

# MINUTES OF THE MAHURANGI COLLEGE BOARD OF TRUSTEES

Meeting held on 8 June 2020 in the Admin Staffroom at 6:00 pm

**TRUSTEES PRESENT:** Dean Iversen (Chairman), Jason Neely, David Macleod (Principal), Ihi Heke, Peter Meafou, Rachel O'Malley, Jowan Nute and Nyree Norrington

**APOLOGIES:** None

**ALSO PRESENT:** Keith Tennant (Assistant Principal), Carla Strachan (Secretary)

Dean welcomed all to the meeting.

## STRATEGIC PLAN: YEAR 10 TE TATOU WAHI: A1, B1, B2 & D1

Keith presented a schedule of Considerations and Planning and asked the Board to give him feedback and suggestions. The aim is to get a test group of Year 10s out before the end of the year and to get their feedback and suggestions. We are able to erect carports of up to 40m<sup>2</sup> without requiring building consent – the Building Academy cabins could possibly be used, which individually could house up to 6 camp beds at a cost of some \$4K each. Dean and Keith will meet to work out a concrete plan. The Board agreed that a Project Manager should be employed soon to ensure good progress is made and a Camp Director at a later stage. Ihi will send the information for the training of two teachers and a small group of year 8 students and noted that the Cecil Watson Palmer Trust, funded by the Perpetual Guardian Group, provides funding for camps, which could lower the cost of running the camps.

## TABULATED ACTION POINTS ARISING FROM THE MEETING

Start Date	Subject	AP Holders
Jun 20	Jason will assist with the format of exit interviews	JN
Jun 20	Jason offered to draw up comparisons of our final NCEA results against other Decile 7 schools when these results are released	JN
Jun 20	Ihi will provide information on camp funding available from the Cecil Watson Palmer Trust	IH
Jun 20	Dean and Keith will appoint a Project Manager for the Year 10 camp	DI/KT
Jun 20	David and Dean will work with ERO on COVID responses and successes	DM/DI

## MINUTES OF LAST MEETING

Moved that the previously circulated minutes of the meeting of 2 March 2020 be approved as a true record of the meeting.

*D Iversen/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

Discussed together with matters below.

### PRINCIPAL'S REPORT

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

- Lockdown throughout New Zealand commenced on 25 March 2020 and the April term break was brought forward by 2 weeks. Online learning commenced in Term 2 on 15 April 2020 and school resumed onsite on 18 May 2020.
- The Analysis of Variance for 2019 was tabled. This showed the school was above decile for NCEA at all levels including ethnic and gender breakdown.
- NZQA has announced some changes to the makeup of NCEA for this year to take account of the impact of lockdown on students' learning.
- Forest Restoration – trapping started on 25 May and a mixture of 21 pests have been caught.
- The pontoon setup is progressing well with the intention that students can launch the kayaks from the pontoon. Ihi will review Health and Safety measures closer to the time.
- We have retained most of our International Students with interest from 12 German students, whose arrival is dependent on borders being opened and quarantine being managed.
- We expect to have staffing savings, as we have been allocated a higher GMFS (Guaranteed Minimum Funded Staffing) than our roll would generate for 2020.
- We have been allocated a total of 45m<sup>2</sup> at a cost of \$247,500 for a building to house the three LSCs (Learning Support Coordinators).
- Future School – a meeting with the Growth Team has been set for 23 June 2020.
- The planned tolling of the new road will affect all our sports teams and trips. There is still time to register objections.
- STEAM – there have been some changes in the staff delivering STEAM, which should now be more settled. Rachel suggested that a Survey Monkey be sent out at a later stage to parents, teachers and students for some feedback.
- ERO has contacted the school and is doing a COVID response review for which they will interview the Principal and Board Chair.

Moved that the Principal's Report be accepted.

*D Macleod/D Iversen - carried*

### FINANCE

The final audited Annual Report reflected a deficit of \$78,930 compared to a Budgeted deficit of \$44,620 and Forecast deficit of \$156,980. The auditors did not have any issues they wished to raise with the Board. Jason thanked Carla for her efforts.

Moved that the final Annual Report for the year ended 31 December 2019 and the following creditors and payments be approved:

- Payable Invoices from January 2020 to April 2020 totalling \$1,964,600.35
- April 2020 creditors totalling \$76,009.71
- The Bank reconciliations from January 2020 to April 2020

*J Neely/N Norrington – carried*

### PROPERTY

Dean presented the Property Report which was accepted.

- The Z Block courtyard project was delayed, due to lockdown, however Mark was concerned that the large planter boxes and concrete would require considerable drainage. He is to obtain a quote for a mounded turf similar to B Block, trees and seating.
- Dean noted that Mark is working on the pulley system for the pontoon.
- Whare Beautification – Ihi suggested that we wait to see what plans are in the Future School so that we do not waste any Board funds.

- The 10YPP is nearing completion, then we can start some of the more urgent projects.
- SIP funding of \$400K is to be applied to the field drainage project.  
*J Neely/D Iversen – carried*
- Z Block – Caroline requested that Z7 be partitioned to separate the photocopier. The request for additional toilets was denied for the time being.

Moved that the Property Report be accepted.

*D Iversen/P Meafou – carried*

## STUDENT TRUSTEE

Jowan put forward a request from students that seniors be allowed Wednesday at home for study/wellness. He proposed that this be for Year 13s and possibly extended to Year 12s. The Heads of Faculty and Management had discussed this proposal and felt it was too early to make such a change, which would need to be thought through carefully, and the majority of students would not cope.

## 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 7:53 pm.

*D Iversen/R O'Malley - carried*

The meeting came out of Committee at 8:22 pm.

**CORRESPONDENCE**

Inwards & Outwards correspondence was presented.

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

*J Neely/N Norrington – carried*

**Trips**

There were no trips to approve.

**Staff:**

The following were approved by the Board of Trustees:

- 4/03/2020 Jan Ward – Resignation effective immediately
- 13/03/2020 Penny Bates – request to postpone sabbatical to Term 2 2021 - approved
- 27/05/2020 Molimau Lito – Resignation effective 10 June 2020
- 2/06/2020 Gail Smith – Resignation effective end of Term 2 2020
- 6/06/2020 Maria Marshall – Request for Leave of Absence July 2020 – July 2021 – not approved, as it spans 2 years

*J Neely/I Heke – carried*

**Other:**

- Jowan Nute – Students requesting Wednesdays at home for study/wellness was not approved at this stage
- Christine Merrick – The addition of a long skirt to the existing uniform was approved
- Also discussed was a request that the students be allowed to wear a small silver nose stud, as managing a clear stud during school hours was proving difficult for all teachers – not approved

*D Iversen/N Norrington – carried*

**Grant Requests:**

There were no new requests.

**GENERAL BUSINESS**

There was no further business to discuss.

**NEXT MEETINGS**

The next meeting will possibly take place at 6:00 pm on 27 July 2020 (TBC)

There being no further business the Meeting adjourned at 9:00 pm.

Signed as a true and correct record of the Meeting.

CHAIRPERSON .....



DATE: 27/07/2020