



Manurewa High School

**Board of Trustees Meeting
Board Meeting Room, 5:00pm
Monday 30 June 2014**

Minutes

Present: Steve Smith – *chair*
Stuart King, Apaula Fruean-Lautua, Sonia Tomlins, John Hynds, Daniel Wilson,
Saubree Edinberry, Julie Lockie, Hayley Ngo, Pete Jones

In attendance: Sarah Davies – *minutes*

1. APOLOGIES:

Salvi Gargiulo, Fale Lesa
Moved S King/S Tomlins
That the apologies are accepted

CARRIED

2. CONFLICTS OF INTEREST:

None at this time

3. CONSENT AGENDA:

3.1 MINUTES OF PREVIOUS MEETING

Moved S Smith/S Tomlins

That the minutes of the previous meeting held 26 May 2014, having been distributed, are approved.

CARRIED

Meeting with Homai Primary School

Homai Principal and the Board of Trustee Chairperson are keen to erect a fence. They have provided us with a boundary map from 1954 which indicates that the boundary is over our playing fields, including the cricket pitch. Julie has been advised by the Ministry that they probably will not fund or allow the cost of a fence to be funded from 5YA funding. We have offered to put up cameras and increase duty staff to catch the students that are using the school as an exit. Manurewa High School is not keen to fence as it causes a barrier. SLT recommend not proceeding with any further negotiating until Salvi's return. Julie will draft a letter advising that we are exploring further options and we will continue with talks once the Principal has returned from leave.

3.2 CORRESPONDENCE

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

2013 Annual report has been accepted by the Ministry.

3.3 FINANCE REPORT

Matters Arising:

3.3.1 Fire Alarm charges of \$1,000+ GST questioned. These have been charged as a neighbour has phoned 111 when our fire alarm sounded. The Fire Service

attended therefore we have been charged. We are unable to claim this back. Fire Services have visited her to explain the procedure and Julie has sent letters to all immediate neighbours advising the same.

3.3.2 Audit fees are year to date.

3.3.3 Copy of the 2013 Annual Report & Financial Statement distributed to all Board members.

Moved S Tomlins/J Hynds

That the Creditors payment schedule as emailed is accepted.

CARRIED

Moved S Tomlins/J Hynds

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

CARRIED

4. REPORTS:

4.1 PRINCIPAL'S REPORT

Tabled and discussed. Powerpoint presentation by Daniel Wilson – 'Steps to Transformation'. Statistics on the Trades Academies tabled.

We have just been advised that an increase of 20 trade academy places from 1 July 2014 until the end of the year have been approved making total of 170 places. We are in the process of applying for 200 places for the 2015 year. We will also look at expanding into Year 11.

CARRIED

Moved D Wilson/S Edinberry

That the Principal's report is accepted

Hayley Ngo joined the meeting at 5:38pm

4.2 STAFF REPORT

Saubree Edinberry reports the success of the Year 9 visits to the Manurewa Marae. Saubree spoke with Sarah Reynolds, TIC of EOTC about the trip Guide that was in question at a previous meeting. Sarah reports that he is the Chairperson of a guide organisation. The trip was held up due to bad weather and Sarah and the Guide made the right decisions. The extra staff member was beneficial to this trip in light of the bad weather conditions.

4.3 STUDENT REPORT

Hayley reports her involvement in a new leadership programme in the form of Student Council. Team report concerns that rubber bands are being flicked around the class. Miss Laulu, DP is following up.

Feedback on cafe food is positive – good food and reasonably priced.

Students would like to petition for girls to be allowed to wear trousers.

4.4 DISCIPLINE REPORT

Moved S Smith/S King

Moved into in-committee at 5:45 pm

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

Moved out of in-committee at 5:58 pm

That the board move out of in-committee

CARRIED

4.5 BUSINESS ACADEMY

4.5.1 John & Leonie Hynds were invited to attend Avondale College last week for a meeting of the two colleges surrounding the upcoming Silicon Valley trip. It was an enjoyable evening and John wishes the students well.

4.5.2 John is to meet with Hekia Parata and hopes to speak with her about Manurewa High School and the Business Academy proposal.

5. SPECIAL OR GOVERNANCE TOPICS:

5.1 Nil

6. PERSONNEL REPORT

Moved S Smith/S King

Moved into in-committee at 6:02pm

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 leave applications and resignations were discussed whilst the public was excluded.

Moved S Smith/S King

Moved out of in-committee at 6:05pm

CARRIED

That the board move out of in-committee

7. PROPERTY UPDATE

7.1 Whare build progressing well. A meeting has been held with local Kaumatua, Bob Clark, Meremoana Clark, Ted Ngataki, TK Ngataki, Ariana Stone and a carver from Manurewa Marae Phillip Repia. Carving design proposals will be presented to the staff, then the Board. The carver can then formulate a design and submit a quote. The Whare can be used prior to the carvings being put in place but will be blessed prior to using. The old carvings will be preserved and weather proofed to be put around the school. Recommendation is to support sustainability by using pine and coating it with fibreglass.

7.2 Ministry are slow in response to application re Business Academy

8. GENERAL BUSINESS

8.1 Out of Zone numbers for 2015

Minimum of 80 approved

8.2 The Community Trusts Foundation – Scholarship approval

\$20,304.40 for two Spirit of Adventure and 3 Scholarships

Moved S Tomlins/J Hynds

That the above request to apply for funding is approved

CARRIED

8.3 Letter from Auditor

Recommendations discussed. Suggestion to have two staff check payroll that are not those that prepare wages. Daniel Wilson can check wages.

8.4 Senior Management Recruitment

Steve would like to Board to start thinking about the process for a succession plan for any Senior Management member leaving. The Board will start planning next month. Salvi has given verbal notice that he will retire at the end of 2015. This may change. Standard notice is two terms. Julie will send to the Board details of the process used for the appointment of the

last Principal and the Associate Principal.

8.5 Uniform

Report by NZ Uniform tabled. Board reminded that the 3 year contract is up for renewal at the end of August. The Board are asked to consider whether the school re-sign or renew by putting the contract out to tender. If we change supplier we are liable for any stock that NZ Uniform holds. We are waiting on stock levels from the Retail Sales Manager, Kathleen Kyle.

If the Board decide to re-tender we would need to action quickly and would need to negotiate with NZ Uniform to extend the contract until a new supplier is contracted, due to lead time.

Student consultation has been sought regularly and improvements made to the design and items in our range.

Hayley to conduct a student survey regarding trousers for girls and question along lines of –

“If there was a pair of girls’ trousers at this price in the regulation uniform, would you purchase”? Before Hayley does this John suggests that the Board is canvassed this evening on whether Trousers would be considered if student feedback was positive. If there is confusion then it should be put to a vote before Hayley seeks student opinion.

Daniel feels that before the Board can vote, student voice should be considered. From a Management perspective we need to be pro-active and consider the different cultures within the school, gender issues. Gauging on student voice shows process and students would feel that at least they have been heard or involved in the process.

Daniel reports that the rebate has been used for purchasing sport uniform kits and emergency uniform for those families who have difficulty meeting the cost of uniform items. Hayley will proceed to seek student opinion – large groups of students and varied ethnicity requested.

NZ Uniforms will be asked to present to the Board at the next Board meeting. We will request details to be sent well in advance of the meeting.

Trips

- 1. Marae overnight trip, as approved via email, cancelled

Next Board Meeting Date:
Monday 28 July 2014 at 5:00pm

Meeting concluded at 7:00 pm

CHAIRPERSON

DATE

.....

.....