

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

Venue: St Stephens Church

Date: Thursday 23/02/2023

Meeting Opened: 5:32pm

ITEM	DISCUSSION	ACTION/MOVED & SECONDED	MOTION
<b>Present</b>	Matt Crispe, Anthony Rawiri, Krissy Witehira, Kalaya Willis, Jo Willson, Jackie Woodland, Dave McNulty, Mareta Matenga, Thilo Govender, DeeJay Wenham.		
<b>Apologies</b>	Ratau Turner. Peter Leggat		
<b>Absent</b>			
<b>Minutes of the Previous Meeting</b>	The minutes of the previous meeting on <i>Thursday 16<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>The board wishes to acknowledge the work done by Ratau in regard to a wonderful Powhiri</li> </ul>		
<b>Amendments to Publicly excluded Minutes</b>	<ul style="list-style-type: none"> <li>We need to look into how and if amendments need to be made to publicly excluded minutes.</li> </ul>		
<b><u>Correspondence</u></b>			
<b>1. Inwards</b>	<ul style="list-style-type: none"> <li>Council Community Day – Kevin MoE</li> <li>New Presiding Member of Melville High School</li> <li>DeeJay’s resignation from the Establishment Board</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 / Anthony	Carried
<b><u>Reports:</u></b>			
<b>1. Financial Report</b>	<ul style="list-style-type: none"> <li>No report to the board – Draft Budget presented to the board.</li> <li><a href="#">2. Feb 23 - Melville Yr 7-13 College - Google Drive</a></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.</li> <li><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 verbally presented a report to the board. Notes in Minutes</li> </ul>		
<b><u>Meeting Agenda Points:</u></b>			
<b><u>Principals Report</u></b>	<ul style="list-style-type: none"> <li>Meet with local Iwi to discuss the cultural narrative.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Meet with local Māori leaders and influential community people.</li> <li>• Been in discussions with the people we have met to learn how our teachings should look for our students.</li> <li>• Visit to Macleans College today which has been insightful.</li> <li>• Working on how we take the best of what we have seen at other schools into our new school.</li> <li>• Had meetings with Tama Potaka (MP), David Cooke, April and Tutu around investment and the growing demographic in our area.</li> <li>• Dates for new positions have not been finalized as yet but through discussion it is noted the importance that the Board be involved in senior position hiring.</li> </ul>		
	<ul style="list-style-type: none"> <li>• The hiring procedures here are different to a normal school. It is important that the board have representation when hiring senior staff. The board are there to support the SLT in this process and as such the board representatives need to have an understanding of what direction the SLT are wanting to take with the school so that the right people are hired in the right positions.</li> <li>• Manawhenua need to be represented as well in these appointments.</li> <li>• It has been explained by Jackie, that we are an alternative constitution – meaning we require the local Iwi Representatives be involved to guarantee the voice of local Iwi is heard and respected.</li> <li>• It is resolved that the appointments sub committee will lead this with Thilo, but noted that if members can not attend appointment meetings or interviews this should not hold up the process.</li> <li>• Appointments should be done with Thilo, SLT, Manawhenua Representative and Board Representative.</li> </ul>		
	<ul style="list-style-type: none"> <li>• This should be managed at Sub committee level currently and reported back to the full board.</li> </ul>		
<b><u>Reimbursements</u></b>	<ul style="list-style-type: none"> <li>• Thilo reimbursements accepted by the board and passed on to DeeJay to action through Education Services.</li> </ul>	Matt/Jo	Carried

<b><u>Property Update</u></b>	<ul style="list-style-type: none"> <li>• Looking at where things would be best suited on the site with the current facilities.</li> <li>• Updated and better maps requested from Ministry of Education</li> <li>• Requested a walk through the sites with Ministry before the Ministry works are initialized.</li> <li>• Meet with Dan to review indoor facilities and looking to form a long-term ongoing partnership with community groups. Partnering School, council would be a great idea for all parties.</li> <li>• Space for our students alongside the cultural narrative may also influence the property master plans.</li> </ul>		
<b><u>Budget</u></b>	<ul style="list-style-type: none"> <li>• Draft budget has been sent to the board members.</li> <li>• Thilo stressed this has come from just one meeting between Thilo/Peter and Hayden (Education Services). This was a basic figures meeting and the draft budget is more based on tentative numbers.</li> <li>• The SLT are starting a list of things that they think the school will need going forward that will need to be represented in the budget.</li> <li>• Thilo and her team feel that they would like to look at taking away the financial side of the school from Education Services and managing it in house.</li> <li>• Board members who have questions about the budget to have these to Matt by 5pm Monday 27<sup>th</sup> February.</li> </ul>		
<b><u>Iwi Report</u></b>	<ul style="list-style-type: none"> <li>• Ngati Mahanga Kaumatua are having a Korero this Tuesday regarding the name and cultural narrative for the school. Anthony was hopeful that the name would come from this Hui.</li> <li>• Both Iwi need to agree which can be done but we have to continue the robust discussions that are ongoing currently.</li> </ul>		
	<ul style="list-style-type: none"> <li>•</li> </ul>		
<b><u>Clarification</u></b>	<ul style="list-style-type: none"> <li>• The board requires clarification of timelines and the strategic pathway to meet these timeline requirements.</li> <li>• As a board we all need to understand the strategic direction and training from NZSTA and Governance Facilitator would aid in this.</li> <li>• We need the school to be ready to go by October 2023, how do we get there and</li> </ul>		

	what do we need to achieve by when.		
<b>General Business:</b>			
<b><u>Sub-committees</u></b>	<ul style="list-style-type: none"> <li>• Anthony to update the Acts and Terms of references on behalf of the board</li> </ul>		
	<ul style="list-style-type: none"> <li>• Sub committees to start meeting from next week. This will be arranged initially by a Deputy Principal then headed by a representing Board member who will oversee the sub committee they are sitting on.</li> <li>• The board member who is on each sub committee will report back to the board when the Establishment Board have their full meetings.</li> <li>• It has been requested that Thilo consider which sub committees she sits on so that she does not try to cover all sub committees herself.</li> </ul>		
<b><u>Communication from the school</u></b>	<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>		
	<ul style="list-style-type: none"> <li>•</li> </ul>		
<b><u>Uniform Update</u></b>	<ul style="list-style-type: none"> <li>• Supplier has been in contact with Krissy regarding timeframes. We need to have the particulars in place by the end of March in order for us to have a uniform for next year.</li> <li>• They will require – Name/Colours/Logo</li> <li>• The board will be informed first via Matt when we have these sorted.</li> </ul>		
	<ul style="list-style-type: none"> <li>• The board feel it would be good to release to the community the Name/Uniform/Logo/Colours at a community meeting.</li> </ul>		

	<ul style="list-style-type: none"> <li>•</li> </ul>		
<b><u>Communication from the Establishment Board</u></b>	<ul style="list-style-type: none"> <li>• Standing reminder to all Board members that any and all communication to the community is to go through Matt as the Presiding Member when it is on behalf of The Establishment Board.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Noted by Board members that there was no representation from the Ministry of Education at the Powhiri. This was because no invitation was sent to the Ministry inviting them. This was a mistake and ultimately falls on us the Board.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Motion to draft a letter of apology to the Ministry of Education put forward.</li> </ul>	Jo/Dave	Carried
	<ul style="list-style-type: none"> <li>• Communication sub committee is requested by the board to draft a letter of apology on behalf of the board. This is to be sent to Matt to approve and send as Presiding Member.</li> </ul>		
	<ul style="list-style-type: none"> <li>• There has been a lot of grey area in the past on how we as a board communicate, we need to move on from this and start to build strong relationships through communication with all parties.</li> </ul>		
<b><u>Board Administration</u></b>	<ul style="list-style-type: none"> <li>• Motion to formally with regret and thanks accept DeeJay's resignation as Administration Assistant</li> <li>• A new Administration assistant for the board will need to be sought. Thilo and Matt will look at what the board and SLT require. Matt and Thilo will look at a Job Description/Hours/Pay and report back to the board.</li> </ul>	Matt/Dave	Carried
<b><u>Board Meetings</u></b>	<ul style="list-style-type: none"> <li>• The Glenview Club have reached out wanting to partner with the new school. This could be good for the use of their facilities for the school both now and in the future.</li> <li>• Reservations were raised about a school being involved with a "club". But it is noted the Glenview Club is a restaurant/Family venue etc.</li> <li>• The current venue being St Stephens is not ideal and the SLT would like the Board to possibly undertake discussions regarding finding a new location for them and the Board to be operating out of going forward.</li> </ul>		

	<ul style="list-style-type: none"> <li>This will be discussed prior to the next meeting.</li> </ul>		
<b><u>Future Board Meetings</u></b>	<ul style="list-style-type: none"> <li>Meetings will now be on a fortnightly basis for the full board. Sub committees to meet in the alternative week.</li> </ul>		
<b><u>Requested actions for The Board</u></b>	<ul style="list-style-type: none"> <li>Board members who have questions about the budget to have these to Matt by 5pm Monday 27<sup>th</sup> February.</li> <li>Matt to look in to Strategic Direction and pathway with NZSTA/Governance Facilitator.</li> <li>Anthony to update Acts and terms of reference for sub committees.</li> </ul>		

<b>Meeting Closed: 7:22pm</b>	Anthony closed the meeting with Karakia.
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Date of Next Meeting: **7<sup>th</sup> March at St Stephens Church.**

