

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING



At the **Board of Trustees Meeting** on **9 Jun 2022** these minutes were **confirmed as presented**.

Name:	Mahurangi College
Date:	Monday, 11 April 2022
Time:	6:00 pm to 7:05 pm
Location:	Mahurangi College, 2 Woodcocks Road, Warkworth 0910
Board Members:	Matte Perrin, Nyree Norrington, Peter Meafou, Rachel O'Malley, Tony Giles
Attendees:	Carla Strachan, Christina Merrick
Apologies:	Dean Iversen (Chair)

1. Opening Meeting

1.1 Welcome and Karakia

1.2 Interests Register

2. Board Annual Work Plan

2.1 Strategic Plan Update - HOTEQ

Tony and Keith have met with lawyer and farmers, who are still very keen. There will be separate agreements with each of the farmers. Resource consents are under way and we have not received any queries to date.

Tony had a meeting with Jodi Hannah, who will front our fundraising initiatives - potentially tiers of sponsorships: Gold tier will allow for naming rights, Silver tier possibly for sponsoring a camp of approximately \$1,000 and Bronze tier for sponsoring an individual student for about \$500.

Come up with a two-tiered marketing plan: First aimed at sponsorships and the second aimed at community and students - Theresa to assist with video and marketing material. Tony indicated that we need recurring sponsorships of up to \$120K per year. We could also utilise International Student funds once this kicks off properly. Hoteo could even be used to promote the school to Internationals. Currently we are targeting Year 10s, but may have a separate camp for international students or include them in some of the PE camps.

We hope to get 10 day camps started next year and we are working to ensure they are engaging, varied and enjoyable. We will pilot parts of it this year and possibly also have a full pilot camp at the end of this year. We will need to appoint someone to run the camps and we should be able to attract good interest.

3. Minutes and Actions from Previous Meetings

3.1 Confirm Minutes

Board of Trustees Meeting 7 Mar 2022, the minutes were confirmed as presented.



Yes

Yes

Decision Date: 11 Apr 2022
Mover: Rachel O'Malley
Seconder: Peter Meafou
Outcome: Approved

3.2 Action List from Previous Meeting

Due Date	Action Title	Owner
19 Nov 2021	New School Layout Status: Completed on 9 Jun 2022	Dean Iversen
30 Nov 2021	Shade/Shelter Solution Status: Completed on 9 Jun 2022	Tony Giles
18 Feb 2022	Legal Advice re vaccination Status: In Progress	Tony Giles
28 Feb 2022	School Build Sign-Off Status: Completed on 10 Jun 2022	Tony Giles
31 May 2022	This action has been included in the previous one regarding promoting the newly draied Rugby Field. Status: Completed on 12 Apr 2022	Tony Giles
31 Jul 2022	Rachel organise some PRO to community once Field Drainage project is finished Status: In Progress	Rachel O'Malley

4. Committee Reports, Decisions and Discussions

4.1 Principal's Report

All schools have concerns about students' progress, especially year 11s. NZQA have not indicated any learning recognition credits for this year, but we are keeping an eye on students' progress and working with them.

COVID numbers are down and attendance has improved. Winter may dictate rostering of year levels.

Vaccine mandate has been lifted for our staff. There are strong feelings around this issue.

Standowns (11) and suspensions (1) - we had our 2nd suspension, a year 9 student who was excluded and is enrolling with Te Kura.

We are seeing some positive behaviour coming through.

Tony is meeting fortnightly with Jasmax regarding the future school/new build.

Hone Heke Rankin has led PD sessions with all faculties.

Matariki: Christina felt that, as we are now able to invite families and in recognition of the new Matariki holiday, we will get students doing some research, then on 23 June there will be a celebration, starting with a 6:00am dawn celebration. We will have a Hangi and celebrate those who have passed and also look towards the future.

Jon and Darren have been looking at issues regarding staffing - both over staffing as well as more strategic issues - Spanish class, extra Maths class/es. Historically we have managed extra staffing

with contribution from International funds. We thought we may have to go through a CAPNA process, but we believe we can manage it through natural attrition. We will present our findings to the Board next term.

Four staff leaving: 2 for retirement, being Hugo Vaughan and Sharon Harper. Danielle Turrell will be on LWOP to the end of this year and Bonnie Maginley to higher position at another school.

There is no formal exit interview at the moment. Rachel feels that there is a lot to learn from transitioning employees. Tony and Christina will look into it.

Leave request from Mark Neville for 2 weeks to return to the UK.

Catherine & Christina have indicated they are interested in a senior management sabbatical. Tony will discuss it with them and potentially have one apply this year and another in a couple of years' time.

We have just posted an advertisement to appoint a part-time sport co-ordinator.

Mt Roskill exchange is tomorrow - so hoping for good weather. Data included for participation rates.



Principal's Report accepted

yes

Decision Date: 11 Apr 2022



Principal's report was accepted

Y

Decision Date: 11 Apr 2022

Mover: Tony Giles

Seconder: Peter Meafou

Outcome: Approved

4.2 Finance Report

The Financial Statements and Report represent only two months of spending. Tony noted that the teacher relief spending is very high, due to COVID, however, for teachers who were sick with COVID, we are able to claim these costs from day 5 onwards (used to be after the first 8 days). He also noted that we are hopeful that the Ministry will grant us additional funding, which will come in handy to also cover additional relief for teachers having to isolate, which the Board is currently having to pay for.



Creditors for January (\$541,654.37), February (\$394,915.87) and March (\$132,716.13) were approved

We included March to date in order to prepare for the meeting, however more invoices have been approved for March subsequently in order to ensure they are paid during the school break.

Decision Date: 11 Apr 2022

Mover: Tony Giles

Seconder: Rachel O'Malley

Outcome: Approved



Payments: January (\$1,628,172.02, incl TD \$1,300K), February (\$615,748.66) and March (\$622,176.77)

Y

Decision Date: 11 Apr 2022
Mover: Rachel O'Malley
Seconder: Peter Meafou
Outcome: Approved



Manual Journals for January to March 2022 were approved

Y

Decision Date: 11 Apr 2022
Mover: Nyree Norrington
Seconder: Matte Perrin
Outcome: Approved



The Bank Reconciliation for March 2022 showing no outstanding entries was approved

Y

Decision Date: 11 Apr 2022
Mover: Peter Meafou
Seconder: Rachel O'Malley
Outcome: Approved

4.3 Property Report (included in Principal's Report)

We have the plans for the new block of classrooms for Junior. We have an idea of what they will look like and the ground testing has already been done.

We have had to close the pool and we are waiting for the contractor's quote.

4.4 Student Trustee Report

Great to see the benches made by our Building Academy., which have been very popular.

Students are wondering why no longies are allowed to be worn in Term 1 - school uniform rules. Winter uniform can be worn in Terms 2&3.

4.5 RAMS Approvals

There were no overnight trip requests.

5. Health and Safety

5.1 Health and Safety (Discussed under Principal's Report)

Not much to report. This is monitored closely and Keith Tennant runs the H&S meetings every 3 weeks.

6. General Business

6.1 In Committee

There was no need to go "Into Committee".

6.2 Correspondence



Sharon Harper and Hugo Vaughan resignations accepted with regret

Y

Decision Date: 11 Apr 2022
Mover: Rachel O'Malley
Seconder: Nyree Norrington
Outcome: Approved



Grainne Kelly-Wakeman's Maternity Leave 15 Aug 2022 to 27 Jan 2024 approved.

Y

Decision Date: 11 Apr 2022
Mover: Rachel O'Malley
Seconder: Nyree Norrington
Outcome: Approved



Mark Neville's Leave for 2 weeks in Term 3 was approved

Y

Decision Date: 11 Apr 2022
Mover: Rachel O'Malley
Seconder: Nyree Norrington
Outcome: Approved

6.3 Other General Business

Board of Trustees election in September. Rachel - we should ensure that we get representation of areas that are not being represented so far: farming community, etc. Rachel is happy to spearhead and coordinate the promotion.

Rachel asked about how Tony will be setting the Strategic Plan. He will discuss give some thought regarding the process around the plan.

7. Close Meeting

7.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Signature: _____

Date: _____