



MINUTES MANGAKŌTUKUTUKU COLLEGE BOARD

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| Name: | Mangakōtūkū College Board |
| Date: | Monday, 22 July 2024 |
| Time: | 5:30 pm to 8:02 pm (NZST) |
| Location: | Mangakōtūkū College, 6 Collins Road |
| Board Members: | Presiding Member Jackie Woodland , Actg. Principal Barbara Cavanagh, Anthony Rawiri, Krissy Witehira, Matt Crispe, Student Representative Skylah August, Staff Representative William Kokaua |
| Attendees: | (LSM) Dr. Shane Edwards, Jocelyn Caughley, Samantha Farook |
| Apologies: | Deputy Presiding Member Dave McNulty , Ratau Turner, Mareta Matenga |
| Guests: | Anna Gallien- NZSTA[left at 7.40pm] , Kevin Johnson [via Zoom 5.40-6.09pm], Tom Moana 5.40-6.09pm & from 6.43pm |
| Notes: | Thilo Govender, Principal On Leave |

1.1 WELCOME AND KARAKIA

2. ADMINISTRATION MATTERS

2.1 APOLOGIES



Apologies

IT WAS MOVED that the apologies be accepted

Decision Date: 22 Jul 2024

Mover: Presiding Member Jackie Woodland

Seconder: Actg. Principal Barbara Cavanagh

Outcome: Approved

2.2 INTERESTS REGISTER

Discussion held regarding clarification of Interests Register, and defining conflict.

2.3 CONFIRM MINUTES

Minutes of 17 June 2024

IT WAS MOVED that the Minutes of 17 June 2024 be ratified.

Decision Date: 22 Jul 2024

Mover: Krissy Witehira

Seconder: Actg. Principal Barbara Cavanagh

Outcome: Approved

2.4 MATTERS ARISING FROM PREVIOUS MEETING

Co-option will be discussed in General Business

Updated Code of Conduct is to be signed by all Board Members

Outdoor Education -There have been no EOTC since the last Board Meeting.

The Auditor-General has been provided with the Audit Report.

Kotukutuku plants - Some students are going to meet with the Mangakōtukutuku Stream Care Group on 1 August and they will take the plants with them.

2.5 MANA WHENUA

Taken as read.

3. Committee Reports

3.1 PROPERTY

PROPERTY REPORT JULY 2024

IT WAS MOVED that the Property Report be accepted.

Decision Date: 22 Jul 2024

Mover: Presiding Member Jackie Woodland

Secunder: Staff Representative William Kokaua

Outcome: Approved

Thank you to Val for preparing the Property Report during Dave's absence

BUILDING WoF

IT WAS MOVED that the Building Warrant of Fitness be accepted.

Decision Date: 22 Jul 2024

Mover: Actg. Principal Barbara Cavanagh

Secunder: Krissy Witehira

Outcome: Approved

THIRD PARTY OCCUPANCY: NEW TESTAMENT CHURCH INCORPORATED 7 JUNE 2024

IT WAS MOVED that the board approve the Third Party Occupancy agreement for New Testament Church incorporated 7 June 2024

Decision Date: 22 Jul 2024

Mover: Matt Crispe

Secunder: Actg. Principal Barbara Cavanagh

Outcome: Approved

New Testament Occupancy Agreement - \$25 per hour is not a peppercorn rental. No details received around Guarantor. The Agreement is to note that their signs are not to be displayed outside their agreed rental time.



THIRD PARTY OCCUPANCY: FUSION NETWORKS 4 June 2024

IT WAS MOVED that the board approve the Third Party Occupancy agreement for Fusion Networks

Decision Date: 22 Jul 2024

Mover: Krissy Witehira

Secunder: Matt Crispe

Outcome: Approved

THIRD PARTY OCCUPANCY: PINNACLE

IT WAS MOVED that the board approve the Third Party Occupancy agreement for Pinnacle.

Decision Date: 22 Jul 2024
Mover: Krissy Witehira
Seconder: Matt Crispe
Outcome: Approved

THIRD PARTY OCCUPANCY: MELVILLE CRICKET CLUB

IT WAS MOVED that the board approve the Third Party Occupancy agreement for Melville Cricket Club, with prices to be checked.

Decision Date: 22 Jul 2024
Mover: Krissy Witehira
Seconder: Student Representative Skylah August
Outcome: Approved

The background of the Cricket Club was discussed briefly. We need to ensure payments are made regularly. Rental also needs to be added, along with the months for access.

TOILET PROJECT CONSULTANT ENGAGEMENT

IT WAS MOVED that the Board authorises Tectum Consulting as Consultants for the 4C Toilet Upgrade.

Decision Date: 22 Jul 2024
Mover: Matt Crispe
Seconder: Student Representative Skylah August
Outcome: Approved

Health and Safety is improving. Toilets must be improved. It will also reduce the vandalism that is occurring in toilets.

The Board needs to be careful, and reassured of contracts, and they need to be able to challenge what is put before them. They also need to have reasonable time to look through documents to do due diligence.

3.2 FINANCE

FINANCE REPORTS

IT WAS MOVED that the Finance Minutes and Reports be ratified.

Decision Date: 22 Jul 2024
Date:
Mover: Matt Crispe
Seconder: Student Representative Skylah August
Outcome: Approved

DRAFT REFORECAST BUDGET @ 7 JULY 2025

IT WAS MOVED that the Board approve the reforecast budget.

Decision Date: 22 Jul 2024
Mover: Matt Crispe
Seconder: Krissy Witehira
Outcome: Approved

The budget was initially inaccurate. The Budget has been reforecast and the staff have had input. The school should be in a good position. Budget forecast should be put on the annual workplan - April 2025. HoD's will be encouraged to invest in resources for students. Each HoD will receive finance training on budgeting.

BUDGET RE-FORECAST

Budget Reforecast to be put on Board Workplan - April 2025.

IT WAS MOVED that the Board thank the hard work of Pradeep, Sandy, Val, Samantha and the Learning Area Leaders for their input into the re-forecasted budget.

Decision Date: 22 Jul 2024
Mover: Matt Crispe
Seconders: Actg. Principal Barbara Cavanagh
Outcome: Approved

Barbara to convey the Board's thanks to Pradeep, Sandie, Val and Samantha for their hard work on reforecasting the Budget and also to the Learning Area Leaders for their input.

4. PUBLIC EXCLUDED

4.1 PUBLIC EXCLUDED RESOLUTION @ 6.09 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. **IT WAS FURTHER MOVED** that Dr. Shane Edwards be invited to stay due to his being the LSM, Samantha Farook Deputy Principal and Anna Gallien for their expertise.

Decision Date: 22 Jul 2024
Mover: Presiding Member Jackie Woodland
Seconders: Actg. Principal Barbara Cavanagh
Outcome: Approved

4.2 OUT OF PUBLIC RESOLUTION @ 6.43 p.m.

OUT OF PUBLIC RESOLUTION

IT WAS MOVED that the Board move Out of Committee

Decision Date: 22 Jul 2024
Mover: Presiding Member Jackie Woodland
Seconders: Actg. Principal Barbara Cavanagh
Outcome: Approved

4.3 OUTCOMES RESOLUTION

OUTCOMES RESOLUTION

IT WAS MOVED that the decisions made whilst In-Committee be approved, including moving the Principal's Delegations out of committee.

Decision Date: 22 Jul 2024
Mover: Krissy Witehira
Seconders: Matt Crispe
Outcome: Approved

5. Presentation

5.1 NZSTA Presentation

- Anna gave a presentation and spoke to the tabled document - The Board's Role in Health and Safety and Wellbeing.
- Due diligence - only Board can decide what that looks like. Health and Safety is imperative. It is particularly challenging with students and teachers.
- Board must read what comes across the table. Members have individual accountability. Board members cannot be held individually accountable but Principal can.
- Ensure, Assure and Reassure. No surprise culture is essential.
- Everybody in school is accountable. Systems are in place for reporting.
- Policies need to be clear, in order to implement best practice in school.
- Monitoring is key. Need to verify.
- After the Pike River incident Health & Safety Laws were tweaked .
- Risk Register needs to be checked. Due diligence is essential.
- When a crisis does happen, it is a team that gets it together.
- Samantha is the DP in charge of Health and Safety.
- The Board needs to be mindful of what 'hat' they are wearing during a crisis.
- The Principal will report on risks and hazards in the monthly Management Report.
- The school has had a Health and Safety check on hazards.
- Anna was thanked for her great brief on Health & Safety and Wellbeing.

5.2 HEALTH & SAFETY - EOTC POLICY

Taken as read.

6. Reports

6.1 PRINCIPAL/MANAGEMENT

Very pleased with Day 1 of Term 3. Students gave teachers positive feedback. Periods are longer, seniors are at the Mountview campus and juniors are at the Collins Road campus.

One of the DP's appointed is now not coming, so this position has been re-advertised.

Samantha is DP in charge of the senior school and Elsie Leslie is DP in charge of the junior school. Want senior school to be a senior school campus, with a common room etc. Juniors will be structured. Want to develop a junior community, so there is a distinction between juniors and seniors. We are responding to the needs of the students.

Structure of SLT will be tabled at next meeting.

Have had extremely good support from Ministry, especially Letitia Kelly. Letitia helped with the 'hands on' with the timetable. She has worked really hard for the school. Letitia will stay on with Mangakōtū College and will take on Principals Nominee role and will also train other staff for this role.

Good feedback regarding communication. Well done to Management.

It was asked what measures are in place to keep Board Members informed, keeping connected? Recognise success. It was mentioned that the Board would like brief regular updates of success.

RAMS FOR DUKE OF EDINBURGH EOTC

IT WAS MOVED that the tabled RAMS for the Duke of Edinburgh EOTC be approved.
[The trip will occur during Term 3 holidays]

Decision Date: 22 Jul 2024
Mover: Actg. Principal Barbara Cavanagh
Seconder: Krissy Witehira
Outcome: Approved

The tabled Gateway Report is great and answered all questions.

The tabled report from the Business Manager was also noted.

PRINCIPAL/MANAGEMENT REPORT

IT WAS MOVED that the Principal/Management Report be accepted.

Decision Date: 22 Jul 2024
Mover: Krissy Witehira
Seconder: Matt Crispe
Outcome: Approved

NCEA co-requisite testing - presentation by Barbara and Samantha

Common Testing Assessment is a requirement - first test was missed.

Y10 and Y11 students had a practice, but many students were away.

- Infrastructure was questioned - being able to access digital exams in hall. We are not confident that we can access them all at the same time. Need to look at how to prepare the students.
- Y10 reading - about 25% would pass at the moment, 20% are making good progress. Other processes are being looked at for 10% .
- Y11 reading - 35 - 40% would pass today, only 2-3% not ready.
- Y10 writing - 30% ready, 16% not ready
- Y11 writing - 35% ready, 8% not ready
- Numeracy - only 15% Y10, Y11 - 15% ready now.

Catch ups for the students absent during practice exams will occur.

It has been helpful to gain this information. The new timetable will cater for extra support for the students struggling.

Recommendations were highlighted.

Barbara and Samantha were thanked for their work.

6.2 RESTORATIVE PRACTICE FLYING MINUTE DECISION

Discussion occurred regarding unanimous voting on 'Flying Minutes'.

RESTORATIVE PRACTICE FLYING MINUTE

IT WAS MOVED that the Board approve the signing up to be a Restorative Practice school.

Decision Date: 22 Jul 2024
Mover: Krissy Witehira
Seconder: Anthony Rawiri
Outcome: Approved

7. General Business

7.1 Concerns and Complaints Policy Training

Deferred to next meeting.

7.2 CO-OPTION

Anna spoke on co-option.

You need to take the person out of the position - look at skills that are needed. The Board has the ability to co-opt, but it needs to look at what is needed.

It was suggested that an 'Expression of Interest' be put out to the community stating the Board is seeking to co-opt. Be transparent with process that is being taken. Be clear on parameters. Community needs to see it is transparent. Need to have reasons behind decisions.

The Board are seeking to co-opt etc. This can be put in the school newsletter. Co-option is no more than three years, but the Board can chose to put a time on it. It is recommended to put in a date as a safety net. ESB finishes in June 2025, and there is a gap between triennial elections.

It was decided that a co-opt sub-committee of Dave, Krissy and Mareta be set up and that they come back to the Board with recommendations. Prior to elections Anna offered for STA to run a Korero for the community.

The Board needs to build capability and a succession plan.

CO-OPTION

IT WAS MOVED that a sub committee of Dave, Krissy and Mareta be set up to pursue candidates for co-option of parent representatives to the Board

Decision Date: 22 Jul 2024
Mover: Matt Crispe
Seconder: Student Representative Skylah August
Outcome: Approved

8. Correspondence

8.1 Incoming

INCOMING CORRESPONDENCE

IT WAS MOVED that the Incoming Correspondence be accepted.

Decision Date: 22 Jul 2024
Mover: Presiding Member Jackie Woodland
Seconder: Krissy Witehira
Outcome: Approved

8.2 Outgoing

OUTGOING CORRESPONDENCE

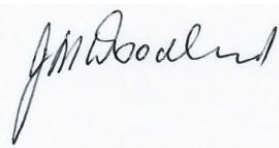
IT WAS MOVED that the Outgoing Correspondence be approved.

Decision Date: 22 Jul 2024
Mover: Anthony Rawiri
Seconder: Staff Representative William Kokaua
Outcome: Approved

Meeting closed at 8.02 pm.

Next meeting: Mangakōtukutuku College Establishment Board of Trustees - 20 Aug 2024, 5:30pm

Signature:



Date: 20 August 2024