

MINUTES OF THE MAHURANGI COLLEGE BOARD OF TRUSTEES

Meeting held on 2 March 2020 in the Admin Staffroom at 6:00 pm

TRUSTEES PRESENT: Jason Neely (Acting Chairman), David Macleod (Principal), Peter Meafou, Rachel O'Malley, Jowan Nute and Nyree Norrington

APOLOGIES: Ihi Heke, Dean Iversen (Chairman)

ALSO PRESENT: Christina Merrick (Assistant Principal), Carla Strachan (Secretary), Robbie Ennis

Jason welcomed all to the meeting, with a special welcome to Jowan and Robbie, who presented on Kaitiakitanga (Sustainability).

KAITIAKITANGA PRESENTATION

Jowan and Robbie informed the Board of the students' interest in sustainability and climate change. They noted that students are keen to take part in the Climate Change march and would like Mahurangi College to be a part of it. David explained the Ministry of Education (MOE) had advised that it could not be a school event. The Board stated that they support the march, but reiterated that it could not be a school trip.

The following requirements are to be put in place:

1. A note from parents to the school notifying that their child/ren will be absent on that day, as they will be attending the march for climate change.
2. Students will then be marked as explained absence, but unjustified, similar to when a child is taken out of school during term time for a family holiday.
3. If a note is not received the student will be marked truant.
4. Any emails to the parent community from our student leaders must first be approved by the Principal.
5. The Board would prefer our student leaders to only arrange buses for senior (Y11-13) students and that any junior students should be taken by their parents/caregivers. They advised that, even if the buses are sponsored, it would be best to charge a nominal fee to be paid in advance so they have accurate lists of names of those attending.

Jowan suggested that possibly only Sustainability students attend in the first round with a wider group attending the march in September 2020.

The Sustainability students are keen to introduce composting in the school and had already met with an expert to receive advice. They requested assistance with the costs of purchasing bins. David will allocate some funds from the \$10,000 for general projects awarded by the Board. Each 470 litre bin will cost \$120 and the Bokashi system could be introduced in the canteen and staff room/s. Jowan agreed to draw up a proposal indicating types of composting, number of bins and estimated cost.

The Board thanked Jowan and Robbie for their presentation.

TABULATED ACTION POINTS ARISING FROM THE MEETING

Start Date	Subject	AP Holders
Oct 19	David will follow up with the contractors of the Northern Gateway Motorway for offset planting in the gully	DM
Dec 19	Jason to be asked to assist with the format of exit interviews	JN

Mar 20	Jason offered to draw up comparisons of our final NCEA results against other Decile 7 schools when these results are released	JN
Mar 20	Carla is to enquire of Yasmin when the school can access the \$400K, which the Board would like to use to upgrade the Gym change rooms	CS

STRATEGIC PLAN

Sustainability

Jowan and Robbie's presentation on the Climate Change march and Composting.

Year 10 Camp Project

Stephen Dill and Wayne Mason are both farmers who are keen to be involved and have offered part their farms to be used. The intention is to send small groups (possibly a class at a time) on a rotation basis to the Dill farm for up to 10 days learning responsibility, sustainability, independence and self-confidence through activities such as abseiling, kayaking and various projects. There are currently nine Year 10 classes.

- Rachel will provide David with the contact details of a person who can advise and help prepare a programme for the camps.
- A coordinator would be employed to manage and run the camps with assistance from teachers. Ratios of adult to students would need to be maintained.
- Camps would run in Terms 1, 2 and 4, while weather is reasonable.
- The Board would need to approve the ongoing cost of the coordinator, while the camp cost to parents and caregivers would cover the running of the camps and relief teacher/s.
- The Board would need to commit capital funds of up to \$200K to build extra bunk rooms, a storage container, dining facility and equipment. Initially the students could use tents.

Resolution: The Board approves the Year 10 Camp project in principle and subject to the appointment of an experienced consultant at a cost of no more than \$10,000 to carry out a feasibility study and prepare a proposal with costs.

J Neely/R O'Malley – carried

Future School

The presentation by the architect firm, Jasmax, was very disappointing, as the brief from the school appeared to have been ignored. Jason will work with David to form a response from the Board of Trustees to Dianne Weetman, including a request for an alternative architect.

MINUTES OF LAST MEETING

Moved that the previously circulated minutes of the meeting of 2 December 2019 be approved as a true record of the meeting.

R O'Malley/P Meafou – 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

- David will follow up with the contractors of the Northern Gateway Motorway for offset planting in the gully.

PRINCIPAL'S REPORT

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

- The initial NCEA results were discussed. Jason offered to prepare the comparisons to other Decile 7 schools when final results are available.
- The Year 13 and 7 camps went very well.
- 5 Records were broken at the Athletics held last Thursday.
- The pontoon is currently being fitted with a frame, the container is in place and Mark is working on a simple system to get the pontoon into and out of the container.
- Penny Bates and Gaynor Tahitahi have renamed the "Special Needs" area Te Korowai Aroha, which means The Cloak of Love.
- The two new LSCs, Ginny Bourke and Aran Taylor, are in charge of Years 7 & 8 and Years 9 & 10 respectively.
- The Year 6 teachers met with Year 7 teachers to discuss the students who have started Year 7 this year.
- Gerald Walker has decided to retire at the end of Term 1 this year.
- Culturally Responsive Pedagogy: Christina noted that they are looking at ways to implement the Pasifika Plan. An all-day Hui or Whanau breakfast at the school are being considered to focus on the following:
 - a) How can we better connect families with the school
 - b) How can we better design our programmes in the classroom
 - c) How can we improve Pasifika attendance

It was agreed that, for the May 2020 Board meeting, an overview will be presented of what has been done and an update of what still needs to be done.

Moved that the Principal's Report be accepted.

D Macleod/R O'Malley - carried

FINANCE

The final Operating Budget for 2020 reflecting a deficit of \$186,990 plus a further \$35,000 (PLD \$10K, Teacher Relief \$10K and miscellaneous projects to be allocated by David of \$15K), totaling a deficit of \$221,990 was approved.

The Capex Budget for 2020 of \$223,160 plus \$20K for Te Korowai Aroha playground and \$15K for LED lights in New Gym, totaling \$258,160 was approved.

Moved that the draft Financial Statements and EO Report for 31 December 2019 reflecting a net deficit of \$83,093 and the following creditors and payments be approved:

- That November 2019 month's creditors of \$140,127.00
- That November 2019 sundry cheque payments totalling \$1,279.40
(Manual cheque 622277 to 622279)
- That November 2019 direct credit payments totalling \$273,690.02
- That November 2019 direct debit payments totalling \$382,617.25 (Sal \$214K, GST \$108K)
- That the Bank reconciliation for the month ended 30/11/2019 be signed as correct.

- That December 2019 month's creditors of \$204,696.09
- That December 2019 direct credit payments totalling \$225,304.54
- That December 2019 direct debit payments totalling \$364,358.61 (Sal \$323K)
- That the Bank reconciliation for the month ended 31/12/2019 be signed as correct.

J Neely/N Norrington – carried

PROPERTY

David presented the Property Report which was accepted.

- The quote for repair/replacement of the retaining wall and erection of a fence at 4 Palmer Street was presented. The Board agreed to pay 50% of the total cost (\$5,500), requiring the neighbour, Debbie Barber to pay the other 50%.

- The Board agreed that \$400K from the Government should be used to upgrade and enlarge the existing Gym change rooms, which are no longer suitable for the many students who use them daily. Carla is to enquire of Yasmin whether we may use the funds soon.

Moved that the Property Report be accepted.

D Macleod/P Meafou – carried

Robbie thanked the Board for allowing him to stay and left at 8:38 pm

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 8:38 pm.

J Neely/R O'Malley - carried

The meeting came out of Committee at 8:55 pm.

CORRESPONDENCE

Inwards & Outwards correspondence was presented.

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

J Neely/N Norrington – carried

Trips

The following trips were approved by the Board of Trustees:

9-11/03/202 Level 2 PE – Shakespear Regional Park
 18-20/03/2020 Level 3 PE & OE – Tawharanui Regional Park Surf Trip
 4-6/03/2020 International Students Far North Tour
 29/03 – 11/04/2020 International Students South Island Tour

13-26/09/2020 International Students South Island Tour
5-7/03/2020 2020 Interschools Motocross Challenge – Te Kuiti
19-22/03/2020 2020 Interschools Motocross Challenge – Rotorua

J Neely/P Meafou – carried

Staff:

The following were approved by the Board of Trustees:

- 9/12/2019 Kate Chittenden – Resignation effective end 2019
- 13/12/2019 Natalie O’Flaherty – Resignation effective 28 February 2020
- 20/01/2020 Linda Harrison – Resignation effective immediately
- 11/02/2020 Sandy Martin – Resignation TA for Junior effective immediately
- 16/02/2020 Gerald Walker – Resignation effective 26/04/2020 accepted with regret
- 1/02/2020 Jamie McLagan – LWOP 10-25/09/2020 (Groomsman in Greece)
- 25/02/2020 Jeanette Cornege-Dill – 20d Long Service Leave & 4d LWOP - Netherlands

J Neely/R O’Malley – carried

Other:

- Colin Binsted – Raising Funds for Living Classroom
- Amanda McMurtrie – Communication re BOT decision to NOT opt in to \$150/student (BOT agreed no general communication, but to answer each email as it is received)

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 30 March 2020 (TBC)

There being no further business the Meeting adjourned at 9:05 pm.

Signed as a true and correct record of the Meeting.

CHAIRPERSON



DATE: 8 / 6 / 2020