

## MINUTES of the Establishment School Board – Melville Yr 7-13 College

Venue: St Stephens Church

Date: Thursday 01/12/2022

Meeting Opened: 5:30pm

ITEM	DISCUSSION	ACTION/MOVED & SECONDED	MOTION
<b>Present</b>	Matt Crispe, Mareta Matenga, Krissy Witehira, Kevin Johnson, Kalaya Willis, Ratau Turner, Jackie Woodland, Dave McNulty, Jo Wilson, Thilo Govender, Peter Leggat, Cherie Hunt, DeeJay Wenham.		
<b>Apologies</b>	Anthony Rawiri,		
<b>Absent</b>			
<b>Minutes of the Previous Meeting</b>	The minutes of the previous meeting on <b>Thursday 24<sup>th</sup> November 2022</b> , as distributed on the open drive.	Matt / Jackie	Carried

ITEM	DISCUSSION	MOVED / SECONDED	MOTION
<b>Matters Arising from the Minutes</b>			
	<ul style="list-style-type: none"> <li>Novotel is unavailable for 15<sup>th</sup> Dec. Looking at Ibis which can accommodate the Board for meeting and dinner starting at 6pm.</li> </ul>		
	<ul style="list-style-type: none"> <li>Peter reimbursement by the Establishment Board for Hawera Trip</li> </ul>		
	<ul style="list-style-type: none"> <li>Melville High and Intermediate property visit 15<sup>th</sup> December at 3pm.</li> </ul>		
	<ul style="list-style-type: none"> <li>Powhiri / Welcoming of Thilo and Senior leadership looking to be done in the week of 24th Jan 2023</li> </ul>		
<b><u>Correspondence</u></b>			
1. Inwards	<ul style="list-style-type: none"> <li>Confirmation from Ministry regarding Peters reimbursement is required to be actioned by the Establishment Board.</li> </ul>		
2. Outwards	<ul style="list-style-type: none"> <li>None of report</li> </ul>		
<b><u>Reports:</u></b>			
1. Financial Report	<ul style="list-style-type: none"> <li>No report to the board</li> </ul>		
2. Presiding Report	<ul style="list-style-type: none"> <li>No report to the board</li> </ul>		
3. Governance Manager	<ul style="list-style-type: none"> <li>Report emailed to Establishment Board members. Uploaded to drive on link below. <a href="#">December 22 - Melville Yr 7-13 College - Google Drive</a></li> </ul>		

<b>Meeting Agenda Points:</b>			
<b><u>Deputy Principal Topic</u></b>	<ul style="list-style-type: none"> <li>• Motion for ESB to me moved into Committee for discussion on applicants to protect the personal privacy of applicants. – Publicly excluded business</li> <li>• Matt - I move that Kevin and Cherie be permitted to remain at this meeting after the public has been excluded, because of their knowledge of the applicants and future positions within the school. This knowledge will be of assistance in relation to the matter to be discussed and is relevant to the matter because assistance with the appointment criteria is required.</li> </ul>	Matt Matt / Dave	Carried
	<ul style="list-style-type: none"> <li>• Board moved out of Committee by Matt – Presiding Member</li> </ul>	Matt	
	<ul style="list-style-type: none"> <li>• Venue for interviews confirmed at Hamilton South Baptist Church 2<sup>nd</sup> December</li> <li>• Establishment board to meet at 8:30am to set up and brief over finalized questions before starting.</li> <li>• Peter will be acting as welcomer to the interview on behalf of the Establishment Board.</li> </ul>		
<b><u>Property Report</u></b>	<ul style="list-style-type: none"> <li>• Motion for ESB to me moved into Committee for discussion on property of the current existing schools to protect the details of each school. – Publicly excluded business</li> <li>• Matt - I move that Kevin and Cherie be permitted to remain at this meeting after the public has been excluded, because of their knowledge of the sites and Procedures with property. This knowledge will be of assistance in relation to the matter to be discussed and is relevant to the matter because assistance with the appointment criteria is required.</li> </ul>	Matt Matt / Dave	Carried
	<ul style="list-style-type: none"> <li>• Board moved out of Committee by Matt – Presiding Member</li> </ul>	Matt	
<b><u>Uniform Update</u></b>	<ul style="list-style-type: none"> <li>• A uniform update was sent to Establishment Board Members by Krissy outlining where the sub committee was currently and that the sub committee would be entering into contract negotiations with potential supplier</li> <li>• The Establishment Board wishes to acknowledge the great effort the uniform sub committee has undertaken throughout this process and highly commends them for</li> </ul>		

	their work and presentation to the Establishment Board.		
<b><u>Iwi Report</u></b>	<ul style="list-style-type: none"> <li>No report entered. Awaiting response from the King</li> </ul>		
<b><u>Reimbursement</u></b>	<ul style="list-style-type: none"> <li>Motion to reimburse Peter for his expenses for the Hawera school visit</li> <li>Motion to reimburse Thilo for her expenses for the Hawera school visit</li> <li>Motion to reimburse DeeJay for his expenses for Printing code of conduct and Minutes</li> </ul>	Dave/Mareta Dave/Mareta Dave/Mareta	Carried Carried Carried
<b><u>General Business:</u></b>			
<b><u>Board Finances to pay</u></b>	<ul style="list-style-type: none"> <li>Motion to pay Hamilton South Baptist Church for the use of their offices to conduct Deputy Principals interviews. Total of 143.75 incl gst</li> <li>Motion to pay The Little Lunch Company for food supplied to the Establishment Board for the day of Deputy Principals Interviews. Total of \$222.50 Incl gst</li> <li>DeeJay to process these with the approved reimbursements through Education Services.</li> </ul>	Jackie / Jo  Jackie / Jo	Carried  Carried
<b><u>Governance Facilitator / Change Manager Roles</u></b>	<ul style="list-style-type: none"> <li>Peter presented to the Establishment Board regarding his dual roles. Cherie also commented that both roles can be and in this instance are very intertwined and overlapping. Once the full Senior Leadership Team are onboard next year there will be some of the tasks currently being undertaken by Peter handed over to the SLT.</li> </ul>		
<b><u>Discussion regarding Final meeting of 2022</u></b>	<ul style="list-style-type: none"> <li>Motion for Krissy to contact and confirm a booking for the Establishment Board plus Peter and Kevin to have the board meeting followed by dinner at the Ibis Hamilton. Cost of \$59 per person to be approved and actioned on the Establishment Boards credit card.</li> </ul>	Ratau / Thilo	Carried

<b><u>Requested actions for The Board</u></b>	The Establishment Board has requested that <b>Dave</b> act on their behalf to gain at least 3 quotes for an office multi-function printer that can either be leased or purchased for the Establishment Board and Senior Leadership Team to use from the offices. No time frame given for this		

<b>Meeting Closed: 7:45pm</b>	Matt closed the meeting with Karakia.
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**Date of Next Meeting: 8<sup>th</sup> December at St Stephens Church Offices.**

