

## **Melville Establishment Board Meeting**

**26 January 2023**

### **NZSTA Professional development and Training**

**Led by Cheryl Bunker in attendance Nini Uerata**

**5 40pm to approx. 6 30pm**

A comprehensive discussion was initiated by Cheryl Bunker around governance and management.

Clear discussion around these roles and the uniqueness of being an establishment board.

The Board will take the lead from Cheryl around the important roles of the board and how it can support the management team. For instance: Governance, Management Delegation, School Docs.

Board is to discuss the most effective way they can use Cheryl's expertise.

A good robust discussion with more decisions to be made around the effectiveness of the Board.

#### **Board Meeting:**

Opened at 6 50pm by chairperson

#### **Karakia: completed**

In attendance: Matt Crispe, Thilo Govender (Principal) Ratau Turner, Dave McNulty, Krissy Witehira, Kalaya Willis, Jackie Woodland, Mareta Matenga (apologies for lateness)

#### **In attendance**

Peter Leggat Governance Facilitator Change Manager

Kevin Johnson MOE. Kevin left the meeting on a positive note after the board professional development.

No apologies were received. Absent: Jo Wilson Anthony Rawiri.

#### **Agenda**

##### **Last meeting minutes**

Minutes had been circulated and were recorded as a true and correct record

Seconded: Dave All in favour

##### **Matters arising**

Presiding member confirmation

This was to be reviewed after 6 months

Matt Crispe has put his name forward again. Board is happy to have Matt

Moved: Krissy

Seconded: Dave All in favour congratulations Matt

### **Photocopier Suppliers**

Dave spoke to this: 3 suppliers contacted Fuji, Canon, and Minolta

No reply from Minolta

Dave explained the dialogue around both Fuji and Canon

Thilo added to the discussion

After robust discussion there was a recommendation from Dave

Dave: We go back to Canon and query hireage. In discussion with Dave and Thilo

Recommendation:

Dave is given the authority to move into organising a contract with Canon

Seconded: Krissy.

All in favour

### **Powhiri**

Korero Ratau: Ratau discussed the situation and told the Board how she felt about this. There was a communication break down and Ratau heard about the plans and dates of the Powhiri from another iwi person. The Board had been notified of the Powhiri plans through their emails. There was an absolute comprehensive discussion around the Powhiri with the Board and Ratau in the lead.

Ratau spoke clearly of protocol and tikanga to clear the thinking for everyone which was much appreciated by all board members.

Ratau also stated clearly that the Powhiri will be for the principal, her senior leadership team and their families.

It was suggested that that the kahui ako (school community) principals be extended an invitation along with the chairs of the existing Melville High school and the Meville Intermediate school Boards.

This was agreed upon and Krissy will extend those invitations on behalf of the ESB.

After an honest and frank discussion with Ratau and Board members it was agreed that we plan the powhiri for 10 February at Te Manaakitanga Marae beginning at 10am.

**The board will have to communicate with the High School (probably Clive Hamill) to make sure the marae is available on that morning.**

Powhiri (so far subject to change)

Date: 10 February 2023

Time: 10 am

**Karanga:** Ratau Lillian(iwi)

**Speakers :** To be confirmed by Ratau Ngati Wairere in discussion with Anthony Ngati Maahanga and Thilo Ngati Haua.ESB speaker Matt after training from Ratau and maybe Peter.

Ratau will be responsible for the dynamics of the Powhiri and as a Board we will walk beside her.

Hakari: Kalaya has indicated that her whanau may not be able to do the kai.The board will work around this.

Thilo will organise her guests and her whanau around Ngati Haua and it sounds like she has that all under control.

The discussion was completed on a clear note and board members are happy with the outcome.

Ngaa mihi Ratau.

We will finalise and tighten the organisation up at our next Board Meeting on 9 February at 5 30pm

All good for all involved. The board owns it.

## **Correspondence**

In: minor discussion

Out: minor discussion

Matt Moved correspondence: **In** to be approved **out** to be sent

Seconded: Kalaya

All in favour.

## **Reports**

**Governance Facilitators update:** This was talked to by Peter. His full report will be tabled and attached to minutes at a later date.

Important details to note: Especially financial

Monies received as our operational funding for 2023 \$1,050,000(one million and fifty thousand) plus surplus from 2022.

Auditors already confirmed and in place.

Peter will send out delegations requirements. Board members will need to familiarise themselves with this document. This will allow Thilo to perform her principal duties within the allocated boundaries.

There was discussion around the rental of laptops and phone procedures.

**A credit card to the value of \$5000 was approved for Thilos use.**

**Moved: Mareta**

**Seconded: Dave All in favour**

**Thilo has been approved as a Bank account signatory**

**Moved Mareta**

**Seconded: Krissy**

**All in favour**

Peters report will be tabled.

### **Financial reimbursements**

Matt asked if anyone needed financial reimbursement. Thilo has reimbursements she needs to submit when organised.

### **Iwi Report**

School name

School colours

Ratau reported that the King is not in the country so name still under discussion. Ratau has a plan.

We need the name as soon as possible Ratau working on that.

Krissy confirmed her discussion around the uniforms and the importance of the colours. Krissy is ready to go after continuing positive discussions.

### **Property**

#### **Main campus location.**

It will be formalised that the school will be restructured around the site of the High School Campus.

Thilo explained the developments so far and the reasons why this campus is the best location

Eg: **Safe movement around roading** of students emerging from both sites for entry and exit from Collins Rd and Mountview Rd

**Being culturally responsive** when merging all cultures that will make up the school population and cliental

The ease of the **change of technology.**

**The shared spaces** and the movement around the outside of the school and within the school buildings.

Property discussions continue with Dave and Thilo in the lead.

### **General business**

**Sub committees**-Policy finance personnel appointments

Board will discuss these at our next meeting.

**Community meeting:** This will be held on 16 February preferably in the High School if available beginning at 5 30pm kai. Organised by Kalaya. Matt will open the (Hui) meeting at 6pm.

The agenda will be based around introducing the new Management team with a presentation from Thilo and her SLT (Senior Leadership team) and a report on the progress of the ESB to date with all Board members participating.

A flyer will go out to the community.

### **Next meeting: 9 February 5 30pm**

Next meeting we will discuss strategy and communication.

The board through Krissy are requesting that Thilo submit a principals report at our next meeting.

All Board members know that the rangatahi are at the head of this restructure.

Meeting concluded with a closing karakia from Ratau

Meeting closed 8 10pm      Next meeting 9 February 2023 5 30pm.

Jackie Woodland 26 Feb 2023.

