

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING



At the **Board of Trustees Meeting** on **26 Oct 2022** these minutes were **confirmed as presented**.

Name:	Mahurangi College
Date:	Monday, 5 September 2022
Time:	6:00 pm to 8:15 pm (NZST)
Location:	Mahurangi College, Main Staff Room
Board Members:	Dean Iversen (Chair), Rachel O'Malley, Tony Giles
Attendees:	Matte Perrin, Carla Strachan, Catherine Hutton
Apologies:	Nyree Norrington, Peter Meafou

1. Opening Meeting

1.1 Welcome and Karakia

1.2 Interests Register

2. Annual Plan

2.1 Strategic Plan

3. Minutes and Actions from Previous Meetings

3.1 Confirm Minutes

Board of Trustees Meeting 1 Aug 2022, the minutes were confirmed as presented.



Approved

Approved

Decision Date: 5 Sep 2022

Mover: Rachel O'Malley

Seconder: Matte Perrin

Outcome: Approved

3.2 Action List from Previous Meeting

4. Committee Reports, Decisions and Discussions

4.1 Principal's Report



Principal's Report

Accepted

Decision Date: 5 Sep 2022

Mover: Tony Giles

Seconded: Dean Iversen

Outcome: Approved

Literacy: NCEA exams will be online in 2024 for some subjects. Resourcing of laptops and IT software programmes

is an issue, as schools are expected to pay for these without assistance from the Ministry.

It is vital that we work in the structured and sequenced space of curriculum from years 7-10. Dean asked what the Board could do - Tony stated that time is needed, which comes at a cost.

Financial assistance for extra staff, eg. a teacher to pick up some of Liana's junior classes, to free up some time as she works on the programme. We have just appointed Jasmine Cross as co-HOF. At the bottom end - increase Teacher Aide time to assist with working in small groups.

Attendance has slowly improved to 81%. 85% being the historical average.

The Trustees were satisfied that students, who leave after being excluded or through the disciplinary process, are re-enrolled, however teachers and other students may not be put at risk. Rules around re-enrolment must be a robust process.

Strategic Plan 2023+: Steve Saville is meeting with staff and students and a questionnaire will be sent out to the community.

There have been 21 stand-downs and 0 suspension in this reporting period.

Rachel is keen to be involved in a sub-committee that looks at how we attract and retain talented staff.

Jenny Shires' application for refreshment leave was approved.

Pool structure - A Structural Engineer from MOE in Wellington is now involved in progressing the decision to reopen the pool.

Future School - The concept design will hopefully be approved by the end of this month thereafter detailed drawings will need to be approved.

A second defibrillator has been purchased.

Adopt a Code of Conduct for the Board of Trustees - approved in principle.

Winter Sports Tournaments have produced the best results for our teams.



Board of Trustees Code of Conduct

Approved

Decision Date: 5 Sep 2022

Mover: Dean Iversen

Seconded: Rachel O'Malley

Outcome: Approved



Process for re-enrollment of students previously excluded.

Tony will devise a robust process whereby ex-students, previously excluded, could be considered for re-enrollment.

Due Date: 7 Nov 2022

Owner: Tony Giles



Jenny Shires application for refreshment leave for 2023 (12 months) was approved

Approved

Decision Date: 5 Sep 2022
Mover: Tony Giles
Seconders: Rachel O'Malley
Outcome: Approved

4.2 Finance Report



Financial Statements, EO Report, Payments, Payables and Journals July 2022

July 2022 month's creditors of \$306,400.93 - approved for payment

Payments for July 2022 totalling \$1,895,130.18 - approved

Journals for July 2022 - approved

the Bank Reconciliation for July 2022 - approved

Decision Date: 5 Sep 2022
Mover: Dean Iversen
Seconders: Rachel O'Malley
Outcome: Approved



Budget 2022 Financial Position and Cash Flow

Approved

Decision Date: 5 Sep 2022
Mover: Dean Iversen
Seconders: Peter Meafou
Outcome: Approved



4 Palmer Street to be renovated at a cost of up to \$50,000. Tenant to be given 90 days' notice.

Approved

Decision Date: 5 Sep 2022
Mover: Dean Iversen
Seconders: Rachel O'Malley
Outcome: Approved



Property Manager to be given notice to vacate Caretaker's house by 31 January 2024.

House to be renovated to house teachers.

Decision Date: 5 Sep 2022
Mover: Dean Iversen
Seconders: Rachel O'Malley
Outcome: Approved



Admin Staff Room Upgrade for up to \$12K. Furniture from CAPEX budget.

Approved

Decision Date: 5 Sep 2022
Mover: Rachel O'Malley
Seconders: Matte Perrin
Outcome: Approved



SolarZero panels - approval in principal

SolarZero have a licence from MOE to place solar panels on school roofs. It will not cost us, however we are investigating further to understand what we would be committing to.

No saving to us initially, however we will see savings as power gets more expensive.

Decision Date: 5 Sep 2022
Mover: Tony Giles
Seconder: Rachel O'Malley
Outcome: Approved

4.3 Property Report

The Property issues in the Property Report were discussed as part of the Principal's Report.



The Property Report was accepted as read.

Accepted

Decision Date: 5 Sep 2022
Mover: Dean Iversen
Seconder: Tony Giles
Outcome: Approved

5. Health and Safety

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

Committee met 23 August.

One hazard identified: A majority of E block doors are jamming, due to rain and buildings moving, also E4 and E5 ramps are slippery and need non-slip mesh added.

A box has been purchased for our defibrillator, to make it more accessible - the box comes with a code that can be given via phone for members of the public.

6. General Business

6.1 In Committee at 7:59 pm and out at 8:07 pm

6.2 Correspondence



Trips approved - details below

Y8 Camp (Karangahake Gorge) 5-9 December 2022 - Approved

Decision Date: 5 Sep 2022
Mover: Dean Iversen
Seconder: Rachel O'Malley
Outcome: Approved



Resignation Details below

Rachel Heke's resignation effective end 2022 school year was accepted with regret.

Decision Date: 5 Sep 2022
Mover: Dean Iversen
Seconder: Rachel O'Malley
Outcome: Approved

6.3 Other General Business

7. Close Meeting

7.1 Close the meeting

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

Signature: _____

Date: _____