

MINUTES OF THE MAHURANGI COLLEGE BOARD OF TRUSTEES

Meeting held on 8 March 2021 in the Admin Staffroom at 6:00 pm

TRUSTEES PRESENT: Dean Iversen (Chairman), Jason Neely (Deputy Chairman), Tony Giles (Principal), Ihi Heke, Rachel O'Malley, Peter Meafou, Nyree Norrington and Rachel McGuire

APOLOGIES: There were none

ALSO PRESENT: Christina Merrick (Deputy Principal), Carla Strachan (Secretary) and Keith Tennant (Deputy Principal)

Dean welcomed all and granted speaking rights to those present who are not Board members.

WELCOME TO TONY

Ihi officially welcomed Tony to the Board on behalf of those present, parents and students and thanked Rangitoto for releasing him to join us. Tony responded that the Powhiri was very special to him and his family and gave him the opportunity to connect with students. His family felt welcomed and it was great to have colleagues and students from Rangitoto in attendance. He commented on the genuine friendliness of students at Mahurangi College and stated that the positive culture is a tribute to the staff and David. There is an enormous amount of will and goodwill at Mahurangi College. Tony said he is loving it and thanked all for making it easy. Ihi included Rachel McGuire in his welcome. She responded that this was her third Board meeting and she is enjoying finding out what the Board deals with and is learning a great deal.

STRATEGIC PLAN:

HOTEO WERO/CHALLENGE

Keith presented where they are at with the Hoteo Wero/Challenge. He went through the 4 key areas that he and Andrew will be working on in 2021. Jason asked Keith to summarise the following, which require a decision:

1. CAPEX - all the Capital costs for the camp site up to the approved \$150K and then any extras required
2. Syllabus – BOT Sub-committee to include SMT members
3. Director of Camps – must own what we are doing and is not necessarily a teacher role. The director should also be qualified in the areas required to avoid the additional cost of employing qualified people to run some of the sessions. Some key staff will be retiring and ultimately the Director of Camps will be responsible for all camps.
Moved that a Director of Camps be appointed later in the year for an initial 2 year Fixed Term contract at an annual salary of between \$75K and \$85K to live on the camp site when groups are there.
J Neely/R O'Malley – carried
4. Cost per student of about \$450 per camp – this cost looks reasonable and carbon offset funding for tree planting could be a way to offset some of the cost to parents/caregivers.

Rachel stated that she is very keen to see the Hoteo Challenge happen and offered any help or expertise needed and is also keen to be part of developing the philosophy of the syllabus.

The camp ties in with our Strategic Plan covering Health and Wellbeing as well as Connecting to the Environment.

Keith left at 6:45 pm

TABULATED ACTION POINTS ARISING FROM THE MEETING

| Start Date | Subject | AP Holders |
|------------|---|------------|
| Dec | SMT is to respond to Chris Penk (MP) who wants to meet to discuss challenges and successes – Dean suggested that, once Hoteo is up and running, they could take a group from the community to show them what we are doing | SMT |
| Mar | Keith to report to BOT – summary of anticipated CAPEX costs up to \$150K and any additional expenses | KT |
| Mar | Later in the year a Director of Camps is to be appointed on a 2 year fixed term contract | TG |
| Mar | Sources of funding for Hoteo are to be investigated | RO'M/JN |
| Mar | Tony will provide an update at the next meeting on progress in developing a purposeful academic culture. | TG |
| Mar | BOT members are to think of potential volunteers who could investigate additional funding for the school | BOT |
| Mar | Gaynor is to provide mock-ups of murals, especially the external C4 wall facing the library. | GT/CS |

MINUTES OF LAST MEETING

Moved that the previously circulated minutes of the meeting of 14 December 2020 be approved as a true record of the meeting.

J Neely/R O'Malley – carried

DECLARATIONS OF CONFLICT OF INTEREST

- Dean Iversen is in publishing, mainly literacy for students.
- Ihi Heke is on the supply panel for the Ministry of Education, mainly for Maori.

All of these are ongoing declarations of intent for future meetings.

MATTERS ARISING FROM THE MINUTES

These were discussed under the various headings.

PRINCIPAL'S REPORT

The Principal's Report was taken as read and Tony noted the following:

- NCEA achievements are pleasing when compared to other schools, even Decile 8-10 schools. Excellences and UE results are disappointing and requires the development of a purposeful academic culture. Tony will provide an update at the next meeting on progress in this area. He stated that we can aim for quick wins, but real change takes time.
- International Students – Tony stated that it is important for us to identify what type of students we want at Mahurangi College. We currently have 18 students for the year with one extra studying online from Japan. To offset costs for 2021, Alistair is teaching one period a day, admin staff are working reduced hours and some staff have been made redundant.
- Staff Counselling – we have joined EAP, which provides online counselling for staff who need it. The staff member will approach their SMT who can approve up to 3 sessions. Should the staff member require more, the matter will be discussed with the Principal.

- Staffing – 2 Science resignations (Sophie Moran and Natalie Caldwell who are both moving away). We have appointed a teacher who is still in China and expected to arrive mid to late term 2, but it is worth the wait to get the right teacher.
- The Analysis of Variance and School Charter were uploaded to the MOE by 1 March 2020, as required.
- 2021 Prime Minister’s Awards are open, recognising inspiring work from great educators across Aotearoa. We intend to enter one of the categories - Excellence in Environment and Sustainability Education. Catherine Wynne will lead this and she and Christina Merrick will spend a day working through the requirements.
- Future School – the option to build on the rugby field has been taken off the table – the MOE stated that they had listened to us. Our preference is still to build on the ridge, but this may not be possible, due to distance from the river – the MOE is investigating the legislation. The MOE is still keen to build behind the Gym, however, if that is the only option, then it would be our preference to hide the industrial buildings on the opposite side of Woodcocks Road by building along the bus lane. We should hear back from MOE in about 4 weeks’ time. There are 2 points we will fight for:
 - Final Location and
 - Design of Final Build

Moved that the Principal’s Report be accepted.

T Giles/D Iversen - carried

FINANCE

The draft Financial Statements at 31 December 2020 were accepted, reflecting a YTD surplus of \$167,607 against a budgeted deficit of \$221,990. \$131,000 of this saving will be spent in 2021, mainly by ORS and Learning Support from additional funding received so late they were unable to use it.

The Budgeted deficit of \$431,211 was ratified.

Carla is to email the Audit Plan for 31 December 2020 to all BOT members for their information.

Moved that:

- The draft Financial Statements for December 2020 as presented be approved
- The Budget 2021 with Net Deficit of \$431,211 be approved
- Accounts Payable for December 2020, totalling \$232,819.53, be approved
- The Bank reconciliation for December 2020 be approved

J Neely/N Norrington – carried

PROPERTY

- Mark Haining obtained a quote for a basketball court between the Building Academy and the Hockey Turf for \$46,000. This excludes seating and fencing, which may be requested at a later stage.

Moved that an initial \$46,000 be spent on the new basketball court.

D Iversen/T Giles - carried

- SIP Funding – Carla is to call Yasmin ASAP to ascertain whether we may proceed with drainage of the entire extended rugby field. We need to advertise on GETS as soon as possible.

IN COMMITTEE

The public is excluded from each matter to be discussed in committee under:

The Local Government Official Information and Meetings Act 1987 (and amendments):
Section 48.1 (a) “That the public conduct of the whole or the relevant part of the proceedings of the

meeting would be likely to result in the disclosure of information for which good reason for withholding would exist”; &

The Official Information Act 1982:

Section 7.2 (a) “To protect the privacy of natural persons”; or

Section 7.2 (f) “To maintain the effective conduct of public affairs through:

the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom Section 2.5 of this Act applies, in the course of their duty;

the protection of such members, officers, employees and persons from improper pressure or harassment; or

Section 7.2 (i) “To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

The specific grounds under these acts for the passing of this resolution are as follows:

| General subject of each matter to be considered: | Reason for passing this resolution in relation to each matter: | Ground(s) under section 48.1 for the passing of this resolution: |
|--|--|--|
| Minutes of previous meeting held while “in-committee” | Section 7.2 (f) & (l) | Section 48.1 (a) (ii) |
| Suspensions and Stand-downs | Section 7.2 (a) | Section 48.1 (a) (ii) |
| Staff disciplinary matters | Section 7.2 (a) & (f) | Section 48.1 (a) (ii) |
| Principal’s confidential report | Section 7.2 (a), (f) or (i) | Section 48.1 (a) (ii) |
| Correspondence | Section 7.2 (a), (f) or (i) | Section 48.1 (a) (ii) |
| Co-options | Section 7.2 (f) | Section 48.1 (a) (ii) |
| Other matters members need to discuss while in-committee | Section 7.2 (a), (f) or (i) | Section 48.1 (a) (ii) |

Moved that the meeting go into Committee at 8:21 pm.

N Norrington/T Giles - carried

The meeting came out of Committee at 8:47 pm.

CORRESPONDENCE

Inwards & Outwards correspondence was presented.

Moved that inwards correspondence be received and outwards correspondence be approved.

J Neely/N Norrington – carried

Trips

The following trips were approved:

5-7 March 2021 Rugby Pre-season Training at Mahurangi College
 15-17 March 2021 Level 2 - 2.6 Leadership Unit and 2.8 Social Responsibility – Army Bay
 23-26 March 2021 Geographic Research – The Tongariro Natural Environment
 24-26 March 2021 Level 3 PE & OE 3.7 Assessment – Tawharanui Regional Park Surf Strip

All staff are to be advised that trips involving height, altitude and water require an added protection prior to leaving – weather and other risks are to be discussed and a text sent to Tony Giles of the decision and factors considered.

I Heke/P Meafou – carried

Staff:

The following were approved by the Board of Trustees:

- 1/02/2021 Sophie Moran – Resignation effective 1 April 2021- accepted with regret
- 1/03/2021 Natalie Caldwell – Resignation effective 2 May 2021 – accepted with regret

- 8/03/2021 GaynorTahitahi - Request for Learning Support students to paint murals on the outside wall of C4 facing the library as well as in the corridor of A9 to A11. This was approved in principle on condition a mock-up of the proposed murals are submitted to SMT for final approval.

D Iversen/N Norrington - carried

Other:

- Mackys Real Estate (Bayleys in the North) - contribution to the school. Funding sources for the school outside MOE offers great potential. Dean asked the members of the Board to think about any person who could fill a voluntary position to seek funding for the school.

Grant Requests:

The following permissions to apply for grants were approved:

- One Foundation for \$15,000 to assist with cost of installing new playground next to the new LSC building
- NZ Community Trust for \$15,000 to assist with the cost of installing a new pool cover for the swimming pool

D Iversen/J Neely - carried

GENERAL BUSINESS

Rachel suggested that we contract out to SchoolDocs for the management of Board policies at a cost of \$2,600/annum. This will ensure that they are kept up to date, relevant and are approved timeously.

R O'Malley/N Norrington - carried

NEXT MEETING

The next meeting will take place at 6:00 pm on 29 March 2021 - TBC

Please note all future meetings will be held in the main staff room.

There being no further business the Meeting adjourned at 8:55 pm.

Signed as a true and correct record of the Meeting.

CHAIRPERSON

DATE:/...../.....