



Manurewa High School

**Board of Trustees Meeting
Board Meeting Room, 5:00pm
Monday 22 September 2014**

MINUTES

Present: Steve Smith – *chair*
Stuart King, Apaula Fruean-Lautua, Sonia Tomlins, Salvi Gargiulo, Daniel Wilson,
Julie Lockie, Hayley Ngo, Sulani Helg

In attendance: Sarah Davies – *minutes*

Steve Smith welcomed Sulani Helg as the successfully elected Student Representative for the Board of Trustees.

1. APOLOGIES:

John Hynds, Saubree Edinberry, Fale Lesa

Moved S Smith/S Tomlins

That the apologies are accepted

CARRIED

2. CONFLICTS OF INTEREST:

None at this time

3. CONSENT AGENDA:

The Board Chair called for any further items to be included in the agenda under General Business.

Julie Lockie requests Charter Meeting Date to be included.

3.1 MINUTES OF PREVIOUS MEETING

Matters Arising:

Moved S Tomlins/S King

That the minutes and public excluded minutes of the previous meeting held 25 August 2014, having been distributed, are approved.

CARRIED

3.2 CORRESPONDENCE

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

3.3 FINANCE REPORT

Matters Arising:

3.3.1 Apaula questioned the extra-curricular activities amount included in the profit and loss report. Julie confirmed that this is for school trips – these are not budgeted for.

3.3.2 Payments schedule is still not able to be opened by all board members, also not printing in correct format. Julie to change to PDF format before sending.

3.3.3 Salvi suggested curriculum budgets should be reviewed by Line managers and HOLA's asked to be more accurate in their budget requests.

3.3.4 Julie tabled an overview of the school finances as at 22 September 2014 and explained the committed/uncommitted funds.

We are currently in negotiation with the Ministry as they have indicated that they will not fund the front of school upgrade, including courts & roundabout. A final decision has not been reached. Salvi has a suggestion that we commit the \$500,000 uncommitted funds to the Business Academy project. \$1.9million total project but some items can be cut to reduce this to just over \$1million.

Steve Smith expressed concern that if we commit this we do not have any funds to fall back on. If the Ministry agree to fund the front of the school upgrade and the Project Manager provides a more detailed cost for that project, Steve Smith will advise the Board to readdress the request by the Principal to commit to funding \$500,000 towards the Business Academy project.

Daniel Wilson asks when is the best time of year to get a clear indication of what funds remain as uncommitted. Julie feels that the beginning of the year would be the best time to gauge cashflow. Julie to speak with Accountant about generating cashflow reports from the Xero system.

Moved S Tomlins/S King

CARRIED

That the reports listed on the meeting agenda under the consent agenda are adopted.

4. REPORTS:

4.1 PRINCIPAL'S REPORT

Salvi thanked Hayley for her time on the Board of Trustees and her commitment for a year. Welcome to Sulani Helg who recently placed 2nd at the Auckland Nobel Peace Awards.

Principal's report tabled. NCEA achievement tracking discussed as tracking well.

We have accepted 152 applications for out of zone enrolment.

Steve Mendoza, Head of Graphics, ex Staff Representative on the Board has secured an appointment as Head of Technology at Westlake Girls' High School.

Moved S King/S Tomlins

CARRIED

That the Principal's report is accepted

4.2 STAFF REPORT - NIL

4.3 STUDENT REPORT

Hayley completed a Uniform survey with 800 students recently. 40% of girls surveyed said that they would like to wear trousers. 60% said that if the cost was less they may consider wearing trousers.

Hayley's suggestion was that if the Board approve we ask the uniform supplier if they can manufacture trousers to retail for under \$70.

Steve agrees to Pete Jones enquiring with NZ Uniform if other schools have girls' trousers on their uniform and if so get an indication of sales figures and a cost before making any commitment.

Hayley would like to thank the Board for their support over the year. Hayley has enjoyed learning new skills over her time on the Board.

Moved S Smith/S Tomlins

CARRIED

That the Student report is accepted

4.4 DISCIPLINE REPORT

Moved S Smith/S King

Moved into in-committee at 5:58pm

CARRIED

That the public be excluded from the following part of the proceedings of this meeting, namely 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 student discipline were discussed whilst the public was excluded.

Moved S Smith/S King

That the Board move out of in-committee *Moved out of in-committee at 6:00pm*

CARRIED

4.5 BUSINESS ACADEMY - NIL

5. SPECIAL OR GOVERNANCE TOPICS:

NIL

6. PERSONNEL REPORT

Moved S Smith/S King

Moved into in-committee at 6:01pm

CARRIED

That the public be excluded from the following part of the proceedings of this meeting, namely personnel 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 resignations were discussed whilst the public was excluded.

Moved S Smith/S King

Moved out of in-committee at 6:10 pm

CARRIED

That the board move out of in-committee

7. PROPERTY UPDATE

7.1 Whare planting

Quote has come in at about \$17,650. Planting time is now as allows for plants to establish in time for the opening next year. Palms in quote not deemed as appropriate for that area. Julie advised that this cost can be covered in the property budget.

Moved S Smith/ A Fruean-Lautua

CARRIED

That the above whare planting project is approved to proceed

7.2 Courts and Roundabout

– as discussed in the Finance report

8. GENERAL BUSINESS

8.1 Charter meeting proposed date Saturday 8 November.

Trips

1. Concert Band – Gold Coast Australia – 15/7/15 – 22/7/15
(replacing Japan Trip)

No longer travelling to Japan. Location changed to Australia and timing to July

holidays 2015.

Moved S Smith/S Tomlins

CARRIED

That the above trip is granted pre approval

Steve Smith said farewell and offered token to Hayley Ngo as departing Student Representative and thanked her for her work on the Board.

Steve Smith awarded Sulani Helg with a BOT Student Representative badge.

Meeting concluded at 6:25pm

Next Board Meeting Date: 28 October 2014 at earlier time of 4:30pm

CHAIRPERSON

DATE

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