

MINUTES MANGAKŌTUKUTUKU COLLEGE BOARD

Name:	Mangakōtūtukutuku College Board
Date:	Monday, 17 June 2024
Time:	5:30 pm to 8:45 pm (NZST)
Location:	Mangakotukutuku College, 6 Collins Road
Board Members:	Presiding Member Jackie Woodland , Deputy Presiding Member Dave McNulty , Samantha Farook, Krissy Witehira, Mareta Matenga, Matt Crispe, Ratau Turner, Staff Representative William Kokaua, (LSM) Dr. Shane Edwards, Actg. Principal Barbara Cavanagh
Attendees:	Jocelyn Caughley
Apologies:	Student Representative Skylah August, Anthony Rawiri
Guests:	Kevin Johnson [MoE], Tame Moana, Cherie Vallis [All guests left at 7.52 p.m.]
Notes:	Thilo Govender, Principal, on leave Jackie advised the meeting that the Minutes were being recorded.

1. Opening Meeting

1.1 Board Pro Professional Development for all Board Members

Matthew gave an overview of Board Pro from a Board perspective.

Board Pro is a good programme for the Board to track decisions and actions. The Board will know what decisions have been made. With ERO coming in Term 4 and they will go to the Board minutes. Better debates can occur and is easier for the Board to hold Management accountable.

1.2 WELCOME AND KARAKIA

Jackie welcomed Barbara to the meeting along with William. Skylah was absent on a school event.

Karakia: Tame Moana

Matua Tame blessed our kai.

2. ADMINISTRATION MATTERS

2.1 APOLOGIES

Syklah August due to school event.

Anthony Rawiri due to illness

APOLOGIES

IT WAS MOVED that the Apologies be accepted.

Decision Date: 17 Jun 2024

Mover: Presiding Member Jackie Woodland

Outcome: Approved

2.2 INTERESTS REGISTER

There is an old Register to be uplifted on to Board Pro. Jackie & Jos will update this.

Members must put their own Interests Register from now on.

Members must be asked of any new interests at each meeting.

2.3 CONFIRM MINUTES

MINUTES APPROVED

IT WAS MOVED that the Minutes of 21 May 2024 be approved.

Decision Date: 17 Jun 2024

Mover: Krissy Witehira

Second: Deputy Presiding Member Dave McNulty

Outcome: Approved

2.4 MATTERS ARISING FROM PREVIOUS MEETING

Code of Conduct

IT WAS MOVED THAT the proposal from Anthony, to add Maaori values to the Code of Conduct, be approved:, i.e.

- Aroha ki te tanga: Respect for the people
- Manaaki ki te tangata: Looking after the people
- Kia ngakau mahaki: Be humble

Decision Date: 17 Jun 2024

Mover: Krissy Witehira

Second: Deputy Presiding Member Dave McNulty

Outcome: Approved

Code of Conduct Additions

Jocelyn to contact Anthony to query where he thinks this should be added, then update the Code of Conduct. All members to re-sign the updated Code of Conduct at the July meeting

Hazards and Incident Report has not happened. Property people are in place now and will record any Hazards, and the Nurse will be asked to report any incidents.

The Hazards reported has been put through the Property Committee.

Under Health & Safety it is compulsory reporting in the Management Report.

Co-opting further members on to the Board was discussed and Jackie was tasked to seek governance advice on whether we need further members, as two new members have just joined the Board [Staff and Student Rep.] There is a legal process to go through.

Co-option

Jackie to seek governance advice regarding co-options and the need to have further Board members. To be discussed at next Board meeting.

3. Reports

3.1 PRINCIPAL/MANAGEMENT

In future this report will only be tabled and taken as read. Members are expected to read the report prior to meetings.

The student roll is 855 - increased by nine. Management are working on pre-admission checks.

Working on NCEA Achievements

Three appointments have been made to the Deputy Principals rolls. We now have four Deputy Principals appointed. Other appointments have also been made.

At the end of Term 3 it is expected that the school will be fully staffed. The school was very understaffed [24 staff vacancies in T2] and this created a lot of stress for teachers, support staff and also on learning. Staff have done an incredible job and have had double the workload.

Barabara Cavanagh has come on board as Deputy Principal. The school leadership look forward to working with an experienced Principal. Val Wenham has come on board with property and is working hard. Thanks to Kevin and Marcus from MoE for their support with this. There is going to be a gate at the underpass and an electronic gate will be put in place at the front entrance, with swipe cards. More information is in the Property Report.

Staffing plan from Samantha was noted. Staffing vacancies are being filled.

NZSTA are still to complete their HR audit. There are gaps in the HR process. Hopefully we will have this by next meeting, for In Committee discussion.

Barbara is leading the PCT's and PRT's. Barbara informed the Board she has met with the PCT's and identified their learning needs. PCT's have not had their time allowance. The Ministry are lending us Karen Shute, who has lead the PCT's at HGHS for many years. Having 19 PCT's is a large number to have present in a school.

Samantha spoke on curriculum. The timetable has changed. It has been too broad since the beginning of the year, so trimming it back they are getting more depth of knowledge. Also focussing on Literacy and Numeracy. The first round of assessments was missed.

Barbara informed the meeting they had met with staff today regarding the interim timetable. Teachers will be moving more than students. Seniors are going to be at the Mountview Road Campus. The juniors will be at Collins Road and will be mostly in Home classes. There is the need to settle everyone. It was well received by the staff. The Seniors will still have their same teachers. Common Testing will take place in November.

There are challenges with evidence of credits being entered into the system. Attendance requirements will be a focus moving forward. The school will work on identifying learning needs.

The behaviour of the students has mainly been due to the timetable issues. The conditions have also played a large part in student conduct. Improvements have been noticed since the change of timetable. Processes are being improved.

Learning resources are coming in daily. These resources should have been at the school from Day 1. This has also impacted on student learning. These are being mostly funded by EDI.

There is a new structure around the Property team. A list of new resources was tabled.

Technology Block is now legal - guards on machines, dust extractors etc. The students can now do hands on work. The notices have been lifted.

The school Website is up and running. More content has to be put on and this will be updated continually. Policies, Board Minutes and Board profiles are on. The Community has been asking for information. It is also a legal responsibility.

The reinstatement of Jaden's memorial is underway.

School Policy determines what comes to the Board. School EOTC Policy to be discussed at next meeting as the Board has responsibility for RAMS. NZSTA will also be at next meeting to discuss the Board's responsibilities and liabilities. Samantha assured the Board that the RAMS align. The proposal, as tabled, apart from dates, stands as is.

A staff Induction plan is being set up by Samantha. All staff will be inducted, as this has not yet been done. This will be in place by mid Term 3. Cultural narrative will be included in this.

Vacancies - we have managed to attract good people and they are coming for the right reasons.

Attendance requirements will be a focus moving forward.

Outside agencies are going to be utilised through Letitia from MoE.

Too many changes will confuse the students - settle the learning and have good programmes.

Data for Years 7 and 8 - what tools, assessments are being used? We need to see the assessment around these years. Focus on learning has only occurred in the past three weeks.

Good achievement and attendance will probably not appear until 2025. The problems cannot be fixed overnight. Barbara has plans for Years 7 and 8. Data from previous schools are being gathered. Tests will be occurring at the beginning of next term. Students are struggling with literacy and numeracy. This gives an idea what professional development is needed for staff. Data will be presented to Board as soon as it is collated.

Discussion occurred on receiving data from previous schools. It was suggested that contact be made to schools before they closed, but unfortunately this did not occur. The data from Term 3 tests will show where students are at. There was a lost opportunity by not obtaining records/results from previous schools.

Learning Support has met with 71 families. The Department has been understaffed. They did not receive any information on students' disabilities. Many Teacher Aides have left. Not many learning needs were identified and the students were not given the appropriate support. The staff in Learning Support is being increased. Learning Needs were not previously noted. MoE Learning Support Manager is going to be available to come in and support the school. Assessments are going to be done on all students, starting at Years 7 and 8.

Gateway students - how are the 60 students being tracked? There is a concern that the criteria may not be met with 100 replacements being requested for next year, and if so we will have to refund monies if the criteria is not met. To be reported on at next meeting. Report on 2024 and projection for 2025. The good work for career pathways was acknowledged.

Need to rethink what students want.

Discussion on Stymie as to its suitability for our students? Maybe another programme needs to be looked at, due to the language.

Staffing - it would be great to specify what each SLT role/responsibilities are. Once this has been sorted the Board will have this information.

New enrolments are occurring every day - these come through the admission process - have gone back to in-depth queries. Information is easier to obtain from previous schools.

The Management Report is great for its in-depth and the Management Team was thanked for this; they have reported very effectively on what is happening.

EOTC - Duke of Edinburgh

IT WAS MOVED that the Duke of Edinburgh EOTC proposal be approved, with the intent to table the RAMS at the next meeting.

Decision Date: 17 Jun 2024
Mover: Samantha Farook
Seconder: Ratau Turner
Outcome: Approved

RAMS for Duke of Edinburgh EOTC

Rams to be tabled at July Meeting

Gateway tracking

Gateway - Report on 2024 [60 students] and projection for 100 2025 students:

- How are the 60 students being tracked?
- Concern of meeting criteria, which would ultimately affect budget

Due Date: 16 Jul 2024
Owner: Samantha Farook

EOTC Policy

Agenda for July meeting and discussion

APRIL MANAGEMENT FINANCIAL REPORT

IT WAS MOVED that the April Management Financial Report be accepted.

Staffing entitlement was discussed. This is being looked into by Sandy, who is following up with the Ministry.

Waihiora carving - being followed up, there is no record. Shane to follow up.

MAY MANAGEMENT FINANCIAL REPORT

IT WAS MOVED that the May Management Financial Report be accepted.

Decision Date: 17 Jun 2024
Mover: Samantha Farook
Seconder: Matt Crispe
Outcome: Approved

MANAGEMENT REPORT

IT WAS MOVED that the Management Report be accepted.

Decision Date: 17 Jun 2024
Mover: (LSM) Dr. Shane Edwards
Seconder: Krissy Witehira
Outcome: Approved

3.2 MANA WHENUA

Tabled - taken as read.. Committee Reports

4.1 FINANCE

Sandy was thanked for doing professional development with heads of department, around how they do their budget.

IT WAS MOVED that the Report be accepted

Decision Date: 17 Jun 2024
Mover: Matt Crispe
Seconder: Deputy Presiding Member Dave McNulty
Outcome: Approved

CREDITOR PAYMENTS FOR MAY 2024

IT WAS MOVED that creditor payments for the month of May totalling \$363,539.99 be ratified.

Decision Date: 17 Jun 2024
Mover: Matt Crispe
Seconder: Deputy Presiding Member Dave McNulty
Outcome: Approved

AUDIT REPORT 2023

IT WAS MOVED that the 2023 Audit Report be accepted.

Discussion on recommendations - need to ensure these are actioned. It was a comprehensive Report. We have a new Audit Advisor.

A copy has been sent to the Ministry. The Acting Principal to check that this has been completed and Sandy to be asked which part of the Audit Report goes on Website and Facebook.

The Auditor to be asked if a copy has been sent to the Auditor-General.

Auditor-General, MoE and community [through website and Facebook] must have a copy annually, to be legally compliant.

Variation Report needs to be completed annually, starting from 2025.

Decision Date: 17 Jun 2024
Mover: Presiding Member Jackie Woodland
Outcome: Approved

Audit Recommendations

Ensure recommendations are actioned.

Check with Auditor if Audit Report has been sent to Auditor-General.

Due Date: 13 Aug 2024

Owner: Matt Crispe

Audit Report

The Acting Principal to check Audit Report has been uplifted to MoE portal and Sandy to be asked which part of the Audit Report goes on Website and Facebook.

4.2 PROPERTY

Hazards - process was to identify through an online Tool and only one person had access. This person has since left. Pradeep has been asked to follow up with this tool - this is to be followed up by Management.

SEPE Report was summarised. This identifies what staff have identified. Definitions in Report need to be understood. Dave has made recommendations that SEPE will be funded from 5YA. Final figure will come from the Ministry.

Intermediate property was in better condition than the High School. Te Manaakitanga was in good condition.

Discussion on Third party occupancy lease of Pool was held.

POOL LEASE OCCUPANCY

IT WAS MOVED that the board approve the Third Party Occupancy agreement for the Hamilton City Council to lease the school grounds for the Gallagher Aquatic Centre.

Decision Date: 17 Jun 2024

Mover: Deputy Presiding Member Dave McNulty

Seconder: Mareta Matenga

Outcome: Approved

ALARM, CCTV, SWIPE CARDS, GATES AND FENCING PROJECT

IT WAS MOVED that the board approve the funding of the alarm, CCTV, Swipe cards, gate and fencing project, funded from residual 2023 establishment funds.

One alarm system on both campus, swipe cards, etc. Swipe cards will also give access to front gate. Fencing in various parts of the school will be fixed.

This will help with Health & Safety in the school.

Management were asked to inform Val that this is approved so it can be actioned.

Decision Date: 17 Jun 2024

Mover: Deputy Presiding Member Dave McNulty

Seconder: Matt Crispe

Outcome: Approved

Upgrading/Renewing of toilet facilities

IT WAS MOVED that the Board approve the upgrading / renewing of the toilet facilities for the College, funded by residual 5YA funds.

It was suggested that students could be involved with the design.

A Project Manager will be appointed.

Decision Date: 17 Jun 2024

Mover: Deputy Presiding Member Dave McNulty

Seconder: Mareta Matenga

Outcome: Approved

Property Report

IT WAS MOVED that the Property Report be accepted.

Decision Date: 17 Jun 2024

Mover: Deputy Presiding Member Dave McNulty

Outcome: Approved

Hazards On line Tool

Follow up with Pradeep regarding online tool of Hazards

Due Date: 21 Jun 2024

Owner: Samantha Farook

4.3 MEDIA

Media interest is high and impacts time on managing the school. It is better to communicate with the community than media.

5. Correspondence

5.1 Incoming: Nil

5.2 Outgoing: Nil

6. General Business

6.1 ERO READINESS REVIEW

We are working with ERO for a return visit in 2024.

6.2 JULY BOARD MEETING

As there is so much work for the Board to do, it is necessary to have a July meeting.

Monday 22 July was agreed to. Management assured the Board that they can meet this deadline. Jos will put in diary/Board Pro

6.3 KOTUKUTUKU PLANTS

Matt spoke to this.

Jackie has been looking after them and are ready for planting.

If the trees came to the school it might not work in within curriculum, so it was suggested to donate them to the Mangakootukutuku stream care group

KOTUKUTUKU PLANTS

IT WAS MOVED that the Board donates the Kotukutuku plants to the Mangakootukutuku Stream Care Group.

Decision Date: 17 Jun 2024

Mover: Matt Crispe

Seconder: Deputy Presiding Member Dave McNulty

Outcome: Approved

Matt to contact Mangakootukutuku Stream Care Group.

7. PUBLIC EXCLUDED

7.1 PUBLIC EXCLUDED RESOLUTION @ 7.52 P.M.

PUBLIC EXCLUDED RESOLUTION

IT WAS RESOLVED that in terms of Section 48 of the Local Government's Official Information and Meeting Act 1987, the public be excluded from this part of the meeting because the Board wishes to discuss a matter concerning personnel and this discussion, if in public, would infringe the privacy of a natural

person under Section 9/2/A of the Official Information Act 1982. Barbara Cavanagh was invited to stay.

Decision Date: 17 Jun 2024
Mover: Presiding Member Jackie Woodland
Outcome: Approved

7.2 OUT OF PUBLIC RESOLUTION

***IT WAS MOVED** that the Board move Out of Committee.*

Decision Date: 17 Jun 2024
Mover: Presiding Member Jackie Woodland
Outcome: Approved

7.3 OUTCOMES RESOLUTION

***IT WAS MOVED** that the decisions made whilst In-Committee be approved.*

Decision Date: 17 Jun 2024
Mover: Presiding Member Jackie Woodland
Outcome: Approved

8. Close Meeting and Karakia

8.1 Meeting closed at 8.45 p.m.

Next meeting: Mangakōtuketuku College Board - 22 Jul 2024, 5:30 pm