



Manurewa High School
Board of Trustees Meeting
..., 5:00pm
Monday 24 November 2025

Meeting Minutes

Present:

Arthur Adlam, Talia Brown, Donna Cowley, Susan Miller, John Ikinepe, Pete Jones, Ryan King, Laina Mana'o, Blake Wong-Ling,

Board Secretary – Manaia Laulu

Opening Karakia

1 APOLOGIES:

Tori Ngataki
Psalm Mahanga
Roy Fifita

Moved John Ikinepe / Donna Cowley

That the above apologies be accepted

CARRIED

2 CONFLICTS OF INTEREST:

None currently

3 SPECIAL GOVERNANCE TOPICS:

3.1 Board stance on Government Te Tiriti obligations

Discussion held re: letter drafted in response.

Board agreed to final draft of letter to be shared with the community on online platforms and sent to the Minister of Education on behalf of the BOT.

3.2 Draft 2026 Budget (to be covered in Finance Report)

4 PREVIOUS MINUTES:

MINUTES OF PREVIOUS MEETING held 03 November 2025

Matters Arising: none

Moved Laina Mana'o / Arthur Adlam

That the minutes and public excluded minutes of the previous meeting held 03 November 2025, having been distributed, are approved

CARRIED

5 CORRESPONDENCE

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

Moved Susan Miller / Donna Cowley

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

CARRIED

6 REPORTS:



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6.1 Principal's Report

Items tabled for discussion:

- WIPCE Conference 2026
- Alternative Education Contract Manurewa Cluster – awaiting the final contract
- NCEA, Literacy & Numeracy Progress & Tracking - 83.6% Level 2; Level 3; Level 1 – talanoa about the difference between Year 12 and 13 results
- NCEA Proposed Changes & New Curriculum Subject Information
- Prizegivings
- 10YPP Ministry Property Hui update – refurbish P block (December 2025) and eventually E block (July 2026)
- Attendance
- Discipline
- Mihi to all the staff for all the hard work they have done for the transients as well as the full year students

Moved Peter Jones / John Ikinpe

That the Principal's report is accepted

CARRIED

6.2 Finance Report

Susan presented the Finance Report

- **Recommendation:** The finance committee has approved the 2026 budget and recommended that the Board approve and minute it in the meeting minutes.

The school presented the 2026 budget to the finance committee, highlighting the projected income, expenses, a reduced deficit, major capital expenditures, and the major impact of new funding streams, with detailed discussion and questions from Sheryl, Susan, Ryan, and Pete.

- **Note:** The school welcomed Susan to her first finance committee meeting, with all participants, and Susan introduced herself and outlined her roles and background relevant to the finance committee.
- **Note:** The finance committee explained to Susan the standard monthly processes for credit card statement reconciliation, sign-off procedures, and the role of the finance chair in compliance with auditor recommendations, providing additional context.
- **Note:** The school has received the 10YPP supplementary funding for refurbishing P Block and E Block, discussed outstanding payments from the Ministry and outlined the approach to future property projects and reserve management.
- **Note:** The committee discussed that the current school surplus, the timing of income and expenses, and the expectation that the surplus will decrease by year's end due to pending expenses.
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Moved Susan Miller / Arthur Adlam

CARRIED

That the recommendation above from the Board Finance Committee meeting held 20 November 2025, and the finance report is accepted

6.2 Business Academy Report –report

- Pathways to employment
- Niuean Language Week
- Certificates
- Cook for Life
- Air NZ Internship – 4 given

Moved Ryan King / Arthur Adlam

CARRIED

That the Business Academy Report be tabled

6.3 Health & Safety

Summary discussion re: response to fire incident on 14 November 2025
Awaiting report from Fire Service

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
Discussion re: [Sensitive-Expenditure-New-19 2025.pdf](#)

Susan Miller is moving to the Finance subcommittee, and Blake Wong-Ling will be part of the Policy subcommittee

8 TRIPS:

<i>*Overnight Trips</i>	<i>Dates</i>	<i>Location</i>	<i>Information</i>	<i>EOTC stage</i>
Student Whaanau Leaders Year 13 @ Camp Waharau	23/01/2026-25/01/2026	Waharau Camp	The Learning Objective is to establish, bond, plan, and set expectations for/with Student Whaanau Leaders before school starts in 2026.	Initial BOT stage

Moved Donna Cowley / John Ikinpe

CARRIED

That the Student Whaanau Leaders Year 13 Camp be granted initial approval

9. GENERAL BUSINESS

No general business

Ryan King left the meeting



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10. PERSONNEL (including in committee)

Moved Talia Brown / Laina Mana’o *Moved into in-committee at 6.16pm*

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 /Donna Cowley *Moved out of in-committee at 6.32pm*

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

Meeting concluded at 6.32 pm

Future Board Meeting Dates:

Finance Meeting 19 February 2026 8.00am
 Board Meeting – 23 February 2026- 5:00pm

CHAIRPERSON

DATE

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