



MINUTES

MANGAKOTUKUTUKU COLLEGE ESTABLISHMENT BOARD

Name:	Mangakōtūkū College Board
Date:	Tuesday, 20 August 2024
Time:	5:30 pm to 7:36 pm (NZST)
Location:	Mangakōtūkū College, 6 Collins Road
Board Members:	Presiding Member Jackie Woodland, Actg. Principal Barbara Cavanagh, Anthony Rawiri, Deputy Presiding Member Dave McNulty, Krissy Witehira, Mareta Matenga, Matt Crispe, Student Representative Skylah August, Staff Representative William Kokaua
Attendees:	Dr. Shane Edwards (LSM), Jocelyn Caughley
Apologies:	Ratau Turner
Guests/Notes:	Kevin Johnston [MoE], Sarah Pitchers [6 - 7.08pm], Kaumatua Tommy Moana [6-7.08pm]

1. Opening Meeting

1.1 WELCOME AND KARAKIA

2. ADMINISTRATION MATTERS

2.1 APOLOGIES

IT WAS MOVED that the apology be accepted.

Decision Date: 20 Aug 2024

Mover: Presiding Member Jackie Woodland

Outcome: Approved

2.2 INTERESTS REGISTER

Dave wished to update his Register as he is now working with two students from Mangakōtūkū College

2.3 CONFIRM MINUTES

IT WAS MOVED that the Minutes of 22 July 2024 be ratified.

Decision Date: 20 Aug 2024

Mover: Actg. Principal Barbara Cavanagh

Seconded: Matt Crispe

Outcome: Approved

2.4 MATTERS ARISING FROM PREVIOUS MEETING

New Testament Church - Third party occupancy - they did not give a full picture of how many hours they use our facilities - they use on a Sunday as well, which is not clear in the document.

Discussion on Crisis Management Plan, as it is referred to in document.

Health and Safety document needs to be updated, showing that Elsie Leslie, DP, is now in charge of this area of the school.

Dave acknowledged Krissy who has undertaken extra work for him, whilst he has not been well.

3. Reports

3.1 PRINCIPAL/MANAGEMENT

IT WAS MOVED that the Principal/Management/Business Reports, as tabled, be accepted.

Decision Date:	20 Aug 2024
Mover:	Deputy Presiding Member Dave McNulty
Seconded:	Krissy Witehira
Outcome:	Approved

Shane acknowledged the quality of reports and thanked Barbara for this. Jackie reiterated this. Principal is getting reports from learning areas. This will be sustained, and the principal will invite an Area Leader to present to the Board to share their story, in order for the Board to get a better overview. Barbara will set up a schedule for the rest of 2024 and going into 2025. The leaders of this month's reports are to be thanked for their great information.

The school is fully staffed, taking into account the offers that are in place. People are willing to work here. Relievers are employed - this can cover two teachers in front of one class to provide more support for students.

Grateful for Michelle's report around pastoral - she is waiting on some funding applications for more support.

The Board asked for an update next meeting as to where learners special needs are at - how individual needs will be met. Will a specialist class be established for these learners, as some of these learners are getting lost in mainstream classes. Students with learning needs use to have specialist classes.

Congratulations were extended to Management on Assessment - teaching and learning is happening now.

Anthony suggests engaging with local mana whenua for interaction with cultural awareness.

Professional growth cycles - will share what cycles look like. Some schools have not accepted the developing changes and have kept the old format. Barbara will start a new growth cycle at the beginning of Term 4.

NZQA Moderation - not entirely robust at present. External peer reviewers are used. Plans are in place - working with individual HoDs and Ministry. NZQA are keen to support. With the upcoming MNA and ERO reviews the school is wanting to get it right. Nothing is being hidden.

There is a concern that some matters that should have been developed in 2023 in the establishment phase were not done. The work that the Board anticipated being done, was clearly not done. This has put the school in the position it is now and created the challenges we have now for staff and students.

It was also recommended that staff develop KAMAR skills. Get an expert from KAMAR in to come in and train staff, as there seems to be a lack of skills. The power of KAMAR is great - push staff through, particularly administration staff - it is the tools of the trade. This needs to happen over the next 12 months.

There are some students without solid numeracy and literacy - this puts them at risk. Students are being tutored in study period. Strong strategies are in place, particularly for Y12 and Y13 students.

Barbara is to check on what training the Deputy Principal in charge of EOTC has had. Specialist training is imperative.

EOTC has stopped across the school until full confidence that people have completed the critical review implemented by the LSM. Timeline question could be replaced with 'refer to Policy' and procedures.

Attendance Report- predetermining behaviour needs to be reworded. Attendance is a big challenge. Need to look at the winnables and catch others later. It is a big problem. Some students are coming to school but are not attending class. It is too easy to leave the grounds. The school needs to think about an Attendance Officer, this would re-engage learners. Management to look at Budget and come back to the Board with figure needed and ask how the Board can support an Attendance Officer.

There is a concern regarding volunteers being allowed to drive vans - need to check our Insurance Policy regarding this.

Acknowledged how impressive with Ministry's engagement with the school is. Ministry personnel are very willing to help.

Acronyms could be a problem for Board members, perhaps Leaders could be asked to write the acronym in full in reports from now on.

Special Assessment Conditions - surprise at the low number of students asking for this. Are they available for Y7 and right through. Reader/writer can help immensely.

Barbara was asked to congratulate staff on their reports and was also thanked for her report.

4. Committee Reports

4.1 FINANCE



TERM DEPOSIT

IT WAS MOVED that the Board approve \$200,000 of the Library Budget be put on a three-month term deposit.

Decision Date: 20 Aug 2024

Mover: Matt Crispe

Seconded: Deputy Presiding Member Dave McNulty

Outcome: Approved



AUGUST FINANCE REPORT

IT WAS MOVED that the Board accept the August Finance Report.

Decision Date: 20 Aug 2024

Mover: Deputy Presiding Member Dave McNulty

Seconded: Krissy Witehira

Outcome: Approved

Staff need to use their Budget. There are no roll-overs. Budget Reforecast in April 2025 - to go on Workplan.

Staff have been informed they need to utilise their Budget, otherwise monies will be re-directed to property. HoDs have until 15 September to have all their purchase orders in. Monies can go towards safety issues - i.e. safe toilets, old gate replaced, senior basketball hoops. Students need enrichment here.

Gateway - there is a concern where they are sitting at the moment - could be a possibility of paying some monies back, if they do not deliver.

Fusion Report is great. Great to see Network improvement. IT is one of the portfolio's for SLT. Graph needs to be compared - is our software up to what is needed. Need understanding of particular issues.

ICT - some contracts are over \$100,000.00, consequently they must go on GETS as a public contract. Can put contracts that are under \$100,000 on GETS if so wished. Val is training Pradeep with this.

Banked staffing will be reported on by Barbara at September meeting. We are being over funded for the first two years. Need to staff at actual student numbers level, otherwise we could eventuate with redundancy.

Barbara to ask inhouse IT what software and hardware issues are - need to be broken down.

Matt stated that as creditor payments were ratified at the Finance Meeting, he did not think they need to be ratified by the full Board.

4.2 PROPERTY

IT WAS MOVED that the Board accept the contract for the provision of natural gas services from Genesis Energy for the next four years.

Decision Date: 20 Aug 2024
Mover: Deputy Presiding Member Dave McNulty
Seconded: Actg. Principal Barbara Cavanagh
Outcome: Approved

IT WAS MOVED that the Board approve the Licence to Occupy for 2025 for the Tooth Group Dental, as per their proposal.

Decision Date: 20 Aug 2024
Mover: Krissy Witehira
Seconded: Deputy Presiding Member Dave McNulty
Outcome: Approved

IT WAS MOVED that the Board approve that the Working Group continues with the proposed plans to reinstate all items of memorabilia and taonga from the previous schools as appropriate.

Decision Date: 20 Aug 2024
Mover: Deputy Presiding Member Dave McNulty
Seconded: Staff Representative William Kokaua
Outcome: Approved

IT WAS MOVED that the Board supports the reinstatement of the steel sculptures gifted to Melville High School and approve that the Artist and SLT will manage the location and installation of the Art Works.

Decision Date: 20 Aug 2024
Mover: Student Representative Skylah August
Seconded: Anthony Rawiri
Outcome: Approved

IT WAS MOVED that the Board accept the August Property Reports.

Decision Date: 20 Aug 2024
Mover: Mareta Matenga
Seconded: Krissy Witehira
Outcome: Approved

All history was removed from both schools at the beginning of the year - it took a lot of whakapapa away. Honours Board, taonga - we are going to reclaim this to make our school warm again. There will be some costs to the Board for the reinstatement. Thanks were extended to Clive Hamill and David Cooke for their input. Do we need to look at moving forward and start with a clean slate? We need to repatriate the taonga around the school. Old Honours Board will sit alongside new Honours Board for the new school. A lot of the taonga has been donated by the community. There is a lot of work - could sit both names along some taonga/cups/trophies. It was suggested that the staff and student reps be part of this group. We need to make the school warm again, with the memories of the people that achieved while they were at school. The name of the school could be replaced on some taonga, with the permission of the gifter, but the student names would be left on. Each family would have to be approached, which will involve a lot of work.

Swipe Cards: The school is presently a key school, which is expensive, as the locks have to be replaced when keys are lost. We are going to be a swipe school, which is safer. 30 - 40 doors

will be changed in the next couple of months - all the main entrances first, then the rest of the school will follow in time. The company that installed our security system will be doing the swipe system.

10YPP - the person who did the painting contract is also in charge of our 10YPP and will be our Advisor. Val is a specialist advisor for the school and being paid by the Ministry. Val and her team have been responsible for all the upgrades with our property. Her tenure is until end of the year - Shane is going to go to the Ministry and ask if we can extend her contract until the end of Term 1 2025 and then have a Property Manager starting in Term 2. Val has also been invaluable in other areas such as H.R. and training staff. Deejay's tenure also finishes at the end of year. There is a need to have a Property Manager on site and we need to commit funds for this.

New carparks are being established for staff beside the bike compound. We are also looking at new fencing. Vandalism has decreased significantly due to measures that have been put in place.

Toilet problem will hopefully be less with single cubicle toilets, when they are built.

Property entitlement needs to be looked at - we have excess spaces, and these could be removed at short notice. Staff need to be aware of this.

Need to start upgrading classrooms, which will be great. We have moved incredibly quickly in a short space of time.

The Board wishes to acknowledge Val and Deejay for all their work. They have been a real asset and been great to work with. The Ministry were also thanked for their contribution.

5. Correspondence: Nil

6. General Business

6.1 STUDENT REP. UPDATE

Skylah and the Head Students are currently undergoing training for a symposium 'what it is to be a leader in this age' - About 15 schools have been invited. Schools are keen to attend. Skylah has also been talking with M.P. Hana Rawhiti Maipi-Carke. Well done Skylah. Skylah will talk to Management about a budget for this. Mangakōtukutuku is working with Hauraki Plains on this. Could possibly be media attention with an MP attending.

Barbara informed the Board that our Head Students are of high quality and are outstanding.

The School Ball is coming up on 13 September. The Board needs to be reassured that all risks will be covered. Y12 and Y13 students only will attend. Discussion on risks ensued. Need to mitigate risks so students can enjoy the event.

Electronic 'flying' minute will need to go to Board to ensure they can approve the RAMS for the Ball, due to it is being held off-site. The event is non-alcohol. The school will be paying for the security at the Ball.

6.2 STUDENT TRUSTEE 2024-25 ELECTION

IT WAS MOVED that Jocelyn Caughley be appointed Returning Officer for the 2024/2025 Student Trustee Election and that the following timeline be approved.

Compile & Close Roll	Monday 26 August
Advertise & Call for Nominations	By Wednesday 28 August
Close Supplementary Roll	Monday 2 September
Nominations Close	Noon, Tuesday 3 September
Prepare Voting Papers	

Candidates Speak at Assembly	Week 8 or before 18 September
Voting	Thursday 19 September, Whanau Time
Voting Closes	4pm Thursday 19 September
Votes Counted & Results Declared	By Wednesday 25 September
Student Trustee takes Office	Thursday 26 September

First BoT Meeting 21 October 2024

Decision Date: 20 Aug 2024
Mover: Mareta Matenga
Seconded: Krissy Witehira
Outcome: Approved

6.3 CO-OPTION

Krissy and Dave will meet seven possibilities on Monday - the main purpose of the applicants is wanting to give to the school/community. Wide variety of applicants. Recommendations will then be given to the Board.

6.4 CONCERNS AND COMPLAINTS POLICY TRAINING

Shane spoke to the tabled Concerns and Complaints Policies and particularly the difference between a concern and a complaint. A complaint must be in writing. A concern can be informally talked about with the Principal/Management. A complaint must be something that affects that person - they cannot complain about anyone else. Only the complainant can make the complaint.

The school has a complaints register, which is held by Justine. All complaints are acknowledged and followed up with an investigation. Shane talked through the process.

If a complainant is still not happy they can contact the Board. The Board can only investigate the process, not the complaint.

At least two Board members need to be present at a Suspension Meeting.

Every parent and staff member has access to the policies.

6.5 Gateway Expo etc.

Anthony - very impressed with the Gateway expo. Feedback was great.

Skylah stated that students stepped up.

Krissy spoke to the providers on behalf of the Board and acknowledged the students and Sarah. Mana behind showcasing us and the students was great.

Badges of recognition was muted for students, for example the U16 Rugby Boys who are playing in the finals this weekend. These could be presented at assembly.

7.1 PUBLIC EXCLUDED RESOLUTION @ 7.08P.M.

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 Kevin Johnston be invited to stay, as his knowledge will be required.

Decision Date: 20 Aug 2024
Mover: Deputy Presiding Member Dave McNulty
Seconder: Mareta Matenga
Outcome: Approved

7.2 OUT OF PUBLIC RESOLUTION @ 7.35 p.m.

IT WAS MOVED that the Board move Out of Committee

Decision Date: 20 Aug 2024
Mover: Deputy Presiding Member Dave McNulty
Seconder: Mareta Matenga
Outcome: Approved

7.3 OUTCOMES RESOLUTION

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

Decision Date: 20 Aug 2024
Mover: Mareta Matenga
Seconder: Actg. Principal Barbara Cavanagh
Outcome: Approved

8. Close Meeting and Karakia

8.1 Karakia: Anthony Rawiri. Meeting closed at 7.36 p.m.

Next meeting: Mangakōtukutuku College Establishment Board - 16 Sept 2024, 4:00 pm