

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

Venue: St Stephens Church

Date: Thursday 02/02/2023

Meeting Opened: 5:30pm

ITEM	DISCUSSION	ACTION/MOVED & SECONDED	MOTION
<b>Present</b>	Matt Crispe, Anthony Rawiri, Krissy Witehira, Kalaya Willis, Ratau Turner, Jackie Woodland, Dave McNulty, Mareta Matenga, Thilo Govender, Peter Leggat, DeeJay Wenham.		
<b>Apologies</b>	Jo Wilson.		
<b>Absent</b>			
<b>Minutes of the Previous Meeting</b>	The minutes of the previous meeting on <i>Thursday 26<sup>th</sup> January</i> , as distributed on the open drive.	Matt / Dave	Carried

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<b>Matters Arising from the Minutes</b>			
<b>Powhiri</b>	<ul style="list-style-type: none"> <li>Powhiri has been confirmed and Marae booked for 10<sup>th</sup> February</li> </ul>		
<b>Board Training</b>	<ul style="list-style-type: none"> <li>Board wish it noted that the training supplied at the last meeting was excellent and items covered in that will be looked into during this meeting as to what trainings the Board would like to undertake.</li> </ul>		
<b>Apologies at previous meeting</b>	<ul style="list-style-type: none"> <li>Board wish it noted that Jo should be marked as apologies rather than absent as it was noted in previous meeting minutes.</li> </ul>		
<b><u>Correspondence</u></b>			
<b>1. Inwards</b>	<ul style="list-style-type: none"> <li>None tabled</li> </ul>		
<b>2. Outwards</b>	<ul style="list-style-type: none"> <li>None tabled</li> </ul>		
	Motion that all correspondence tabled and accepted	Matt / Dave	Carried
<b><u>Reports:</u></b>			
<b>1. Financial Report</b>	<ul style="list-style-type: none"> <li>No report to the board – Meeting with Education Services to be covered in meeting.</li> </ul>		
<b>2. Presiding Report</b>	<ul style="list-style-type: none"> <li>Sent to the board members and uploaded to the shared drive. <a href="#">2. Feb 23 - Melville Yr 7-13 College - Google Drive</a></li> </ul>		
<b>3. Governance Manager</b>	<ul style="list-style-type: none"> <li>No report tabled</li> </ul>		
<b>4. Principals Report</b>	<ul style="list-style-type: none"> <li>Thilo has sent her report to the board which was all so verbally covered in the meeting. This is also available on the shared drive on the link provided. So please take the time to read through the report thoroughly. <a href="#">2. Feb 23 - Melville Yr 7-13 College - Google Drive</a></li> </ul>		
<b><u>Meeting Agenda Points:</u></b>			
<b><u>Powhiri</u></b>	<ul style="list-style-type: none"> <li>Ratau and Jackie to visit Marae to re familiarize themselves and to arrange the flow</li> </ul>		

	<ul style="list-style-type: none"> <li>of the Powhiri.</li> <li>Catering to be arranged by Krissy on behalf of the ESB. Board stated that they give Krissy discretionary rights to arrange suitable food at a suitable value as she sees fit.</li> <li>Expecting approximately 60 to 80 people to be attending the Powhiri.</li> <li>Board to extend invitation to The Ministry of Education to have a speaker at the Powhiri as the Board with guidance feel this would be appropriate given the welcoming to Tumuaki and SLT for our new school.</li> <li>The organization of day will be delegated between Ratau, Anthony and Jackie outside of the board meeting on behalf of the ESB.</li> </ul>		
<u>Delegation to Thilo as Tumuaki</u>	<ul style="list-style-type: none"> <li>It is moved that the Schedule of Delegation that has been circulated to the board be ratified and that the Establishment Board are happy with the delegations in this document including the Financial limits that have been put forward.</li> </ul>	<p>Matt/Dave</p> <p>All in favor</p>	Carried
<u>Delegation and positions discussion</u>	<ul style="list-style-type: none"> <li>As part of the delegation to Tumuaki a robust discussion around positions to be advertised and job descriptions was had by Establishment Board members and Tumuaki</li> </ul>		
	<ul style="list-style-type: none"> <li>Business Manager position advertisement needs to be viewed and agreed to by the board as it is the Establishment Board that will appoint this position with input from Thilo as it is important that this role reflects what Thilo and the Board are wanting this role to look like in the new school.</li> </ul>		
	<ul style="list-style-type: none"> <li>The advertisements for Business Manager in particular but also the Learning Facilitator and Learning are leaders need to be worked on as soon as possible so these can be sent out and applicants can be sought.</li> <li>Board has been requested to look through these that have been sent to them by Thilo at the earliest convenience.</li> </ul>		
	<ul style="list-style-type: none"> <li>It is noted that full Job Descriptions for any positions that are to be advertised need to be completed and available prior to and advert for those positions being publicly advertised as these descriptions can be requested by applicants before final application.</li> </ul>		

<p><b><u>Iwi Report</u></b></p>	<ul style="list-style-type: none"> <li>• Ratau and Anthony will be meeting with the king to discuss the name that has been put forward. This will hopefully be carried out this Saturday and both are confident that the name of the new school will be available to us after this meeting.</li> <li>• Members of the board wished it noted that as a board we are immensely thankful to the work carried out so far in this regard and we look forward to hearing the outcome of this meeting.</li> </ul>		
<p><b><u>General Business:</u></b></p>			
<p><b><u>Sub-committees</u></b></p>	<ul style="list-style-type: none"> <li>• <b>Property</b> – Dave/Thilo/Mareta to represent the Establishment Board on this committee. Noted Peter O’Leary to be involved aswell</li> </ul>		
	<ul style="list-style-type: none"> <li>• <b>Finance</b> – Matt/Thilo to represent the Establishment Board on this committee. Noted Peter Leggat to be involved aswell</li> </ul>		
	<ul style="list-style-type: none"> <li>• <b>Policy</b> – Jackie/Mareta to represent the Establishment Board on this committee. Noted Peter Leggat to be involved aswell</li> </ul>		
	<ul style="list-style-type: none"> <li>• <b>Appointments</b> – Anthony/Ratau/Dave/Jo/Thilo to represent the Establishment Board on this committee.</li> </ul>		
	<ul style="list-style-type: none"> <li>• <b>Uniform</b> – Krissy/Thilo to represent the Establishment Board on this committee.</li> </ul>		
	<ul style="list-style-type: none"> <li>• <b>Health and Safety</b> – This will be looked at later in 2023 by the Establishment Board but will be incorporated into the property sub-committee at this stage.</li> </ul>		
	<ul style="list-style-type: none"> <li>• <b>Public Relations</b> – Krissy/Kalaya to represent the Establishment Board on this committee.</li> </ul>		
	<ul style="list-style-type: none"> <li>❖ Delegations for the sub-committee will be sent out to the Board members by Peter Leggat. These will need to be altered to represent the individual sub-committees as initially they will be generic.</li> </ul>		

	<ul style="list-style-type: none"> <li>❖ Thilo has suggested that a Deputy Principal be involved with each sub-committee so that the school from a management point of view is also represented.</li> </ul>		
	<ul style="list-style-type: none"> <li>❖ Each sub-committee will need to arrange a time for their individual meetings to take place. Need to work together to find a suitable time that all members can make and work that is carried out in these sub-committees will need to be reported back to the full Establishment Board at the Board meetings.</li> </ul>		
<u>Communication from the school</u>	<ul style="list-style-type: none"> <li>● The schools Senior Leadership Team through Samantha Farook will be taking over the communication to the public from the schools' view.</li> <li>● Looking (once name of school announced) to set up a LinkedIn/Facebook/Instagram page for the school as a way of communication with the public and school-based community.</li> <li>● Peter will forward the details of the enquires email to Thilo so the school SLT can use this for public communications.</li> </ul>		
<u>Communication from the Establishment Board</u>	<ul style="list-style-type: none"> <li>● It is reminded to all Board members that any and all communication to the community is to go through Matt as the Presiding Member.</li> </ul>		
<u>Community Hui</u>	<ul style="list-style-type: none"> <li>● The next community meeting will be held at Melville High School on 16<sup>th</sup> February 2023.</li> <li>● Getting the message out to the community is key. Board members have been asked to get out into the contributing schools and get them on board with sharing our messages and Hui invitations with their school communities.</li> <li>● A full list of contributing schools is located on the Boards shared drive under contacts.</li> </ul>		
	<ul style="list-style-type: none"> <li>● Meeting information</li> <li>● 5:30pm – Light Kai</li> <li>● 6:00pm – Meeting start with Introduction from Matt</li> <li>● Introduction of Tumuaki - By Matt</li> <li>● Introduction of Deputy Principals - By Thilo</li> <li>● How we will communicate in the future going forward – Joint discussion</li> <li>● Unveiling of School Name – Joint announcement.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Slideshow of the process of the new school and what will be happening this year to possibly be presented to the community</li> </ul>		
	<ul style="list-style-type: none"> <li>• Krissy will organize the Kai for this event through Tomo's. Krissy will contact them to see if they can invoice us for this, alternatively Krissy will have to cover the costs with Board Credit Card.</li> </ul>		
<u>Property Discussion with Ministry of Education</u>	<ul style="list-style-type: none"> <li>• Establishment Board meeting Adjourned 6:23pm</li> <li>• Discussion around the Ministry of Educations views on the property had with Alana from the Ministry, also in attendance was the four Deputy Principals.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Establishment Board meeting reconvened 7:36pm</li> </ul>		
<u>Board Meetings</u>	<ul style="list-style-type: none"> <li>• Meetings in February will continue on a weekly basis, the Board will then look at meeting fortnightly moving forward with sub-committees meeting the week in between and having the sub-committee members report back to the full Establishment Board.</li> </ul>		
<u>Future noted Absences</u>	<ul style="list-style-type: none"> <li>• Mareta: 9<sup>th</sup> to 16<sup>th</sup> February</li> <li>• Ratau: 9<sup>th</sup> February</li> <li>• Matt: 4<sup>th</sup> to 18<sup>th</sup> May</li> <li>• Anthony: to confirm dates</li> </ul>		
<u>Requested actions for The Board</u>	<ul style="list-style-type: none"> <li>• <b>Peter</b> – to send through details and logins for enquires email to Thilo for school use.</li> <li>• <b>Thilo</b> – To come up with some board training around school docs.</li> <li>• <b>Krissy</b>- to contact Tomos' regarding possible invoicing for future catering requirements for Board requirements.</li> <li>• <b>Ratau/Jackie/Anthony</b> – To continue overseeing arrangements for the welcoming Powhiri.</li> <li>• <b>DeeJay</b> – to pass on to Thilo community meeting flyer for school to make changes and take the lead on this moving forward.</li> <li>• <b>Full Board</b> – To look over position advertisements to these can be processed and actioned.</li> </ul>		

**Meeting Closed: 8:20pm**

Anthony closed the meeting with Karakia.

**Date of Next Meeting: 9<sup>th</sup> February at St Stephens Church.**