



Mangakotukutuku College Establishment Board Meeting

5.30pm - Monday 10th July 2023

Present:

Ngaire Harris - Governance Facilitator, Jackie Woodland, Peter O'Leary, Krissy Witehira, Anthony Rawiri, Ratau Turner, Sophia Wairoa-Harrison, Mareta Matenga, Dave McNulty, Pradeep Kumar, Kevin Johnson (VIA Zoom) Matt Crispe (VIA Zoom)

In Attendance:

Justine Rogers

Apologies:

Thilo Govender

Welcome:

The Presiding Chair welcomed everyone to the meeting, Anthony - Karakia

	Action	Timeframe
<p>1.4 Previous Minutes</p> <p>Read as true and correct Moved: Dave Seconded: Krissy No conflict of interest</p>		
<p>Matters Arising</p> <p>Mareta questioned laptops for the old schools, they are the liability of the old schools, not Mangakotukutuku College.</p>		
<p>2. Reports</p> <p>2.1 Presiding Member Report Received and Read</p> <p>* Jackie walked through the school with Scotty Evans, Deputy Secretary Education *Electronic Board at front of school – there is already one *MasterPlan – Alana to work with Dave and Ngaire to get it started *Dave questioned where funding was coming from, expectations but no money to back it up</p>	Dave/Ngaire	
<p>2.2 Principal Report Received and Read</p> <p>*6 period, 5 day timetable for whole school, ongoing discussions regarding Year 7 coming in and needing guidance with this – possibly teachers moving classes not students for Years 7&8 *QMS document submitted for analysis and feedback, only minor tweaks needed *Whanau time at the start and end of the day to check students are all okay</p>		

<p>2.3 Governance Facilitators Report Received and Read</p> <p>*Talk that the Prospectus won't have everything on it, instead have a separate handbook that can be updated * ERO in Term 3 – focus on curriculum *Strategic and Annual Plan – gives reference to the NELP, has been signed off by the Board *Strategic plan must be in consultation with the community *Priority – Work Plan</p>		
<p>2.4 Mana Whenua Report Received and Read</p> <p>* Cultural Narrative- Waikato Tainui have 42 sites throughout Waikato, taking Anthony and kaumatua on bus trip *Seedlings – Anthony has approached 3 places, \$7.95 each or try and go through Waikato Tainui or DOC to see if they have any connections *Funding, Te Runanga Kirikiriroa, Community Waikato and Trust Waikato – their preference is to have face to face meetings to discuss Action - Anthony to send through contacts to Pradeep for looking into criteria for funding, to be looked at next meeting</p> <p>All Reports Tabled, Seconded: Mareta, All in favour</p>	Anthony/ Pradeep	
<p>3. Committee Reports</p> <p>3.1 Policy Received and Read</p> <p>*Ratify 6 latest policies – Health and Safety Induction, Risk Management, Intellectual Freedom, Recognising Student Achievement, Child Protection, Behaviour Management</p> <p>Moved-Krissy, Seconded-Sophia</p>		

<p>3.2 Personnel Nothing to Report</p> <p>*SLT to Utilise the Personnel Committee if needed</p>		
<p>3.3 Finance Received and Read</p> <p>*Motion-move that the threshold for Assets listed on register is the cost over \$1000 Moved-Matt, Seconded-Dave</p> <p>*Motion-That Mangakotukutuku College uses the IRD depreciation rates to calculate depreciation on its assets. Moved-Matt, Seconded-Peter</p> <p>*Justine to be set up as full Manager for Google Docs Moved-Mareta, Seconded-Krissy</p> <p>Financial Report from Business Manager</p> <p>*Pradeep thanked ESB for sending him to the BM Conference *Money coming from the Ministry for June/July *Pradeep to have authority to engage with the Ministry *Budget to be published online now Audit has finished *Pradeep working through the June Report, need to get coding correct *Budget 2023, a couple of changes, Ngaire to check. Painting approx. \$900k-\$1M, Marketing/Advertising. Increased \$70K, Landscaping \$60K *Credit cards are the responsibility of the person who's name is on it.</p> <p>To go to next Finance meeting to vote on changes Moved-Matt (Finance) Seconded Dave</p>	<p>Peter O</p>	

<p>3.4 Property No Report Next meeting 20 July</p>		
<p>3.5 Media No Report</p>		
<p>3.6 Health and Safety Verbal</p> <p>*Met Friday 30th June-elected one person as representative, when more staff are appointed in November/December staff will be elected per 20 people. *Looked at Staff Handbook, to be completed by the end of Term 3, read over H&S, staff wellbeing, induction, illness and injuries, made suggestions, gone to Policy committee *Looked at Standard Operating Safety procedures for high risk areas. Science, Health and PE, technology. Looking at those areas to have a standard operating procedure by end of Term 3 *Looked at process of hiring out school facilities, just facilities at this stage, haven't looked at equipment yet. *Incident Reporting-setting up a Google form so if an incident or near miss staff can fill in *Looked at Lockdown and evacuation/fire drills for Term 3 and 4 – both sites *Looked at EOTC policy guidelines to be completed</p> <p>Moved-Peter, Seconded-Dave</p>		
<p>3.7 Uniform No Report</p>		
<p>4. Correspondence</p> <p>In: EDI late addition (all received)</p> <p>Out: Correspondence between Jackie and April</p> <p>Inward-Accepted, Outward-Approved, Matt-Abstained</p>		

5. General Business		
5.1 No In-Committee		

Meeting closed 7.25pm

Next meeting Tuesday 25th July 2023, 5.30pm

