



## **Mangakotukutuku College Establishment Board Meeting**

**5.30pm – Tuesday 30 April 2024**

**Present:**

Jackie Woodland, Kevin Johnson, Matt Crispe, Dave McNulty, Krissy Witehira, Anthony Rawiri

**In Attendance:**

Justine Rogers

**Apologies:**

Thilo Govender, Mareta Matenga

**Absent:**

Ratau Turner

**Welcome:**

Jackie welcomed all, Karakia-Anthony

	Action	Timeframe
<p><b>1.4 Previous Minutes</b></p> <p>Read as true and correct  Moved: Jackie    Seconded: Krissy</p> <p>No conflict of interest</p>		
<p><b>Matters Arising</b></p> <p>Amended – staff meeting was on the 18<sup>th</sup> not 15<sup>th</sup>  Wellbeing survey – administered by Peter O’Leary and came from the Staff H&amp;S Committee  Finance Budget – should say signed not ratified  LSM – waiting for scoping report, then apply to National Office for funding. We will need to pay the first couple of invoice and then reimbursed if approved.  Special Board Meeting Minutes from 14 March, received as a true and correct record.  Moved: Krissy Seconded: Dave</p>		
<p><b>2. Reports</b></p> <p><b>2.1 Presiding Member Report</b></p> <p><b>Received and Read</b></p> <ul style="list-style-type: none"> <li>- Limited Statutory Intervention</li> <li>- Release for SLT</li> <li>- DPs Application process</li> <li>- Suspension meetings</li> <li>- Alleged Complaint</li> <li>- Employment Delegation</li> <li>- Strategic Plan 2024</li> <li>- Policies</li> </ul>		

<p><b>2.2 Principal Report</b> <b>Received and Read</b></p> <p><b>Questions</b></p> <ul style="list-style-type: none"> <li>- Do we know where we currently stand with Numeracy and Literacy achievement?</li> <li>- Are we involved with Gateway and STAR programmes? What is the plan for Term 2?</li> <li>- Student attendance – separate out the target between ones attending/not attending, need specific data, are attendance services being used? use for worst cases (target figure)</li> <li>- Property and Grounds – SEPE 10-year property plan, not associated with Masterplan</li> <li>- Fencing – has 3 quotes.</li> <li>- Cricket club – need to ensure we have a clear MOU</li> <li>- Kahui Ako, how is the dialogue going? Kevin Johnson- going well with Karl Allen</li> <li>- Vandalism a big problem, have had to close school toilets and using Reception bathrooms, needs attention immediately</li> </ul>		
<p><b>2.3 Governance Facilitators Report</b> <b>No Report</b></p> <ul style="list-style-type: none"> <li>- Negotiated with Tom Scollard, that Shane is the point of direction for the Board, he will remain in the background, Shane will have final say.</li> <li>- Shane works in collaboration with the Board and Principal. He will make sure everything is compliant, Thilo will manage the school on a day-to-day basis or if she needs support, he will be responsible for helping with this.</li> </ul>		
<p><b>2.4 Mana Whenua Report</b> <b>No Report</b></p> <p><b>All Reports Tabled, Seconded: Anthony, All in favour.</b></p>		
<p><b>3. Committee Reports</b> <b>3.1 Policy</b></p>		

<ul style="list-style-type: none"> <li>- School docs and ESB Delegations – Board Secretary to update when required</li> <li>- Possibly disband the Policy Committee</li> </ul>		
<p><b>3.2 Personnel</b></p> <ul style="list-style-type: none"> <li>- Ratify Peter O’Leary’s resignation</li> </ul>		
<p><b>3.3 Finance</b> <b>Minutes submitted</b></p> <ul style="list-style-type: none"> <li>- Pradeep and Sandy from Solution Services presented a document that helps understand Budget versus Actual</li> </ul>		
<p><b>3.4 Property</b> <b>Received and Read</b></p> <ul style="list-style-type: none"> <li>- Vandalism a big problem, school toilets are closed which cause big issues in Reception areas</li> <li>- Alan Smith-GETS, funds on this or a priority? Reconsider what we are trying to achieve and will it give us value for money with some of the issues we are having.</li> <li>- RTLB MOU</li> <li>- Lawn mower quotes, has been a couple. Not sure where we are at with that. This is in the Budget so need to action, all agreed</li> <li>- Building WOF need to be completed by 11 May, CRC has no WOF, Kevin spoke to MHS so they knew about it and did nothing. Wormald and Argest send docs to schools.</li> <li>- Emergency Fire equipment needs to be removed, has not been used since 2021.</li> </ul> <p>Move the Motion that all Emergency Fire Equipment be removed from both Campuses as soon as practically possible Seconded: Matt Action that Staff are instructed to not use any fire equipment</p> <p>RTLB using old dental clinic, MOU to be signed, concerned about operational costs, Jackie to go back to discuss</p>	<p>Dave</p> <p>Jackie</p>	

<b>3.5 Media</b> <b>No Report</b>		
<b>3.6 Health and Safety</b> <b>No Report</b> - H&S to be added to Property Agenda	H	
<b>3.7 Uniform</b> <b>No Report</b> - The Brand Maker – gifted old stock to Krissy and she will be selling it at a low price, money will go back into the community		
<b>3.8 Funding</b> <b>No report</b>  <b>Moved all Reports are accepted, Seconded: Dave</b>		
<b>4. Correspondence</b>  In: Election: returning Officer, Jocelyn Caughley? Jackie to contact her Letter from lawyer – Harkness Henry regarding if MKT needed a lawyer, in November Finance meeting Pradeep was going to talk to Lawyers about cost – to check with Pradeep and NZSTA Meredith Marshall – media management. Shane will be in charge of all media so no professional development at this stage Clive Hamill asked to acknowledge the anniversary of childs death – Jackie asked Peter O’Leary to follow up  Out: LSM Letter to Community Script to announce LSM appointed to staff	Jackie	

<b>Accepted</b>		
<p><b>5. General Business</b></p> <ul style="list-style-type: none"> <li>- Meeting dates, Shane has requested change to Wednesday, Board not wanting to change as have other things on, Jackie to check</li> <li>- Work Plan, Meeting Plan, Review additions. In Governance Folder. Provisions to go into that.</li> <li>- PD with Jean – Strategic Plan review?</li> <li>- Code of Conduct – Anthony has concerns Maori values are not included, new one drafted with additions?</li> <li>- Casual Occupancy Use Agreement – use of Field, has been sent to Dave and Jackie</li> </ul> <p><b>5.1 In-Committee</b></p>	<p>Jackie</p>    <p>Anthony</p>	

Meeting closed 7.50pm  
Next meeting: Tuesday 21 May, 5.30pm