



Manurewa High School

**Board of Trustees Meeting
Board Meeting Room, 5:00pm
Monday 24 February 2014**

Minutes

Present: Steven Smith – *chair*
Stuart King, Fale Lesa, Apaula Fruean-Lautua, Sonia Tomlins, Salvi Gargiulo,
Saubree Edinberry, Julie Lockie

In attendance: Sarah Davies – *minutes*
John Hynds

Steve Smith introduced and welcomed John Hynds to the meeting.

1. APOLOGIES:

Daniel Wilson, Hayley Ngo

Moved S Tomlins/S King

That the apologies are accepted

CARRIED

2. ELECTION OF CHAIRPERSON:

Steve Smith passed the chair over to Salvi Gargiulo

Call for nominations for Chairperson

Nomination for Steve Smith by Stuart King /Second Sonia Tomlins

No Further nominations. Unanimous decision to re-appoint Steve Smith as Chairperson.

Salvi Gargiulo thanked Steve Smith for all the work put in last year and is looking forward to continuing the successful working relationship in 2014.

Steve Smith accepts - meeting handed back to Chairperson

3. CONFLICTS OF INTEREST:

None at this time

4. CONSENT AGENDA:

4.1 MINUTES OF PREVIOUS MEETING

Moved S Tomlins/F Lesa

That the minutes of the previous meeting held 25 November 2013, having been distributed, are approved.

CARRIED

4.2 CORRESPONDENCE

That the correspondence on the attached schedule is received and ratified.

4.3 FINANCE REPORT

Matters Arising: Julie sent creditors payments out via email. Demonstration by Julie on the use of the new accounting package, Xero. Board members can obtain read only access from Julie.

Moved F Lesa/S Tomlins

That the Creditors payment schedule as emailed is accepted.

CARRIED

Moved F Lesa/S Tomlins

CARRIED

That the reports listed in the consent agenda are adopted.

5. REPORTS:

5.1 PRINCIPAL'S REPORT

Tabled and discussed. The Principal's planned sabbatical in Term 2 will include visits to schools in Canada with particular interest on viewing what schools do in poor areas. Discussion entered into about poor nutrition v health. John Hynds offered to make contact with the Heart Foundation about the possibility of them coming into school to speak to students/staff.

Moved S Gargiulo/S Tomlins

CARRIED

That the Principal's report is accepted

5.2 STAFF REPORT

Matters tabled from two staff members

5.2.1 From Tony Carey HOLA Mathematics

a) Tony feels that Board minutes should be made public.

Decision: minutes to be loaded on T-drive and school website.

b) Ratifications of appointments - Tony seeks clarification on the duties that staff perform for the management unit remuneration they receive and feels these details should be made public to staff.

Decision: Salvi will make Management Unit Usage 2014 document public to all staff

5.2.2 From Gurpreet Kaur HOLA Commerce – to be discussed in-committee

Moved S Edinberry/F Lesa

CARRIED

That the staff report is accepted

5.3 STUDENT REPORT - Nil

5.4 DISCIPLINE REPORT - Nil

6. SPECIAL OR GOVERNANCE TOPICS:

6.1 Learning Area Reporting to BOT

Details discussed. Decision made on HOLA/BOT groupings for the meetings. Board have requested a hard copy of each departments report and summary.

7. PERSONNEL REPORT

Moved S Smith/S King

Moved into in-committee at 6:30 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 leave applications and resignations were discussed whilst the public was excluded.

Moved S Smith/S King

Moved out of in-committee at 6:45 pm

CARRIED

That the board move out of in-committee

8. PROPERTY UPDATE

8.1 Report on Business Academy Proposal

John Hynds explained that when he and wife Leonie Hynds commenced their scholarship opportunities to 3 students of Manurewa High School, it was very apparent at the interviews that the students were passionate about the YES programme they were involved in through their Business course. This department has gone on to receive wins in the YES finals over the last two years. A Business Academy Board was set up to establish an academy at Manurewa High School to further advance the success of students in the Business programme. The Business Academy Board felt that better facilities were needed to achieve further success. John Hynds instructed Neville Price, Architect to design a purpose built building. A model and paper plan of this was tabled. The Ministry is keen to support this but we are waiting to get Ministry feedback and a possible amount that they would contribute towards the building.

8.2 Fall Arrest System – A Block - \$15,000

Request for harness system to be installed as safety requirement for anyone working on the roof. At present it is a liability for our staff and outside contractors. Was not affordable at the time of redevelopment. Julie seeks approval to proceed. It has not been budgeted. Second quote still to come.

Moved S Smith/S Edinberry

That approval is given to proceed with the best quote for Fall Arrest System up to the value of \$15,000

CARRIED

9. GENERAL BUSINESS

9.1 BOT Dates for Year

Proposed ballot dates for 2015 out of zone enrolments received from the Ministry of Education and tabled for approval.

Moved S Smith/S Tomlins

That we accept the proposed MOE ballot dates for 2015

CARRIED

Trips

- 1. EOTC Camps x 8 and Waka Ama pre-approval granted / sign off
- 2. Silicon Valley Business & Technology Explorer – 28/4/14 – 1/5/14 – pre approval granted dependant of funding / sign off
- 3. HALP Humanitarian Aid Leadership – Thailand & Laos – dependant on funding. Pre-approval granted subject to finance / signed off
- 4. Prefect Camp – approved via email / sign off

Next Board Meeting Date:

Monday 31 March 5:00pm

Meeting concluded at 7:08pm

CHAIRPERSON

DATE

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