

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING



At the **Board of Trustees Meeting** on **3 Apr 2023** these minutes were **confirmed as presented**.

Name:	Mahurangi College
Date:	Monday, 6 March 2023
Time:	6:00 pm to 8:50 pm (NZDT)
Location:	Mahurangi College, Main Staff Room
Board Members:	Fleur Auber, Nicole Callender, Nyree Norrington, Rachel O'Malley, Tony Giles, Cameron Davey
Attendees:	Carla Strachan, Jon Blyth
Apologies:	Peter Meafou, Dean Iversen (Chair)
Guests/Notes:	Mike Burton and Keith Tenant

1. Opening Meeting

1.1 Welcome and Karakia

Tony welcomed all and Rachel agreed to chair the meeting.

Cameron arrived at 7:00 pm after his Defensive Driving lesson.

1.2 Interests Register

1.3 Presentation on Hoteo Camp - Mike Burton

Tony introduced Mike Burton, Director of Camps, who has taken over from Andrew Mount to oversee and coordinate EOTC camp programmes.

Hoteo - camp dates for 2023 have been set -and there will be 8-10 camps. Contract instructors have been arranged and permission slips sent to parents/caregivers.

Activity programme finalised and curriculum learning outlined. The budget for the camps have been calculated and menus for all the different needs have been set.

Grant Robinson will become a Licenced Building Practioners (LBP) to oversee and build future cabins that can be consented and Aaron Butler will project manage the installation.

Will need to negotiate another site for the Whare on Mason's farm, due to flood plain locations.

Currently working on the liability insurance for the camps and buildings.

Obtain the record of land title for legal agreement, which is being finalised.

Confident on taking students down the river - professional instructors with a third instructor to meet ratios. Mike will be available as support.

Forest Bridge Trust will be supporting during the tree planting and trapping.

Challenges:

Extreme weather and damage to the land led to delays with camp dates being finalised.

Stephen Dill will drop limestone on a damaged causeway to ensure vehicles can access the camp site.

Cost increases:

Instructors from \$87K to \$119K to allow for an extra instructor for 3 days.

Shortfall per camp is about \$10K, resulting in a Board funded deficit of about \$80K this year. The fundraising committee will be raising funds via sponsorship to cover this shortfall in future years, as the school cannot absorb this cost indefinitely.

Jodie and Dean have put together a marketing video, which will be released soon.

Seeking immediate approval: \$58K incl vehicle, Contractors \$119K for all camps - this can be paid out of the balance of \$360K already approved, therefore no approval required.

It is possible that, in the short term, Mike may be able to stay in a rental on the Dill's farm.

Mike and Keith left at 7:52 pm.



Marketing video to be released

Rachel proposed that the community and staff be brought up to date with the Hotoo Camps and the intention behind it.

Due Date: 3 Apr 2023

Owner: Dean Iversen

2. Annual Plan

2.1 Strategic Plan



Dean Iversen has been elected as the Presiding member.

Yes

Decision Date: 6 Mar 2023

Mover: Rachel O'Malley

Seconded: Nicole Callender

Outcome: Approved

3. Minutes and Actions from Previous Meetings

3.1 Confirm Minutes

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



Minutes of 5 December 2022 were approved

Yes

Decision Date: 6 Mar 2023

Mover: Rachel O'Malley

Seconded: Fleur Auber

Outcome: Approved

3.2 Action List from Previous Meeting

4. Committee Reports, Decisions and Discussions

4.1 Principal's Report

NCEA pass rates were satisfactory as follows: Level 1 80.5%, Level 2 90.2% and Level 3 80.8% - see Principal's Report for more details.

1 March roll resulted in 47 more students, generating about 2 extra teachers, however will not use them, thus reducing our deficit. We currently have 41 International students and 35 Construction Academy students. There are 17 ORS students, with 4 very high needs.

Suspensions - There have been 7 Stand-downs and 1 Suspension. Tony would like to review the disciplinary process with Board. We should challenge ourselves and ensure decisions are good for school and community. Often community does not have the full picture, however we should remain conscious of the community when making decisions. Many things can be a factor in decisions and we need to constantly be reflecting and having discussions about them.

Jon feels it is a mistake to exclude a student then reinstate them. It would be preferable to extend the suspension with strong conditions.

Management to feed back to the board on suspensions and what has happened.

Board Tasks:

Appointed Dean as Presiding member.

Finance and Property committees as per existing as well as the Disciplinary makeup.

There was a nasty fight after school in the bus bay. A member of the community asked whether school would make a statement. A difficult choice as there are so many factors to consider and, at the moment, feels it pertinent to not make a statement to the community. It is a fine line to walk, but Tony wants the Board to know that management factors in all the considerations when dealing with this type of incident.

We have begun a partnership with Ngati Manuhuri and Whaea Mereana has been wonderful.

This year is the first time we are taking part in Polyfest - students are very excited.

Strategic Annual Plan:

Friendship initiative implemented for Y7 - talking about how to encourage friendships for new students - looking to build 5-6 different ways to encourage this.

IT Satisfaction survey has been designed for staff to identify holes and weak areas.

Literacy Booster groups are up and running. Some year 7/8s give the illusion of being able to read, but it sets them back by the time they get to year 11. Currently have 6 groups running. Starting in year 8, but will roll out to year 7.

Staffing continues to be a challenge. Tony taught his classes for 3 weeks. Some teachers volunteered to pick up an extra class - testament to the calibre of teachers.

Wendy Sutherland has announced her resignation effective end of Term 1. We are trying to fill the position for 3 terms and to look for a permanent replacement to start next year.

Adam Dockary has requested a year off next year, but would like to delay a decision pending a bit more information.

4 Palmer Street: May need to request a top-up of the initial \$40K to upgrade - will have a better idea for the next Board meeting. Tony will seek legal advice as to best way to rent it - boarding house or rental.

SolarZero presentation: Tony recommends we proceed to the next phase where they will present to our Property Advisor, John Collins.

New Build - not much happening before September or even next year. We are the only school still in running to meet the carbon zero goal.

Uniform: Would like the Board to set some governance directions then delegate to the management to apply some tweaks. Tony has made some suggested changes. Rachel stated that the uniform has not been reviewed in a while and should do so before the next meeting.

Board Training: Session on 29 March in Bridgehouse. Would be good to meet other local trustees. There is also an online session.

Strike day for Teachers on 16 March - recommend we close for instruction, but offer supervision for those students who are unable to stay home.

A Physical Restraint Policy is to be in place by 7 May 2023. All teachers and staff will be required to complete an mandatory online learning module by 7 February 2024.

Health and Safety meeting held on 21 February - there were no issues to report.



Board Policy for emergency occurrence when no Board members available.

We will use the SPANZ policy.

Decision Date: 6 Mar 2023
Mover: Fleur Auber
Seconded: Nyree Norrington
Outcome: Approved

Hoteo Camp - ensure future Board members are still as committed to the project. There is a vulnerability that a disaster could put the future of Hoteo at risk.



Ratify purchase of vehicle for use at camp - some \$30K from setup costs

Ratified

Decision Date: 6 Mar 2023
Mover: Fleur Auber
Seconded: Nicole Callender
Outcome: Approved



Credit card for International Director to \$2K

Approved

Decision Date: 6 Mar 2023
Mover: Nicole Callender
Seconded: Fleur Auber
Outcome: Approved



Teacher Strike Days - close for instruction, but offer supervision

Yes

Decision Date: 6 Mar 2023
Mover: Rachel O'Malley
Seconded: Fleur Auber
Outcome: Approved



Disciplinary Process discussion

Tony to arrange for a discussion on the disciplinary process. Rachel and Fleur requested feedback and more information on disciplinarys held and what has transpired since decisions made.

Due Date: 3 Apr 2023

Owner: Tony Giles



Dean Iversen elected as Presiding Member. All other committes remain as they are.

Yes

Decision Date: 6 Mar 2023

Mover: Rachel O'Malley

Seconder: Tony Giles

Outcome: Approved

4.2 Student Trustee Report

Cameron noted that he has had a lot of students approach him:

Tattoos - Tony stated that Cameron should feed back to students that Board is working on a policy and decision made by next Board meeting.

Long trousers in summer for boys - again Board will set a parameter about this by next meeting.

Education Perfect - not provided to Year 13s and it would be useful. Cameron to ask what subject areas and whether students are happy to pay for it. Concern that it is fun to do, but not effective for NCEA preparation.

Toilets - long lines and not clean. Tony would like to accelerate the B Block conversion to single toilets. We have asked the architects to design single toilets for B Block and it may be an idea to have separate ones for boys, girls and gender neutral. Try and employ someone to do a clean between morning tea and lunchtime.

Tony asked what the tone is around school - Cam stated that is pretty good, even though he spends most of his time in common room.

4.3 Finance Report



The Draft Financial Statements and Executive Officer's Report for year ended 31 December 2022

Fleur noted that the year ended with a surplus of \$18,840 against a budgeted deficit of \$348,016, mainly due to additional funding from the Ministry for additional Teacher Aides, the Teacher Aide and Admin staff pay equity payout and STP Funding, which was not all spent.

The Equity increased from \$4,244,717 to \$4,263,557.

Decision Date: 6 Mar 2023

Mover: Fleur Auber

Seconder: Nicole Callender

Outcome: Approved



Delegate approval of auditable Draft Statements to Fleur

Yes

Decision Date: 6 Mar 2023

Mover: Fleur Auber

Seconder: Rachel O'Malley

Outcome: Approved



International Fees Increases per schedule

Yes

Decision Date: 6 Mar 2023
Mover: Fleur Auber
Seconded: Rachel O'Malley
Outcome: Approved



Delegate authority to Dean and Tony to sign off Final Audited Financial Statements

Yes

Decision Date: 6 Mar 2023
Mover: Fleur Auber
Seconded: Nyree Norrington
Outcome: Approved



Approve Payables, Payments, Journals and Bank Statements as presented

Approved:

Payables for November and December 2022 and January 2023

Payments for November and December 2022 and January 2023

Journals for November and December 2022

Bank reconciliation for November and December 2022 and January 2023

Decision Date: 6 Mar 2023
Mover: Fleur Auber
Seconded: Nicole Callender
Outcome: Approved

4.4 Property Report

4 Palmer Street renovation is underway and will need a top-up of initial \$40 approved, but we will have a figure for next meeting.

The next meeting will start at 2:00pm to allow for a uniform policy discussion, a visit to the Learning Centre and ORS as well as a walk around the school with a view to deciding on future projects to be undertaken by the Board.

5. Health and Safety

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

6. General Business

6.1 In Committee at pm and out at pm

6.2 Correspondence



Grant applications: Pub Charity \$3,927 and Blue Sky Community Trust \$9,339.50

Approved the grants as specified in List of Correspondence.

Decision Date: 6 Mar 2023

Mover: Fleur Auber
Seconded: Nicole Callender
Outcome: Approved



Great Barrier reschedule approved

Approved

Decision Date: 6 Mar 2023
Mover: Fleur Auber
Seconded: Nicole Callender
Outcome: Approved



Trips and Camps were approved as presented

Trips as follows were approved:

Hoteo Camps
Level 3 Geo to Muriwai Beach
Year 13 ODE to Tawharanui Regional Park
Level 2 PE to Shakespear Park
Level 2 Geography to the Tongariro National Park

Decision Date: 6 Mar 2023
Mover: Rachel O'Malley
Seconded: Nyree Norrington
Outcome: Approved



Resignations from Wendy Sutherland, Toni Beer and Craig Owen were accepted with regret

Approved

Decision Date: 6 Mar 2023
Mover: Tony Giles
Seconded: Nyree Norrington
Outcome: Approved

6.3 Other General Business

7. Close Meeting

7.1 Close the meeting

Next meeting: Board of Trustees Meeting - 3 Apr 2023, 6:00 pm

Signature: _____

Date: _____