



## Manurewa High School

**Board of Trustees Meeting  
Board Meeting Room, 4:30pm  
Tuesday 28 October 2014**

### MINUTES

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Present: Steve Smith – *chair*  
Stuart King, Apaula Fruean-Lautua, Sonia Tomlins, Fale Lesa, John Hynds,  
Salvi Gargiulo, Daniel Wilson, Julie Lockie, Saubree Edinberry, Sulani Helg

In attendance: Sarah Davies – *minutes*

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#### 1. APOLOGIES:

Apaula Fruean-Lautua has advised that she will be late to the meeting.

**Moved F Lesa**

That the apology is accepted

#### 2. CONFLICTS OF INTEREST:

None at this time

#### 3. CONSENT AGENDA:

##### 3.1 MINUTES OF PREVIOUS MEETING

**Matters Arising:**

Stuart enquired about final cost of planting on Whare project. Julie advised that this came in under quoted price at \$15,500.

**Moved S Smith/S King**

That the minutes and public excluded minutes of the previous meeting held 22 September 2014, having been distributed, are approved.

CARRIED

##### 3.2 CORRESPONDENCE

Julie Lockie provided explanation re inwards letter from MOE re Salary. That the correspondence on the attached schedule given to the Board is received and ratified.

##### 3.3 FINANCE REPORT

**Matters Arising:**

Profit & Loss queries from Apaula:

\$53,000 deficit – Julie advised that the budgets close in October and therefore departments often spend prior to close-off.

Payments:

Trophy Cabinet – is this documented in profit and loss? Julie advised that this is considered an asset.

Large amount for IT – in and out as funding from Hynds Trust for Tablets presented to students

DeeJays – Steve asked if anyone had conducted a cost analysis on whether purchasing food from current suppliers is cost effective. This could be

applied across the board with all suppliers. Julie will investigate.

**Moved F Lesa/S Edinberry**

That the finance report is approved

CARRIED

**Moved John Hynds/S King**

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

CARRIED

**4. REPORTS:**

**4.1 PRINCIPAL'S REPORT**

SLT are tracking against the charter goals for the year in preparation for the Charter development meeting to be held on Saturday 8 November.

Salvi discussed the thinking surrounding the change to presentation of Y11 and 12 Dux awards.

Extensive work is being done on student option selection with regard to selecting approved subjects.

Teach First programme being initiated into school from 2015 with 2 teachers appointed; English and Physics.

Property planning discussed with regard to Ministry proposal to fund removal of 17 re-locatables as we are overcode by 8 classrooms. The Ministry will then fund a new permanent 9 classroom building plus a Library. Salvi asks that the Board agree to assist with funding of this project. Fuji Xerox are prepared to commit a donation. The Board are reminded that the amount of the contribution from Fuji Xerox is confidential to this meeting We are still waiting on MOE approval for the courts and roundabout project – paperwork has gone to Wellington.

*John Hynds joined the meeting at 5:00pm*

CARRIED

**Moved S Gargiulo/S King**

That the Principal's report is accepted

**4.2 STAFF REPORT - Nil**

**4.3 STUDENT REPORT**

Sulani attended a Professional Development opportunity for new BOT Student Representatives and found it very useful.

**4.4 DISCIPLINE REPORT**

CARRIED

**Moved S Smith/S King**

*Moved into in-committee at 5:05pm*

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

CARRIED

**Moved S Smith/S King**

That the Board move out of in-committee *Moved out of in-committee at 5:07pm*

**4.5 BUSINESS ACADEMY**

Hynds family have allocated half a million dollars, and additional funding has been pledged by another major contributor. John asks if the school is prepared to underwrite as the Hynds family may be able to increase their

donation. Steve Smith would like to support this project but would not like to commit to this without accurate costing. Is not prepared to empty out bank account without ongoing fundraising to build funds back up. John is happy to put pressure on the architect for a priced alternative without compromising the design. John can bring this to the next meeting.

At the last meeting discussion about staffing was held and the appointment of a Director. Salvi and Daniel feel that the staffing we currently have along with SLT is sufficient as the management process currently used in school will flow through to the Business Academy, with an SLT member as Line Manager.

*Saubree Edinberry joined the meeting at 5:16pm*

John would like to see the academy used as a pilot that other schools use as an example for set-up. We have requested that the Ministry put in writing the amount they are committing to fund.

*Apaula joined the meeting at 5:25pm*

## 5. SPECIAL OR GOVERNANCE TOPICS:

### 5.1 Policy – Healthy Food

Draft update of this Policy tabled. Daniel asks the Board if we should be seeking advice from the Council. John suggests that we get someone from MIT to come into the school to ascertain that those handling food are using the correct processes in both the HAC kitchen and Food Technology. Also ask for information from the external caterer for the canteen, Dee Jays. Once all this is clarified, use same process for the Café.

Daniel and Julie to work on this further.

## 6. PERSONNEL REPORT

### Moved S Smith/S King

*Moved into in-committee at 5:53pm*

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 6:07 pm*

CARRIED

That the board move out of in-committee

## 7. PROPERTY UPDATE

7.1 Courts and Roundabout – discussed in Business Academy report

## 8. GENERAL BUSINESS

8.1 **Depreciation Rates:** Building 2%, Electronic Equip 25%, Furniture 5%, Library books 12.5%, Music Equip 12.5%, Motor Vehicles 20%, Plant & Mach 10%, Sports Equip 20%, Text Books 33% - to remain the same

### Moved S Smith/S King

That the Board accept the depreciation rates as listed on agenda item 8.1 of this meeting 28 October 2014

8.2 **Photocopier proposal** – discussed in-committee

**8.3 BOT/SLT Dinner**

All agreed – Julie to look into a location.

**Trips**

- 1. Rugby League First X111 Boys – Sydney – 11/10/15 – 18/10/15**  
Application declined. Salvi to discuss with Teacher in Charge
- 2. Waka Ama – Hamilton – 14/1/15 – 17/1/14**  
Pre-approval granted
- 3. Junior Volleyball – Wellington – 24/11/14 – 29/11/14**  
Criteria has been set by the Principal with the teacher in charge.  
Pre-approval granted on the proviso that criteria is met.

**Moved S Smith/S King**

That the above trips are granted pre-approval as per criteria discussed

**Meeting concluded at 6:23 pm**

**Future Board Meeting Dates:**

SLT/BOT Charter Planning Meeting - Saturday 8 November, 9:00am – 1:00pm  
BOT Meeting – Monday 24 November 2014 at usual time of 5:00pm

**CHAIRPERSON**

**DATE**

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