

# CONFIRMED MINUTES

## BOARD OF TRUSTEES MEETING



At the **Board of Trustees Meeting** on **6 Mar 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Mahurangi College
<b>Date:</b>	Monday, 5 December 2022
<b>Time:</b>	6:00 pm to 7:00 pm (NZDT)
<b>Location:</b>	Mahurangi College, Main Staff Room
<b>Board Members:</b>	Dean Iversen (Chair), Fleur Auber, Nicole Callender, Nyree Norrington, Peter Meafou, Rachel O'Malley, Tony Giles, Cameron Davey
<b>Attendees:</b>	Carla Strachan, Jon Blyth

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

#### 1.2 Interests Register

### 2. Annual Plan

#### 2.1 Strategic Plan

Annual Strategic Plan: Wellbeing is our first goal:

##### **Hoteo Project**

Director of Camps: Mike Burton has been appointed

Keith continues to advance legal agreement with landowners

Fundraising Focus in 2023

Continue with building program

##### **Learning Experiences of Maori**

Catherine is refreshing our Maori Achievement strategy

##### **Culture**

Teachers continue to prioritise a calm, orderly and purposeful culture

##### **Health & Safety**

Committee met on 18 October

Potholes in centre driveway to be repaired

Judder bars have been installed in bus lane

Laboratory Manager has been appointed for Science, as required

Schools are being asked to dispose of unstable chemicals - Michael Sweeney is investigating

### **New Build**

Classrooms increased to 18, pushing budget to over \$10 million, resulting in a delay. At this stage designs expected to be completed in Q1, consenting Q2, Tenders Q2/3 with earth-breaking possibly June/July 2023.

Roofing Project - RFP review next week, then upgrades can proceed (assuming tenders match allocated funds and availability of contractors)

## **3. Minutes and Actions from Previous Meetings**

### **3.1 Confirm Minutes**

**Board of Trustees Meeting 26 Oct 2022**, the minutes were confirmed as presented.



#### **Minutes 26 October 2022**

Approved

**Decision Date:** 5 Dec 2022

**Mover:** Dean Iversen

**Seconded:** Nicole Callender

**Outcome:** Approved

### **3.2 Action List from Previous Meeting**

## **4. Committee Reports, Decisions and Discussions**

### **4.1 Principal's Report**

Literacy across the country requires focus. Low literacy is causing consternation, however there will be a cohort that will go through the new co-requisites trial for NCEA first, however MOE may delay rollout. Students will have 2 opportunities each year (typically Y10 and Y11). The MOE has announced two teacher only days for the next 2 years to assist schools to plan for the NCEA changes.

Programmes such as Write that Essay will be part of the work with students, together with a different focus on the 2 tiers and various intensive interventions for an hour a day in Term 1 rather than the historical hour per week. The primary schools will also be working towards improved literacy and those connected through Kahui Ako will work together towards the same goal. Tier 3 students are very far behind, some of whom are second language students, and we will use a phonics approach - it is a difficult situation requiring a great deal of work.

#### **Suspensions**

There have been 9 stand-downs and 2 suspensions this reporting period.

#### **Staffing**

Christina Merrick, Awhina Mikaere and Lindsay Dustan have resigned.

Caroline Armstrong has been appointed as DP of Y7&8.

#### **Vacancies**

HOF Y7&8

Receptionist/Enrollments

### Leave Requests

Danielle requested an extension of her LWOP and Kim Biggs 2 weeks in Sept 2023 to visit family in Argentina



#### Danielle Turrell LWOP extension for six months

Declined

**Decision Date:** 5 Dec 2022  
**Mover:** Tony Giles  
**Seconded:** Rachel O'Malley  
**Outcome:** Not Approved

Counselling: More and more students are presenting with anxiety. We are looking to see how we can support the students and get them back to normality.

Hamish Barton is a local person who deals with wellbeing and has just gone freelance. It would be good to get him in to audit key areas and have a strategy we can teach in classrooms. Also work with teachers.

Tony & SLT working with Mason & Jerry's 4 pillars of wellbeing. Measure wellbeing fitness.

Looking at survey tools, as we want to track and measure effectiveness of interventions.

The Hoteo project and other camps are part of the wellbeing drive.



#### Wellbeing to be brought up at the next meeting.

Agreed

**Decision Date:** 5 Dec 2022

## 4.2 Student Trustee Report

### 4.3 Finance Report

Current surplus is \$222K and expect final deficit to be \$112K against a budgeted deficit of \$348K.

Payables of \$355,080 approved

Payments of \$2,344,590 including Term Deposits of \$1,800,000 approved

Journals approved

Bank Reconciliation approved

Budget 2023 has a deficit of \$250K, which is not sustainable. Fleur has requested a 3 to 5 year forecast to see how we can reduce the deficits. Budget was approved.



#### Financials Statements and Executive Officer's Report for October 2022 and Budget 2023

Approved

**Decision Date:** 5 Dec 2022

**Mover:** Fleur Auber  
**Seconded:** Rachel O'Malley  
**Outcome:** Approved



#### **October 2022 Payables, Payments, Journals and Bank Reconciliation**

Approved

**Decision Date:** 5 Dec 2022  
**Mover:** Fleur Auber  
**Seconded:** Dean Iversen  
**Outcome:** Approved

### **4.4 Property Report**

New Build has been approved for 16 classrooms. Ministry is looking at the wood cladding from a health & safety perspective.

Tenants will vacate the house at 4 Palmer Street so we can get quotes and start repairs.

Weights Room will move to S Block. Gym change rooms are small, however we cannot increase our footprint.

Cost of roofing will ultimately affect the extent of the gym upgrade project.



#### **Property Report for October 2023**

Approved

**Decision Date:** 5 Dec 2022  
**Mover:** Dean Iversen  
**Seconded:** Nicole Callender  
**Outcome:** Approved

## **5. Health and Safety**

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

## **6. General Business**

### **6.1 In Committee - there were no matters to discuss**

### **6.2 Correspondence**



#### **Overseas Trip to Borneo and DanceNZ Interschool Nationals - Preliminary Approval**

Approved

**Decision Date:** 5 Dec 2022  
**Mover:** Peter Meafou  
**Seconded:** Nyree Norrington  
**Outcome:** Approved



#### **Touch Champs Rotorua , Y13 Great Barrier, Geo Tongariro, Rugby Whangateau & L3 Geo Muriwai Trips**

Approved

**Decision Date:** 5 Dec 2022  
**Mover:** Peter Meafou

**Seconder:** Nyree Norrington  
**Outcome:** Approved



**Resignations Christina Merrick, Karlie Stanbra, Awhina Mikaere and Lindsay Dustan accepted**

Accepted with regret

**Decision Date:** 5 Dec 2022  
**Mover:** Tony Giles  
**Seconder:** Rachel O'Malley  
**Outcome:** Approved

Sports Sponsorship Policy - Tony noted that most North Shore schools do allow sport sponsorships.

Requires workable guidelines around size of logos, colours to be standardised and decisions around companies names on school grounds and how the sponsorships will be used. SLT will draw up some parameters and present to the Board next year.

Fleur will pass on to Tony some contact details from NX2 .

Dean asked for names of locals whom he can contact for sponsorship including for the Hoteo project.

### 6.3 Other General Business

## 7. Close Meeting

### 7.1 Close the meeting

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_