



## **Mangakotukutuku College Establishment Board Meeting**

**5.30pm - Monday 12<sup>th</sup> June 2023**

### **Present:**

Ngaire Harris - Governance Facilitator, Jackie Woodland, Thilo Govender, Krissy Witehira, Mareta Matenga, Anthony Rawiri, Ratau Turner, Matt Crispe, Sophia Wairoa-Harrison

### **In Attendance:**

Justine Rogers

### **Apologies:**

Dave McNulty, Kevin Johnson

### **Welcome:**

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

	Action	Timeframe
<p><b>Previous Minutes</b></p> <p>Read as true and correct  Moved: Jackie    Seconded: Krissy  No conflict of interest</p>		
<p><b>Matters Arising</b></p> <p>2x credit cards cancelled (Krissy and Matt)  Thilo and Peter's have slight increases until the Business Manager starts  Laptop cost – will be discussed at Finance meeting on Monday 19<sup>th</sup> June</p>		
<p><b>Presiding Member Report  Received and Read</b></p> <p>* Melville High School meet and greet, Tuesday 13<sup>th</sup> June  * ERO visit, no report yet  * Audit handed in on time</p>		
<p><b>Governance Facilitators Report  Received and Read</b></p> <p>*Would be good to have majority of work plan done by the end of Term 3 and then will move onto a good to go plan.  Plan what needs to be done in Term 4 so we are good to go 2024  Junior school plans will be ready to go this term, Senior school will progress in Term 3 to get completed  *Meeting with Principals 2 or 3 times a term  *Has a connection with APS Painters and Landscaping-no objection to meet with them. Will contact Peter O'Leary to go with her. Payment Plan?  *Governance Handbook will be the same for the next Board</p>		

**Mana Whenua Report**

**Verbal**

- \*Thank you for the Tea Party, very much appreciated
- \*Anthony has a dinner at Wintec with the Employment Industry on Wednesday night, will spread the word about the school
- \*Matariki breakfast on Friday
- \*Contact-Kim Cable with Community Waikato, Anthony will touch base with her and pass on Krissy's details

**Principals Report**

**Verbal**

- \*Strategic Plan-urgent for NZQA, approved at tonight's meeting, Board have 24 hours for feedback before publishing online
  - Moved – Jackie   Seconded – Mareta
  - \*Junior shirt changed to a better fabric and small amount of colour, also cheaper
  - \*Thilo and Krissy met with WINZ today (Monday) regarding support for families
  - \*Fundraising – possible quiz night
  - \*Special blazers to look at being gifted to the Head Students
  - \*Year 13s to possibly be gifted uniforms, also working with KidsCan for shoes
  - \*Thilo and Heemi interviewed by Radio Tainui – next step is to make people aware the school is opening
  - \*Mareta suggested we have clear communication going forward with a set script everyone knows to keep us safe.
  - \*Letter to Radio Tainui thanking them for having us
  - \*Website – urgent to get up and running. Inbox Design can have it up and running by the start of Term 3.
- The Board moved that JB Designs will subcontract the build of the college website @ \$10000.00 to fast track this work ASAP for enrolments.
- Moved – Mareta   Seconded – Thilo
- \*Thilo and Ngaire met with Clive and David last week, they have allowed Thilo to do a newsletter which they will send out to all the families.

<p><b>Financial Report</b> <b>Verbal</b></p> <p>*Moved \$12045.12 be paid this month</p>		
<p><b>Property Report</b> <b>Received and Read</b></p> <p>No Property Report this meeting</p>		
<p><b>Committee Reports</b></p> <p><b>3.1 Policy Report</b> <b>Received and Read</b></p> <p>Professional Development resubmitted for more feedback as originally it was agreed that Board funding would be for Masters Only. As a Board is it agreed that we fund for Masters but if anyone is doing a PostGrad, they can apply and ask for funding up to \$500 if it is relevant to their jobs and based on results.</p> <p>Teachers Relief and Ending Employment, all Learning Policies as seen by the SLT to be ratified. Moved that all the above policies be ratified and reviewed in 3 months</p> <p><b>3.2 Personnel</b></p> <p>The Board moved that on the approval of Thilos annual leave, Peter O’Leary will be paid higher duties allowance and he steps into Acting Principal role while Thilo is on leave. 16<sup>th</sup> June – 22<sup>nd</sup> July (to be confirmed)</p> <p>Justine to get 3x quotes for purchasing of laptops Matt moved that the purchasing of laptops for Secretary and Business Manager be delegated to the finance committee Seconded – Sophia</p>		

<p><b>3.3 Media</b> <b>Verbal</b></p> <p>Media – Hui questions</p> <p><b>Moved all reports received and tabled – Seconded: Mareta</b></p>		
<p><b>Correspondence</b></p> <p>In: Audit     Invitation to Marae Opening</p> <p>Out: None</p> <p><b>Previous Meeting Correspondence</b></p> <p>In: 15 May- Letter requesting Thilo’s Leave     27 May- NZSTA Waikato Network Day         -Combined request Presiding Members         -Celebrating 60 years, Melville</p> <p>Out: 8 May- Letters to Ministry Invitation to Powhiri         -Dion and Lillian – Ministry email invitation to Powhiri         -Liz and April – Presiding Members Melville Intermediate and High School invitation to Powhiri         -Email to Kahui Ako Melville Cluster – invitation to Powhiri</p> <p>    16 May-Letter to Thilo approving Leave         -Tea Part Invitation to Kaumatua</p>		
<p><b>Other Business</b></p> <p>*Committees – are they correct?     Sophia to go onto Policy and Publicity     Matt, Krissy, Thilo, Peter O’Leary Finance     Jackie, Mareta, Louise, Ngaire and Sophia Policy     Anthony, Ratau, Thilo Personnel     Samantha, Krissy and Sophia Publicity     Matt, Thilo, Anthony and Peter O’Leary Health and Safety</p>		

- |  |  |  |
|--|--|--|
| <ul style="list-style-type: none"><li>*Uniform meeting next week</li><li>*No access to our Drive is to be given to outside parties</li><li>*Motion to increase board payments - \$95 Presiding and \$75 Board members</li><li>*Change meeting night to Tuesday – from Term 3</li></ul> |  |  |
| <p>Moved: Jackie    Seconded: Krissy</p>   |  |  |

The Meeting closed at 7.45pm

Date of next meeting: Monday 26<sup>th</sup> June 2023

