



## **Mangakotukutuku College Establishment Board Meeting**

**5.30pm - Monday 26<sup>th</sup> June 2023**

### **Present:**

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

### **In Attendance:**

Justine Rogers

### **Apologies:**

Thilo Govender, Mareta Matenga

### **Welcome:**

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

	Action	Timeframe
<p><b>1.4 Previous Minutes</b></p> <p>Read as true and correct  Moved: Krissy    Seconded: Anthony  No conflict of interest</p>		
<p><b>Matters Arising</b></p> <p>Late Correspondence – to be discussed at the next Finance committee meeting  In-Committee to be added back on to the Agenda  H&amp;S to be added to meeting agendas  Actions and timeframes to be added if there are any  Kevin to check if there will be feedback from ERO  Approved: Jackie</p>	Kevin -ERO	
<p><b>2. Reports</b></p> <p><b>2.1 Presiding Member Report</b>  <b>Received and Read</b></p> <p>* Strategic Plan, Ngaire will discuss at the next meeting  * Code of Conduct from the Ministry – all Boards across the country have to adhere to it</p>	Ngaire	10 <sup>th</sup> July
<p><b>2.3 Governance Facilitators Report</b>  <b>Received and Read</b></p> <p>* New Code of Conduct will be replaced in Governance Policy. Terms of reference to be understood for Uniforms, Media and Health and Safety.</p>		

<p>* Work Plan updated, Ngaire and Kevin have a meeting on Wednesday with Tom Scolard, who has had experience with the closing and opening of many schools in Christchurch.</p> <p>* Policy committee working hard to have everything completed Louise will need to start transferring everything to School Docs</p>		
<p><b>2.4 Mana Whenua Report Received and Read</b></p> <p>*Matariki Events coming up</p> <p><b>All Reports received, Seconded: Ratau</b></p>		
<p><b>3. Committee Reports</b></p> <p><b>3.1 Policy Received and Read</b></p> <p>*26 Policies, a couple discussed with a few queries * Recognising student achievement left out as SLT need to look at that together * Added Copyright and Uniform to list</p> <p>Ratify latest policies (Attached) Moved-Krissy, Seconded -Ratau, Dave-Abstain until read</p>		
<p><b>3.2 Personnel Verbal</b></p> <p>*Pradeep on board *Induction Plan in place for new staff</p>		
<p><b>3.3 Finance Received and Read</b></p> <p>*Tela Lease, looking into costs between MacBook and HP Laptops</p>		

<p>*Budget starting for 2024, waiting for funding end of August, Ngaire, Matt and Pradeep to start on this</p> <p>*School being a donation and fee free school for curriculum funding, extra funding from Ministry to cover these costs, reviewed each year</p> <p>Move the Motion that Mangakotukutuku College ops into the donation scheme Moved-Matt Seconded-Dave</p> <p>*Year 13 uniform subsidy – look at Board move to put into the Budget, approx. 75 students, \$17000 Dave queried if there was some Establishment Grants that can be used to help subsidise school uniforms, Year 7 and 9 have also only had uniform for 1 year, what is in place for them?</p> <p>Commit to a Reserve of Funds of \$20000.00 set aside in the Budget for Year 13 uniform gifted by the Board Seconded-Ratau</p>	<p>Ngaire, Matt, Pradeep</p>	
<p><b>3.4 Property</b> <b>Verbal</b></p> <p>*Issue with trees at front of the school, may have to deal with that in the future</p> <p>*Landscaping design quote - \$1500, Landscape Designer was given the cultural narrative before they came back to us.</p> <p>*Painting, 2 quotes in. Concerned that it is the ESB responsibility to pay for painting, signage, furniture and equipment.</p> <p>*IT Infrastructure - \$30k to connect the 2 schools together, SNUP funding network upgrade project, school was offered it last year but because the school was closing the SNUP people pulled out. iTed will put in new network devices in the intermediate school to allow connectivity. There will be an installation cost but not a capital cost of items, don't have cost yet.</p> <p>*Student Management System – KAMAR hosted on site</p> <p>*RTLB – located on site, looks promising</p> <p>*Signage for front of school – Peter has some quotes</p> <p>*Peter working on Digital Business Strategy</p> <p>*Including Lana(property person at Ministry) in property meetings, buildings will remain on site due to cost, will not be painted which is a challenge</p> <p>*Lunch in Schools programme, Peter looking into this and will report back</p>		

<p>*Tela Laptops, we will not accept any responsibility taking on the old school laptops. We are a new school entity so needs to be negotiated.</p> <p>*Peter, Ngaire and Pradeep will go into the schools to look at all furniture etc during the holidays.</p> <p>Moved-Dave, Seconded-Matt</p>		
<p><b>3.5 Media</b> <b>Received and Read</b></p> <p>*Need prospectus printed ASAP for Enrolment days</p> <p>*Move that the Board allocates a maximum \$9k for printed copies of the 2024 Prospectus Seconded-Dave</p> <p>*Uniform Hui-end of July</p> <p>Moved-Sophia, Seconded-Dave</p>		
<p><b>4. Correspondence</b></p> <p>In: Code of Conduct, Opening of Manaakitanga Marae</p> <p>Out: Letter to Radio Tainui, Letter to Melville High for rededication invitation</p> <p>Inward-Accepted, Outward-Approved</p>		
<p><b>5. Other Business</b></p> <p><b>5.1</b> Code of Conduct-discussed in Policy report</p> <p><b>5.2</b> Uniforms</p> <p>*Met with Bridget from MSD, information sent through</p> <p>*Pricing complete- Junior school approx. \$230, Senior school approx. \$235 Blazer extra, not had confirmed price for that yet Cheaper deals with packages</p> <p>*Thanks again to Thilo for her working with Liz at Direct Group to get the price down further</p>		

<p>*Community fundraiser in September, Quiz night.. more information to come          *Ministry do free funding for new schools, Krissy to met with them – payment options available</p> <p><b>5.3 Meeting Dates for Tuesday's (attached)</b></p> <p><b>5.4 Flowers for Thilo</b>          *Approved \$100</p> <p><b>5.5 Gateway</b>          * Move that the Board are supportive and approve gateway for Senior students          Moved-Peter, Seconded-Dave</p> <p><b>5.6 Seedlings – Foundation student gift</b>          *Anthony looking into getting these and finalise price, timing of the seedlings might be a problem and how many to get. Cost approx. \$7, cheaper if propagate ourselves. Need to be ready for first day of school next year.</p>	<p>Krissy</p> <p>Justine</p> <p>Justine</p> <p>Anthony</p>	<p>25<sup>th</sup> July</p> <p>10<sup>th</sup> July</p>
---	--	---

The Meeting closed at 7.35pm

Date of next meeting: Monday 10<sup>th</sup> July 2023

