

# CONFIRMED MINUTES

## BOARD OF TRUSTEES MEETING



At the **Board of Trustees Meeting on 11 Sept 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Mahurangi College
<b>Date:</b>	Monday, 24 July 2023
<b>Time:</b>	6:00 pm to 9:30 pm (NZST)
<b>Location:</b>	Mahurangi College, Main Staff Room
<b>Board Members:</b>	Dean Iversen (Chair), Cameron Davey, Dave Morrison, Fleur Auber, Kim McKergow, Nicole Callender, Nyree Norrington, Tony Giles
<b>Attendees:</b>	Carla Strachan
<b>Guests/Notes:</b>	Caroline Armstrong - Deputy Principal in charge of Junior Faculty et al

### 1. Annual Plan

#### 1.1 Welcome and Karakia

Dean welcomed all, especially Dave Morrison and Kim McKergow, our new Trustees.

#### 1.2 Strategic Plan

Caroline presented on the approaches being taken in order to improve the deeper understanding of the content through the years until the students are able to get the most out of their literature.

Dean thanked Caroline, who left at 6:49 pm.

### 2. Opening Meeting

#### 2.1 Interests Register

### 3. Minutes and Actions from Previous Meetings

#### 3.1 Confirm Minutes

**Board of Trustees Meeting 22 May 2023**, the minutes were confirmed as presented.



## Board of Trustees Meeting

Confirmed

**Decision Date:** 24 Jul 2023

**Mover:** Fleur Auber

**Seconder:** Nyree Norrington

**Outcome:** Approved

### 3.2 Action List from Previous Meeting

Due Date	Action Title	Owner
3 Apr 2023	Disciplinary Process discussion - completed <b>Status:</b> Completed on 24 Jul 2023	Tony Giles
11 Sept 2023	List staff who will fall below new living wage of \$26/hour in September and to keep differential <b>Status:</b> In Progress	Carla Strachan
11 Sept 2023	Uniform Policy Update <b>Status:</b> Completed on 11 Sept 2023	Tony Giles
11 Sept 2023	Affordable uniforms <b>Status:</b> Completed on 27 Jul 2023	Tony Giles
11 Sept 2023	Hoteo marketing video to Board; Visit Hoteo; Jodie proceed with campaign <b>Status:</b> In Progress	Dean Iversen

## 4. Committee Reports, Decisions and Discussions

### 4.1 Principal's Report

Take the report as read. Open the floor for questions:

The roll has been fairly stable and we have more International students than anticipated.

Goal is for the college to reach 2,500 students. The new build will result in the soccer field moving and being reduced from 100m to 90m.

There is bullying, but the surveys are not raising many issues. The key question is "Who in your class is getting bullied?" Fairly confident that there is not much and staff are effective in uncovering issues and addressing them. When a parent comments to a Board member that a child has been bullied, it is important to establish whether it is a single event or continuous behaviour, the latter qualifying as bullying.

Vaping - we installed our first vaping detector and within the first hour we caught 3 students, thereafter none. We attempt to make it safe for other students and we are looking at cheaper models, so we can install them in other toilet blocks. Changing toilet blocks in B Block to single toilets plus vape detectors is something this Board is supportive of and willing to pay for.

National Education Plan - we will build our plan on the national education plan.

Request that we also report on Pasifika attendance, not just Maori.

Sports review has been completed and issues raised are similar to those heard from the community. We are looking to add a third sports coordinator.

New Science Curriculum has been in the news and the media painted a negative picture, however Tony assured that "we will be keeping Science in Science".

### 4.2 Student Trustee Report

Quick discussion around toilets and management thereof.

### 4.3 Finance Report

Half year financial view - budgeted deficit of \$250K, forecast down to \$92K deficit. Mainly due to higher international students and higher interest rates.

Increased teacher entitlement partly used by extra Y7 teacher and Hoteo camp costs.

Considering lifting staff wages to the living wage once increases have been effected towards the end of the year, which would cost about \$10K, but then we would also need to keep the differential of those already earning around or just above the living wage - proposal and costs to be presented at next meeting.

Sport balances are high - Jon will look into how we manage these down.



#### Approval of the payments, creditors, journals and bank recon for May & June

- That May 2023 month's creditors of \$417,233 be approved for payment (TNG Creditors \$142,945)
- That June 2023 month's creditors of \$376,396 be approved for payment (TNG Creditors \$164,209)
- That Payments for May 2023 totaling \$1,420,548 be approved (Payroll \$295,887.52; GST \$141,107; TD \$500,000)
- That Payments for June 2023 totaling \$1,008,160 be approved (Payroll \$235,254; TD \$400,000)
- That Manual Journals for May 2023 be approved.
- That Manual Journals for June 2023 be approved.
- That the Bank reconciliation for the month ended 30 June 2023 be signed as correct.

**Decision Date:** 24 Jul 2023  
**Mover:** Fleur Auber  
**Seconded:** Dean Iversen  
**Outcome:** Approved

### 4.4 Property Report

LSC Building and ground work are to be done in the September break.

Weights room - just waiting for equipment, using the \$50K approved by Board previously. We have also applied for grants.

4 Palmer Street - upgrade 80% done. Require a further \$20K to complete the upgrade and purchase soft furnishing.

Toilets Junior Block - \$50K per level - do one level this year, and second level next year.

5YA focuses on roofing and gym upgrade.

Classrooms - we will be fine for a year or two with the delay of the new build.

B Block Girls Toilet conversion to single toilets - we will present quotes, cost will be about \$150K.

Suggest a walkabout to identify where we can put extra seating where there is cover. Replace some of the grass areas with trees/shrubs - Tony, Nicole and Dave.



#### Approve additional \$20K to complete 4 Palmer Upgrade and purchase soft furnishings.

Approved

**Decision Date:** 24 Jul 2023  
**Mover:** Nyree Norrington  
**Seconded:** Fleur Auber  
**Outcome:** Approved



**Approve \$50K for J Block top level toilets upgrade**

Approved

**Decision Date:** 24 Jul 2023  
**Mover:** Nyree Norrington  
**Seconder:** Fleur Auber  
**Outcome:** Approved



**Walk site to to decide where seating placed and grassed areas replaced with trees/shrubs**

Tony, Nicole and Dave  
**Due Date:** 11 Sept 2023  
**Owner:** Tony Giles

5. Health and Safety

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

6. General Business

6.1 In Committee

6.2 Correspondence

Hoteo Wero:

Dean to arrange for the extended video to be shared with the Board members with a view to earlier release of marketing campaign.

Tony will get a survey out to the students and parents.

Board needs to know what is there, what still needs to be done to make it a go and what is needed for the ultimate experience. Tony will get Keith to meet with Dave, Nicole, Kim and Dean.



**All EOTC Trips as presented and noted below were approved**

**Trips Approved/Ratified:**

27/08-1/09/2023	Malcolm Cowier Football Tournament - Papkura
27/08-1/09/2023	Kathy Seaward Football Tournament - Whangarei
21-23/09/2023	WOW Wearable Arts/Workshop - Wellington
8-10/09/2023	Rotorua Kurangaituku Netball Tournament
3-8/09/2023	Zespri AIMS Tornment (Y7&8) - Mt Maunganui
27/08-1/09/2023	UNISS Netball Tournament - Hamilton
29/08-1/09/2023	Rugby by The Beach Tournament 2023 - Papamoa

7-9/08/2023	2023 NZ Surfing Champs - Raglan
28/08-1/09/2023	Hockey Boys Secondary Tournament - Tauranga
31/08-3/09/2023	Underwater Hockey Nationals - Henderson
27/08-2/09/2023	Kate Trolove Cup (Girls Snr Hockey) - Palmerston North
22-25/08/2023	International Student Trip to Rotorua

**Decision Date:** 24 Jul 2023  
**Mover:** Dean Iversen  
**Seconder:** Nyree Norrington  
**Outcome:** Approved



**Resignation as listed below were accepted with sincere regret.**

**Resignations below accepted with regret:**

27/06/23	Retirement: Cath Johnston (Careers) with effect 27/01/2024
1/06/23	Resignation: Russell Stirling (Social Studies) with effect 8/10/2023
1/06/23	Resignation: Ginny Bourke (Learning Support) with effect 11/08/2023

**Decision Date:** 24 Jul 2023  
**Mover:** Dean Iversen  
**Seconder:** Nyree Norrington  
**Outcome:** Approved



**Grant applications listed below were ratified**

**Ratify grant applications:**

Ratified email approval 16.06.2023 for a request be made to One Foundation for the amount of \$19,557.93 to help cover the cost of purchasing equipment for our Weights and Fitness Room.”

Ratified email approval 16.06.2023 for a request be made to Blue Sky Community Trust for the amount of \$18,021.86 to help cover the cost of purchasing equipment for our Weights and Fitness Room.”

**Decision Date:** 24 Jul 2023  
**Mover:** Dean Iversen  
**Seconder:** Fleur Auber  
**Outcome:** Approved



**Tony to send survey to students and parents about Hoteo Wero experience**

Send survey and report back at next meeting

**Due Date:** 11 Sept 2023  
**Owner:** Tony Giles



**Keith to take interested Board members to Hoteo.**

Tony will arrange for Keith to take board members to Hoteo.

**Due Date:** 11 Aug 2023  
**Owner:** Tony Giles



### **Special Meeting of Board to discuss Hoteo**

Tony to arrange for a Special Meeting of the Board to discuss Hoteo after visit and before 11 September 2023.

**Due Date:** 31 Aug 2023

**Owner:** Tony Giles

## **6.3 Other General Business**

NZSTA Board Action list - Tony said we have loosely followed it, but it could be a good one to follow.

Code of Conduct - mandatory for all Boards to adopt the newly released MOE Code of Conduct.

Student Trustee elections coming up - returning officer will run that.

Board of Trustees - we have 3 elected, so we could co-opt Dave and Kim. If anyone else leaves, we would have to run a bi-election.

Engaging with the school community. Did a fair amount last year for the Strategic plan. Could do some more this year - possible around curriculum/NCEA.

H&S and Wellbeing - we have an H&S committee which meets every 3 weeks. It is a big area of focus for the Board and management. Nothing to report.

Consultation around the Health curriculum - some parents are not happy to have some of the courses presented at a young age.

Student achievement - should be number one focus for the Board. There is not much statistical data yet, but will continue to feed info to the Board. Also wish to see trends over time. Tony noted that we have good data in senior levels, but will need to build data in junior levels.

H&S for EOTCs - any risks around water - leader has to text Tony around weather conditions and decision. If any doubt, then Tony can make the call to cancel, if he deems it necessary.

The Board is keen to resurrect Friends of Mahu (FoM) and terms of reference to be agreed for discussion at next meeting.



### **Nyree send next policies requiring approval to Board**

Send Policies

**Due Date:** 11 Sept 2023

**Owner:** Nyree Norrington



### **Friends of Mahu (FoM) Terms of Reference**

Tony to present terms of reference for discussion.

**Due Date:** 11 Sept 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:** \_\_\_\_\_