

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING



At the **Board of Trustees Meeting** on **24 Jul 2023** these minutes were **confirmed as presented**.

Name:	Mahurangi College
Date:	Monday, 22 May 2023
Time:	2:00 pm to 5:06 pm (NZST)
Location:	Mahurangi College, Main Staff Room
Board Members:	Cameron Davey, Fleur Auber, Nicole Callender, Nyree Norrington, Tony Giles
Attendees:	Carla Strachan
Apologies:	Dean Iversen (Chair)

1. Annual Plan

1.1 Visit to the Te Korowai Aroha Centre (LS & ORS) at 2:00pm

The members visited the Te Korowai Aroha Centre and Gaynor took them on a tour and explained what they do and the challenges they are faced with. These included a lack of space, a lack of Teacher Aides and no playground.

Extremely busy teachers are having to also include planning and delivery for the mainstreamed neuro-diverse students from the centre.

She again mentioned the very real need for a playground that will now cost between \$75K and &90K fully installed.

Gaynor also noted, and Tony agreed, that the LSC building is taking a very long time. Carla will be meeting with Yasmin with a view to getting the 5YA Amendment sorted and accepted so that we may progress with our projects.

1.2 Welcome and Karakia

Fleur agreed to Chair the meeting and welcomed all.

1.3 Strategic Plan

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2. Opening Meeting

2.1 Interests Register

3. Minutes and Actions from Previous Meetings

3.1 Confirm Minutes

Board of Trustees Meeting 3 Apr 2023, the minutes were confirmed as presented.



Approved

Approved

Decision Date: 22 May 2023
Mover: Nicole Callender
Seconder: Nyree Norrington
Outcome: Approved

3.2 Action List from Previous Meeting

Due Date	Action Title	Owner
3 Apr 2023	Marketing video to be released Status: In Progress	Dean Iversen
3 Apr 2023	Disciplinary Process discussion Status: Completed on 24 Jul 2023	Tony Giles

4. Committee Reports, Decisions and Discussions

4.1 Principal's Report

Preparation for L1 NCEA changes and curriculum refresh continue.

Our roll is usually 1400, but tracking at almost 1500. We will be starting another Y7 class. Parents have not complained, but 32 per class is too high. Anne Taylor will teach the extra class. We need 4 to leave every class - calling parents and having the discussion. Request for new classroom furniture for \$10K was approved.

Sports Strategy - working through this at the moment. We will need more staff, as sports is growing, which we want to see happen and we also want it to be a successful and enjoyable experience for students.

Looking for approval to spend \$50,000 in the first instance to upgrade the J Block toilets.

We would also would like to convert the B Block Girls to single toilets.

SolarZero - hoping for some MOE guidance. We are being cautious, as we are wondering why no other schools have gotten in on this offer.

The Leadership team has spent time discussing the tragedy at Whangarei Boys High and what we can do to mitigate the possibility of this occurring. We will continue to work on this, as we are a school that likes to ensure that our students are experiencing as much as possible. Tony is to be contacted before any high risk trips involving water, heights etc.

Weather bomb - why did kayaking trip go ahead? Risk analysis was done and it was ascertained that it was not a high risk. Parents arrived in panic, however the teacher made a decision to slow things down and to not allow parents to panic students and have unsafe return from the water.

Student well-being surveys - we usually do a termly bullying survey. Intending to do the WHO survey or the NZCER wellebing at school survey. Secondary students tend to not take the latter seriously, so we intend to try the WHO survey. We try to be proactive and we don't believe severe bullying is happening, but certainly there are pockets of it.

PPTA has called off strikes while they negotiate with the government. There is indication that Kahui Ako may be terminated and the funds may go towards increased teaching costs.

Selection of 2 trustees:

Nicole will approach Dave Morrison and Jason Gurney to ascertain whether they are interested in joining the Board.



Set of 30 desks and chairs for \$10,000

Approved

Decision Date: 22 May 2023
Mover: Fleur Auber
Seconded: Nyree Norrington
Outcome: Approved



J Block Toilets Upgrade - \$50,000

Approved

Decision Date: 22 May 2023
Mover: Fleur Auber
Seconded: Nicole Callender
Outcome: Approved



Resolve to fill two casual Board vacancies by selection.

Nicole will approach Dave Morrison and Jason Gurney to ascertain whether they will accept. We must advise community within 14 days of our intention to select and they have 28 days for 10% or more of them to request a bi-election.

Decision Date: 22 May 2023
Mover: Fleur Auber
Seconded: Nicole Callender
Outcome: Approved

4.2 Student Trustee Report

Student parking is an issue. Tony stated that he is in discussion with the Presbyterian Church to lease parking from them and noted that parking in Campbells Road may be limited to 2 hours. Cameron will get the link from Tony so students can lodge their objections.

4.3 Finance Report

Take the reports as read. No variances of concern, mainly timing.

Carla is to advise any staff who will fall below new living wage in September 2023 and include any who will need adjustment to maintain the difference to acknowledge higher duties.



Extra heat pump and extraction \$8,000 for the canteen

Approved

Decision Date: 22 May 2023
Mover: Tony Giles
Seconded: Fleur Auber

Outcome: Approved



Approvals for March/April 2023 Creditors, Payments and Journals, and Bank Recon for April 2023

Approved as presented

Decision Date: 22 May 2023
Mover: Fleur Auber
Seconder: Nicole Callender
Outcome: Approved



List staff who will fall below new living wage of \$26/hour in September and to keep difference HD

List of staff and total extra cost

Due Date: 30 Jun 2023
Owner: Carla Strachan

4.4 Property Report

Report taken as read. Issues and decisions in Principal's Report.

5. Health and Safety

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

6. General Business

6.1 In Committee

6.2 Correspondence



Grant application for NZ Community Trust for Sports Uniforms for \$11,950

Approved

Decision Date: 22 May 2023
Mover: Fleur Auber
Seconder: Nyree Norrington
Outcome: Approved



Grainne Maternity Leave extended to the end of Term 2 2024

Approved

Decision Date: 22 May 2023
Mover: Nicole Callender
Seconder: Nyree Norrington
Outcome: Approved



Jenny Shires on LWOP this year - resignation effective end 2023 accepted with regret.

Approved.

Decision Date: 22 May 2023
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Outcome: Approved

6.3 Other General Business

Uniform Policy

Policy states accessible and affordable. This is not so. Student office staff are selling second hand uniform. Prices have gone up.

Carla and Caroline to meet with Tony to plan something towards making financially accessible uniforms. Change policy to "we aim to make...."

Tony will again share the guidelines.

PE Uniform in winter. There is a concern that not everyone is comfortable in shorts - possibly introduce track pants or leggings.



Uniform Policy Update

These are to be circulated and approved. Tony noted that community has not been approached. Board members can decide, otherwise we can share the latest policy with changes to the community. Approve at the next meeting.

Due Date: 23 Jun 2023

Owner: Nyree Norrington



Tony, Caroline and Carla are to discuss ways of making uniforms more affordable

Discuss how we can make uniforms more affordable and ensure parents know there is a limited stock of second hand uniforms for sale via Student Services office. Tony noted that, while we are very conscious of costs, the cheaper uniforms do not last. We do make every effort to assist those who are struggling. Dave suggested that we should make it easier for parents/caregiver to know where to donate old uniform. Note in the next newsletter. Let community know there is a very real need to encourage donation rather than sale by individuals.

Due Date: 30 Jun 2023

Owner: Tony Giles

7. Close Meeting

7.1 Close the meeting

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

Signature: _____

Date: _____