

MINUTES OF THE MAHURANGI COLLEGE BOARD OF TRUSTEES

Meeting held on 13 September 2021 via Zoom at 6:10 pm

TRUSTEES PRESENT: Dean Iversen (Chairman), Jason Neely (Deputy Chairman), Tony Giles (Principal), Ihi Heke, Rachel O'Malley, Peter Meafou, Nyree Norrington and Rachel McGuire

ALSO PRESENT: Catherine Wynne (Deputy Principal), Carla Strachan (Secretary) (6:37 pm)

APOLOGIES: Carla Strachan for being late

TABULATED ACTION POINTS ARISING FROM THE MEETING

| Start Date | Subject | AP Holders |
|------------|--|------------|
| Jun | Rachel McGuire and Rachel O'Malley will continue to investigate shelter option, as the costs submitted were prohibitive. | R McG |
| Aug | Obtain estimate of costs for consents from Greg Sayers. Resource and Building consents to be applied for. | KT |
| Aug | BoardPro to be trialled for the next Board meeting | JN/CS |
| Sep | Architect to send up drone to factor best placement of new Junior block | TG/MA |
| Sep | Architect is to send up drone to factor best positioning of the new block | TG |

HOTEOWERO

This was discussed under Principal's Report.

MINUTES OF LAST MEETING

- *Moved* that the previously circulated minutes of the meeting of 2 August 2021 be approved as a true record of the meeting.

D Iversen/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

These were discussed under the various headings.

PRINCIPAL'S REPORT

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

- NZQA has made changes to lessen the impact of lockdown on students as follows:
 - exams are being pushed out by two weeks, giving senior students more class time, which means that prize giving events will also be delayed.
 - "learning recognition credits" are being allocated, as we saw last year (students will require fewer credits, which differ per year level).
 - Practice (derived grade) exams will occur after Labour weekend instead of week 9 of Term 3.

- Our attendance at virtual classes has been good, although, as lockdown extends, numbers are starting to drop a little. Deans continue to follow up on students not attending.
- There have been 0 Standdowns and 1 Suspension in this reporting period.
- Hoteo Project – as a result of lockdown delays, it is unlikely that we will get any Year 10s up to the camp before the second half of 2022. Additionally, with the loss of international student income, we need to build clarity around the funding of individual camps. Sponsorship could be sought to offset costs.

Anticipated costs as follows:

- Capital outlay required: House (\$150K?) plus metal road (\$60K) plus camp set-up (\$80-\$100K)
- Balance of unspent Board approved setup costs is \$97K
- Camp Director salary is to come from Teacher Entitlement
- Approximate cost to run each individual camp: \$13K
- Charge to students per camp: \$450 x 24 students.
- Shortfall per camp: \$7-8K, amounting to between \$50K and \$70K per annum

Tony noted that it would be prudent to slow things down to allow the consenting process to work its way through Council so as to lessen the impact of COVID and to spread the financial burden over the next two years. If the current tiny home does not sell, we could consider using it as accommodation for the Director of Camps.

Concern was raised about the increased costs. This was discussed and it was agreed that the camp project should continue as planned and funding is to be sought to partially offset the costs. Members stated that they still strongly support this project, which has arisen from feedback received from the community and is in the interests of student wellbeing.

- Future Focus – Culture: The SLT and HOFs have continued to engage in improving culture/behaviour at the college, which will be a key priority in the new Strategic Plan.
- Tony noted changes in current staff positions, resignations, new appointments and planned appointments.
- Jo Robson has completed her review of our pastoral provision and has made some recommendations, which the SLT is currently reviewing.
- Future School - Tony has met with the MOE Property team a few times. The following is still to occur:
 - The architect is to send up a drone so as to factor the best positioning of the first two new builds and car parking, while maintaining as much of the soccer field as possible (90m x 55m)
 - MOE has proposed an 8 classroom block, which will feature 3 classrooms and 1 specialist room per level. The latter will be a Science lab/classroom and the other an IT computer suite. This model is our preferred design. Jason felt that it was important for the Board to sign off on the final design. Tony offered to email to the Board members a copy of the proposed design. There was concern that the blocks did not allow for STEAM, especially visual and performing arts. Catherine advised that these will continue in existing facilities for the time being.
- Rugby Field Drainage - work continues in the background.
- Shelter Proposal – quotes obtained by Rachel McGuire came in at \$125K (3.2m x 23m) and \$203K (5m x 30m). The costs are prohibitive and cheaper options are to be sought. Rachel O'Malley stated that shelter from the elements, both sun and rain, remains a priority, as the students have nowhere to go during hot or rainy days.
- Roll Projection for 2022 – we anticipate 1476 local and about 11 international students in 2022.

Moved that the Principal's Report be accepted.

T Giles/I Heke - carried

HEALTH & SAFETY (included in Principal's Report)

The H&S committee continues to meet three times a term.

FINANCE

The Financial Statements and Executive Officer's Report for August 2021 were accepted, These reflect a YTD surplus of \$98,718 against a budgeted deficit of \$431,211. The increase in surplus comes mainly from additional MOE funding, being Building Academy STP funding of \$94K and Support Staff increases of \$43K. The uncommitted cash reserves are \$627K after deduction BOT project commitments of \$823K.

Moved that the following be approved:

Recommended that the following be approved by the Board of Trustees:

- That July 2021 month's creditors of \$286,802.67 be approved for payment (incl. TNG \$124,215.08)
- That Aug 2021 month's creditors of \$201,406.39 be approved for payment (incl. TNG \$123,157.03)
- That Payments for July 2021 totalling \$577,713.16 be approved (Payroll = \$196,969; TNG = \$124,967)
- That Payments for Aug 2021 totalling \$587,420.84 be approved (Payroll = \$249,645; TNG = \$123,720)
- That the Bank reconciliation for the month ended 31/07/2021 be signed as correct.
- That the Bank reconciliation for the month ended 31/08/2021 be signed as correct.

J Neely/D Iversen – carried

PROPERTY

Discussed under Principal's Report.

STUDENT TRUSTEE

The shelter quotes were discussed under Principal's Report.

IN COMMITTEE

There was no In Committee to discuss, due to Level 4 lockdown.

CORRESPONDENCE

Inwards & Outwards correspondence was presented.

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

I Heke/N Norrington – carried

Trips

There were no trips to approve.

Staff:

The following were approved by the Board of Trustees:

- 3/08/2021 Maternity and LWOP: Sarah Dodds (IFS) 12 months in total starting 13 August 2021. Tony will discuss this with Alistair in light of there being only 11 students in 2022.
Approval postponed
- 9/08/2021 Resignation: Zanetta Young (Teacher Aide) effective 23 August 2021.
- 14/08/2021 Penny Bates: (ORS) effective 18 October 2021 accepted with regret.

D Iversen/R O'Malley - carried

Other:

7/09/2021 Penny Bates requested that the unspent COVID URF Funding received in 2020 be applied to the Special Needs Playground so that the total funding including the grants received is \$70K.

Grant Requests:

There were two grant requests, however Tony wished to discuss them with the applicant prior to obtaining Board approval.

GENERAL BUSINESS

There was no further business to discuss.

NEXT MEETING

The next meeting: TBA

There being no further business the Meeting adjourned at 7:55 pm.

Signed as a true and correct record of the Meeting.

CHAIRPERSON

DATE:/...../.....