



Manurewa High School

**Board of Trustees Meeting
Board Meeting Room, 5:00pm
Monday 31 March 2014**

Minutes

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

In attendance: Sarah Davies – *minutes*

Welcome John Hynds onto the Board following his acceptance of the co-option offer

1. APOLOGIES:

Salvi Gargiulo

Moved S Smith/S Tomlins

That the apology is accepted

CARRIED

2. CONFLICTS OF INTEREST:

None at this time

3. CONSENT AGENDA:

3.1 MINUTES OF PREVIOUS MEETING

Matters Arising:

3.1.1 Omissions in error from meeting minutes/in-committee minutes of 24 February 2014:

a) the decision to co-op John Hynds onto the Board.

It is formally noted at this meeting that this offer was made as per letter of offer listed in the outward correspondence schedule and the omission noted below.

***Omission:** Discussion surrounding co-opting Mr John Hynds onto the Board of Trustees. This would be for the remainder of this Boards term, two years and he would have the same rights as Board members and would work with the Board as a fellow member. John would also act as a connection with the Business Academy and business community.*

Moved S Smith/S King

That John Hynds is offered a co-opted position onto the Board for the duration of this term, ending 2016

CARRIED

Moved S King/F Lesa

That the co-option offer made to John Hynds onto the Manurewa High School Board of Trustees has been accepted

CARRIED

3.1.2 Notes re item 5.2.2 of the meeting minutes are to be included in the in-committee meeting minutes for this meeting, 31 March 2014

Moved S Smith/S King

That the minutes of the previous meeting held 24 February 2014, having been distributed and discussed are approved with amendments as noted above.

CARRIED

Apaula Fruean-Lautua joined meeting at 5:10pm and Saubree Edinberry at 5:13pm

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 Auditor has requested that the Board approve the 2013 payments for plumbing work by Plumbwise Ltd (as previously approved on a monthly basis) as the business is owned by the partner of the Board of Trustees Secretary

CARRIED

Moved S Smith/J Hynds

That the Board accept the payment schedule of invoices from Plumbwise Ltd to the value of \$64,644.32 for the year 2013 for work carried out at Manurewa High School

CARRIED

3.3.2 Request for approval to add Pete Jones as Signatory

Moved F Iles/S Tomlins

That approval is given to include Pete Jones as signatory.

CARRIED

Moved F Iles/S Tomlins

That the Creditors payment schedule as emailed is accepted.

CARRIED

Moved S King/F Iles

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

4. REPORTS:

4.1 PRINCIPAL'S REPORT

Report tabled by Daniel Wilson on behalf of the Principal. Daniel talked to the school comparison statistics - roll based figures. University Entrance is noted as a focus to improve on. The board chair reminds board members to treat the Principal's report as confidential as it contains the Principal's Performance Agreement.

Local Initiatives – ICT Upgrade – Daniel Wilson

Daniel presented on the new computer system. Special thanks noted to Lyall Tavener, the school administrator and his team of technicians who did a lot of work to get this system up and running and have offered staff outstanding support during its implementation. Of particular benefit is the Student advantage package that allows for every student to download Office 2013 onto their office computer for FREE value of \$450.

CARRIED

Moved S Smith/J Hynds

That the Principal's report is accepted

CARRIED

4.2 STAFF REPORT - Nil

4.3 STUDENT REPORT - Nil

4.4 DISCIPLINE REPORT

Moved S Smith/S King

Moved into in-committee at 6:04 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 6:14 pm

That the board move out of in-committee

5. SPECIAL OR GOVERNANCE TOPICS:

- 5.1 Charter Approval**
Moved S Smith/F Lesa **CARRIED**
 That the 2014 Charter is accepted as presented
- 5.2 Budget 2014 approval – including 3R payments**
Moved S King/F Lesa **CARRIED**
 That the 2014 Budget is accepted as tabled
- Moved S King/ Apaula** **CARRIED**
 That the board approve 10 3R payments
- 5.3 Local Initiatives – ICT Upgrade – Daniel Wilson**
 Covered under Principal's Report.

6. PERSONNEL REPORT

- Moved S Smith/S King** *Moved into in-committee at 6:36 pm* **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 6:39 pm* **CARRIED**
 That the board move out of in-committee

7. PROPERTY UPDATE

- 7.1** Update on Whare
- 7.2** First draft of plans for round-a-bout at front of school continuing
- 7.3** Code of compliance received for Café
- 7.4** Plan for new kitchen in PE department in progress
- 7.5** MOE are still to come up with a figure that they may offer towards the Business Academy building. It has been suggested by the Ministry to possibly include the Library into the project design due to the state of the current Library. Awaiting report from MOE on the condition of our re-locatables.

8. GENERAL BUSINESS

8.1 Election of officers for sub committees

to be rebranded as Board Representative for each of the following

Personnel – nomination for Stuart King by F Lesa

Position accepted

Moved S Smith/S Tomlins **CARRIED**

Property – nomination for S Smith by S Tomlins

Position accepted

Moved S King/F Lesa **CARRIED**

Finance – nomination for A Fruean-Lautua by S King

Position accepted

Moved S Smith/J Hynds **CARRIED**

John Hynds offered to represent the Board as Business Academy representative.

Moved S Smith/A Fruean-Lautua **CARRIED**

Deputy Chairperson - nomination for Sonia Tomlins by S Smith

Position accepted

Moved S Smith/F Lesa **CARRIED**

As a board representative the Board of Trustees has given you permission, by accepting the nomination, to represent the Board on their behalf but you may not decide for the Board. All matters must be brought to the Board of Trustees

meeting. The only exclusion is a discipline hearing.

8.2 Uniform

Further to decision at meeting of 29 October 2013, a sample of Soft Shell jacket was presented to the Board for approval. Two samples provided by supplier, as requested, all black and green/black version.

It was agreed unanimously by the Board to proceed with the green/black version as approved.

Hayley offered feedback on new style of skirt – several girls do not like the new design. Suggestion to Hayley to conduct a student survey on this.

8.3 HOLA Learning Area Review feedback – departments not seen

Copy distributed to Board to take away and read. Feedback to Julie. The following areas have not been seen by the Board - Student Support Services, Sports Co-ordinators, International Students – please consider when you want to hear from these areas.

The Board Chair sought agreement from the Board to continue the meeting as we have reached the two hour threshold as in policy. All agreed

Trips

1. History Trip Bay of Islands – 1/4/14 – 2/4/14 - final approval
2. The Journey – 6/8/14 – 15/8/14 – pre-approval
3. The Rising Foundation Leadership Camp –18/4/14–21/4/14 – final approval
4. 02GEO Camp Tongariro National Park – 7/4/14 – 11/4/14 – final approval
5. 02SPT Waharau Camp – 13/5/14 – 16/5/14 – pre approval
6. 02 Bio Camp – 14/4/14 – 16/4/14 – final approval
7. Senior Concert Band & Short term exchange Japan – 23/9/15 – 4/10/15 pre-approval
8. 01PED Waharau – 8/4/14 – 11/4/14 – final approval

All of the above trips approved and signed off by the Board Chairperson

Board of Trustees photo taken for website and school magazine.

Next Board Meeting Date:

Annual Meeting - Monday 5 May 5:00pm

Meeting concluded at 7:14 pm

CHAIRPERSON

DATE

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