

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING



At the **Board of Trustees Meeting** on **5 Dec 2022** these minutes were **confirmed as presented**.

Name:	Mahurangi College
Date:	Wednesday, 26 October 2022
Time:	5:00 pm to 8:30 pm (NZDT)
Location:	Mahurangi College, Main Staff Room
Board Members:	Dean Iversen (Chair), Fleur Auber, Nicole Callender, Nyree Norrington, Peter Meafou, Rachel O'Malley, Tony Giles, Cameron Davey
Attendees:	Carla Strachan, Jon Blyth

1. Opening Meeting

1.1 Welcome and Karakia

1.2 Walk Around the School

1.3 Interests Register

1.4 Nominate and Elect new Chairperson (Chair) of the Board of Trustees

Tony formally welcomed Fleur and Nicole. Everyone introduced themselves. Dean put his name forward for the Presiding Member and, with no other nominations, was so elected.

Fleur and Nicole added to Disciplinary Committee.

Nominations called for Finance - Fleur and Dean - unanimous

Nominations called for Property - Rachel and Nicole - unanimous

So elected

Code of Conduct: We have adopted the Schooldocs Code of Conduct.

Delegations: The board delegates the responsibility for effective management of the school finances, in accordance with school policy and guidelines, to the principal, who may further delegate financial administration responsibilities and duties or pay for external accounting services. The board must not delegate the general power of delegation, nor any power to borrow money, including the power to enter into a financial lease. Delegations are reviewed annually.

The Principal may approve up to \$10,000 for unbudgeted amounts and anything higher requires Board approval.



Election of Dean Iversen as Presiding member

Dean Iversen was unanimously elected as Presiding member with no other nominees.

Decision Date: 26 Oct 2022

Outcome: Approved



Election to Finance Committee of Fleur Auber and Dean Iversen

A call for nominees resulted in Fleur Auber being unanimously elected and Dean Iversen as Board Chair.

Decision Date: 26 Oct 2022

Outcome: Approved



Election to the Property Committee of Nicole Callender, Rachel O'Malley and Dean Iversen

A call for nominees resulted in Nicole Callender and Rachel O'Malley being unanimously elected and Dean Iversen as Board Chair.

Decision Date: 26 Oct 2022

Outcome: Approved



Financial delegations to the Principal per Note

Yes

Decision Date: 26 Oct 2022

Mover: Dean Iversen

Seconded: Nyree Norrington

Outcome: Approved

2. Annual Plan

2.1 Strategic Plan

3. Minutes and Actions from Previous Meetings

3.1 Confirm Minutes

Board of Trustees Meeting 5 Sep 2022, the minutes were confirmed as presented.



Minutes of the last Board Meeting held on 5 September 2022

Yes

Decision Date: 26 Oct 2022

Mover: Rachel O'Malley

Seconded: Peter Meafou

Outcome: Approved

3.2 Action List from Previous Meeting

Due Date	Action Title	Owner
7 Nov 2022	Process for re-enrollment of students previously excluded. Status: Completed on 24 Oct 2022	Tony Giles

4. Committee Reports, Decisions and Discussions

4.1 Principal's Report

Literacy and numeracy results were fairly low and will receive a great deal of focus. Structured literacy is taking hold in the primary schools, which is great to see. COVID has affected the students - seeing year 7s coming into the school being 18 months behind. Kahui Ako is also working hard in this area. Our planning is driving the design of the new build.

COVID has dropped off and we have no staff off at the moment.

Attendance has not yet caught up to the the usual 85%, however we believe it should be at 90%.

There have been 9 stand-downs and 2 suspensions, one has returned with conditions and one was excluded, with leave to apply for re-enrolment next year. The management team is working on the process around allowing excluded students to reapply to return to school. Process needs to be robust and not place any staff or students at risk.

ERO (Education Review Office) has completed three documents, being: Board Assurance Statement (BAS), International Student Assurance and the Profile Report. The report/s will shortly be available on our website.

Strategic Plans:

Hoteo Project: an experience where students can disconnect from devices and connect with each other and the environment. We have received resource consent and we are in the process of appointing a Director of Camps. Keith continues to progress the legal agreement with Dills and other landowners. Looking for a marketing person who can head a fundraising team. We want to help our students find their place in the school and grow them into resilient, responsible adults.

Learning experiences of Maori - cultural induction workshop with Ngati Manuhiri attended by SLT and BOT members. We had a successful Maori Success Prizegiving - guest speaker was Huki, who will be doing some mentoring in the school next year.

Lyn Dashper will teach 3 Spanish classes next year.



The Principal's Report was accepted

Yes

Decision Date: 26 Oct 2022

Outcome: Approved

4.2 Student Trustee Report

B Block toilets are terrible and need attention.

Interpersonal relationships are good and not many conflicts.

Tony noted that the culture is generally good.

4.3 Finance Report

EQI - net effect is extra \$86K

Trust - currently setting up Charitable Trust with Murray Chapman, Fin Higgins and Tony Giles as the initial Trustees. We have been advised that someone wishes to donate into a charitable trust, but do not know the amount at this stage. Carla is working with a lawyer to set up the trust.

Three seeds to plant for budgeting:

- Send a few key staff to some schools in UK see what they are doing to raise the levels of student achievement.
- B Block bathrooms are terrible - desperately need them to be changed to single toilets. It would improve the culture of the school.
- With the drop of COVID funding and emphasis on literacy, appeal for \$60K for 2 additional teacher aides.

We have a house, 4 Palmer Street, which needs to be used to attract teachers. We would like to upgrade it and offer it to young teachers. New bathroom and kitchen. \$40K was approved at a previous meeting for this.

Refurbishment of Admin Staff Kitchen increased from \$12k previously approved to \$20K.

Solar panels can be installed at no cost to the school. Looked at it in principle and they will get their proposal to us in due course.

Jon out at 7:50pm

Canteen: Good food, but it is a juggling act between healthy food and a price that students can afford. A fair amount is homemade. Staffing is an issue, however. Board members will read the proposal from Libelle and make a decision at the next Board meeting on 5 December.

New Build: Architect's recommendation regarding the cladding - recommending wood, most likely Cedar and they are recommending a stain that fades in time to a silver/grey. All new builds will then have this look. Board is happy with the look and Tony will discuss costs of more regular treatment with the architect.

International Students - surplus provides Board with discretionary income. Also allows our students to learn about other cultures. 40 FTE students is about the right number for our school. Alistair needs to travel overseas to meet with agents to promote the school.

NZSTA is very useful especially around employment issues.

No grant applications at this stage, however we will need to put in another application for the Special Needs Playground.



Financial Pyments etc

Yes

Decision Date: 26 Oct 2022
Mover: Dean Iversen
Seconded: Fleur Auber
Outcome: Approved



Payables, Payments, Journals and Bank Recons approved for Aug & Sept 2022

Payables \$411,569.84 (Aug) and \$278,332.35 (Sept)
Payments \$530,310.64 (Aug) and \$721,647.63 (Sept)
Journals Aug & Sept
Bank Reconciliations \$601,822.65 (Aug) and \$669,737.43 (Sept)
Decision Date: 26 Oct 2022
Mover: Dean Iversen

Seconder: Nyree Norrington
Outcome: Approved



Admin Staff Room Upgrade Budget increased from \$12K to \$20K

Approved

Decision Date: 26 Oct 2022
Mover: Rachel O'Malley
Outcome: Approved

4.4 Property Report



The Property Report was accepted

Accepted

Decision Date: 26 Oct 2022
Mover: Dean Iversen
Seconder: Tony Giles
Outcome: Approved



Special Needs Playground budget from reserves increased from \$20K to \$40K plus \$20K grants received

Approved

Decision Date: 26 Oct 2022
Mover: Dean Iversen
Seconder: Tony Giles
Outcome: Approved

5. Health and Safety

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

Health and Safety Committee meets every 3 weeks.

Purchased a second box to store the defibrillator externally.

Installing judder boxes at the entrance to the bus bay to slow down the buses.

6. General Business

6.1 In Committee at 7:14 pm and out at 7:29 pm



Minutes of the In-Committee Meetings of 9 June 2022 and 1 August 2022

Yes

Decision Date: 26 Oct 2022
Mover: Dean Iversen
Seconder: Nyree Norrington
Outcome: Approved

Wayne leaving after 24 years at the school - to be given a decent, cultural gift from the Board. Art students/staff to design the award.

New appointments:

- Kirsty Moon-Obaray, Junior, from South Africa
- Holly Danks, Junior, from Kaukapkapa
- Larissa Long, Junior, Fixed Term for Ben Howson
- Michael Stewart, HoF Technology
- Vacancy - Y7/8 Homeroom Teacher

Leave Requests:

- Michael Sweeney & Jasmine Cross last 2 weeks Term1 2023

Abbie Thalari is pregnant and has requested maternity leave from start Term 2 2023 to end Term 1 2024



Michael Sweeney and Jasmine Cross last 2 weeks Term 1 2023 to visit family in UK

Yes

Decision Date: 26 Oct 2022
Mover: Tony Giles
Seconder: Nicole Callender
Outcome: Approved



Abbie Thalarie maternity leave end Term 1 2023 to start Term 2 2024

Yes

Decision Date: 26 Oct 2022
Mover: Fleur Auber
Seconder: Nicole Callender
Outcome: Approved



Wayne Frost resignation accepted with regret

Accepted

Decision Date: 26 Oct 2022
Mover: Tony Giles
Seconder: Dean Iversen
Outcome: Approved



Kellie Kennard-Gill resignation effective end 2022 school year accepted

Accepted

Decision Date: 26 Oct 2022
Mover: Tony Giles
Seconder: Dean Iversen
Outcome: Approved



Gay Murphy resignation effective 30 September 2022 accepted

Accepted

Decision Date: 26 Oct 2022
Mover: Tony Giles
Seconder: Dean Iversen
Outcome: Approved



Michael Sweeney and Jasmine Cross LWOP last 2 weeks Term 1 2023 to visit family in UK

Approved

Decision Date: 26 Oct 2022
Mover: Tony Giles
Seconder: Dean Iversen
Outcome: Approved



Abbie Thalami maternity leave Term 2 2023 to end term 1 2024 approved

Approved

Decision Date: 26 Oct 2022
Mover: Tony Giles
Seconder: Dean Iversen
Outcome: Approved

6.2 Correspondence - will be sent out tomorrow - working from home



Preliminary Approval for Trip to WOW Wellington 2023 and Rarotonga in 2024

Yes

Decision Date: 26 Oct 2022
Mover: Peter Meafou
Seconder: Nyree Norrington
Outcome: Approved

6.3 Other General Business

Nyree invited Board members to the Cultural Blues evening.

Rachel suggested the Board provides a morning tea for the staff and be present to be introduced.
Tony to decide on a suitable day either this term or Term 1 next year.



Tony to propose date/s for morning tea for staff to say thank you and introduce full Board

Y

Due Date: 16 Nov 2022
Owner: Tony Giles

7. Close Meeting

7.1 Close the meeting

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

Signature: _____

Date: _____