Arthur Adlam, Talia Brown, Donna Cowley, Susan Miller, John Ikinpe, Pete Jones, Ryan King, Psalm Mahanga, Laina Mana'o, Tori Ngataki, Roy Fifita, Blake Wong-Ling, Arnav Prasad

Board Secretary – Manaia Lulu

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Opening Karakia

Election of Co-presiding member (due to newly elected Board of Trustees)

Pete Jones acting as interim Presiding Member - call for nominations for Co Presiding Member

Nomination received for Talia Brown by John Ikinpe / Second Laina Mana'o

No further nominations, nominations closed. Vote conducted. Carried unanimously.

Talia Brown duly elected as co-Presiding member for the rest of 2025.

Talia Brown accepts the appointment. Meeting continued under the chair of Talia Brown.

**1 APOLOGIES:**

Blake Wong-Ling (late online)

Michael Trevelyan (late)

Laina Mana'o (late)

Tori Ngataki

**Moved John Ikinpe/Ryan King**

**CARRIED**

That the above apologies be accepted

**2 CONFLICTS OF INTEREST:**

None currently

**3 SPECIAL GOVERNANCE TOPICS:**

**3.1** Welcome to new BOT members / farewell to outgoing members

**3.2** Nomination to co-opt Member to the BOT re: Maaori representation.

Call for nominations – Co-opt nomination received for Donna Cowley by Pete Jones / Second John Ikinpe. No further nominations, nominations closed. Vote conducted.

Carried unanimously. Donna Cowley duly co-opted onto the BOT.

**3.3** Deputy Presiding Member: Nomination received for Laina Mana'o by John Ikinpe / Second Donna Cowley. No further nominations, nominations closed. Vote conducted.

Carried unanimously. Laina Mana'o duly elected as Deputy Presiding Member.

**3.4** Finance Sub-Committee Chair – Tabled for next meeting

**3.5** Policy Sub-Committee – Laina Mana'o & Susan Miller

**3.6** Discipline Committee – as required

**3.7** Business Academy Board BOT representative: Laina Mana'o

**3.8** Enrolments Sub-Committee – John Ikinpe & Blake Ling Wong

**3.9** Induction opportunity for Roy and Susan and Blake - to meet with Pete re: operations of how the kura works & Te Ara o Taawhaki. Pete to organise via email.

**3.10** Training for Student Representative: Roy going to Botany training

**3.11** Thank you to Arnav for your presence – don't give up on politics etc.



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**3.12** Thank you to Michael – feel free to ask the questions for understanding; so you to get clarity. Thank you to Michael from Laina for your support; understanding and professionalism.

**3.13**

#### **4 PREVIOUS MINUTES:**

##### **MINUTES OF PREVIOUS MEETING held 25 August 2025**

**Matters Arising: none**

**Moved Donna Cowley / Laina Mana’o**

**CARRIED**

That the minutes and public excluded minutes of the previous meeting held 25 August 2025, having been distributed, are approved

#### **5 CORRESPONDENCE**

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

**Moved Roy Fifita / Susan Miller**

**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

Check other documentation provided for new members – to help them get up to speed.

NCEA Progress & Tracking

-Track every learning area – using two analogies (jigsaw / crossing the awa / river)

-Upping the target

Akoranga Conferences & Staffing 2026

-GMFS (guaranteed minimal fulltime staff) we are potentially down 4 staff.

Concerns re: roll and impact on being able to get the staff for this.

NCEA Proposed Changes & New Curriculum Subject Information

Next steps

10YPP Ministry Property Hui update

Still waiting for link for the 10YPP

**Moved Pete Jones / Laina Mana’o**

**CARRIED**

That the Principal’s report is accepted

##### **6.2 Finance Report**

- **Recommendation:** Draft and circulate the updated international travel policy (including Northern Hemisphere provisions)
- **Note:** The Finance committee discussed the school’s financial positions as the year closes, including expected surpluses, budget deficits, and the impact of spending patterns, and the school is confirming a good landing for this year.
- **Note:** August was a catch-up month for expenditure, which was anticipated due to the timing of the budget closures and increased spending in learning areas. Also expects spending to rise in September and October as the budget closes, potentially reducing the surplus.
- **Note:** The Board has committed to funding three additional staff positions, which will be covered by the contingency in the budget. The current contingency budget stands at \$200,000,



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of which \$88,024 has already been spent. It is important to note that the contingency budget is not limited to staffing expenses and can be utilized for any other discretionary spending.

- **Note:** The Finance committee reviewed ongoing property projects, including the boiler removal and science block toilets, discussed delays in Ministry funding, and outlined the process for fast-tracking urgent renovations with board approval, while highlighting the need for clear documentation and contingency planning, and getting the Ministry approval before proceeding with the work.
- **Note:** The school continues to chase the Ministry for outstanding payments on completed projects and escalates if necessary to avoid delays over Christmas.
- **Note:** Obtain and communicate the realistic cost for the Fale project groundworks to the board for a decision on proceeding with the project, as soon as possible, with the current pricing. The board needs to make decisions on any additional costs and the timing for the project.

**Moved Donna Cowley / John Ikinpe**

That the recommendations above from the Board Finance Committee meeting held 18 September 2025, and applications for approval are approved and the finance report is accepted

**CARRIED**

**6.2 Business Academy Report**

September report tabled with highlights discussed:

Maara

Makerspace

Passport to Employment

Waananga

Special events

Kiwibank Office Visit

Utsunomiya Visit to MHS – Makerspace Edition

CAANZ UoA Panel Event

**Moved Ryan King / John Ikinpe**

That the Business Academy Report for September be tabled and accepted

**CARRIED**

**6.3 Health & Safety** -no report

**6.4 Student Report** – no report

**6.5 Staff Report** – no report

**7 POLICIES FOR REVIEW:**

Bullying & Harassment (board)

Behaviour Management (board)

Searches, Surrender, and Retention of Property

**8 TRIPS:**



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*Overnight-Trips*	Dates*	Location*	Information*	EOTC-stage*
Spain-Tour*	29- September- - 11- October- 2025*	Barcelona, Salamanca, Madrid- Spain*	12-students;3-staff* Swimming-activities-Costa-Brava-beach*	Final-BOT-EOTC-approval*
U15- Sevens- Tournament*	17-18- October- 2025*	Napier- Boys- High-School*	Under-15s-Sevens-Tournament;12-students;- 2-staff*	Initial-&-final-BOT-approval*

03HPS- Surf- Trip*	08-09- October- 2025*	Tawharanui- Regional- Park- /- Cement- Works- Warkworth*	21414--Event-management-Plan-and-run-a- recreational-activity-.This-assessment-will-be-offered- to-students-still-requiring-additional-level-3-credits-to- get-qualified-(currently-approximately-half-the- class)-.The-other-half-of-the-class-will-be-the- participants-in-the-activities-.The-surfing-experience- on-this-trip-can-also-provide-a-further-assessment- opportunity-for-3.2-(biomechanics-assessment)-and- 3.4-(performance-standard)-.¶	Initial-&-Final-BOT-Approval*
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**Moved Arthur Adlam /Donna Cowley**

**CARRIED**

That the Spain Tour & U15 Sevens Tournament are granted initial and final approval as indicated. That the 03HPS Surf Trip is granted initial and final BOT approval once confirmation has been made re: the swimming skill of staff involved.

**9. GENERAL BUSINESS**

No general business

Ryan King left the meeting

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

**Moved Talia Brown / Donna Cowley**

*Moved into in-committee at 6.40pm*

**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 /John Ikinpe**

*Moved out of in-committee at 7.00 pm*

**CARRIED**

That the board move out of in-committee

**Meeting Actions:**

Agenda Item	Action	Who	Due	Status
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 7.00 pm**



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**Future Board Meeting Dates:**

Finance Meeting 30 October 2025 8.00am

Board Meeting – 3 November 2025- 5:00pm

**CHAIRPERSON**

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**DATE**

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