



# MINUTES

## MANGAKOTUKUTUKU COLLEGE ESTABLISHMENT BOARD

<b>Name:</b>	Mangakōtūkū College Board
<b>Date:</b>	Monday, 16 September 2024
<b>Time:</b>	4:00 pm to 7:21 pm (NZST)
<b>Location:</b>	Mangakōtūkū College ESB, Collins Road Campus Staffroom
<b>Board Members:</b>	Anthony Rawiri, Actg. Principal Barbara Cavanagh, Deputy Presiding Member Dave McNulty, Presiding Member Jackie Woodland, Krissy Witehira, Matt Crispe, Staff Representative William Kokaua, Mareta Matenga, Ratau Turner, Lance Enevoldsen, Shawn Gielen
<b>Attendees:</b>	Jocelyn Caughley, Kevin Johnson [MoE] from 5.30pm, Shawn Gielen [LSM] from 5.30pm, Tom Moana, Raewyn Hopa, Samantha Farook, Elsie Leslie, Naomi Bates, Toni Brewer until 5.30pm
<b>Guests:</b>	
<b>Notes:</b>	Absent: Skylah August

### 1. Opening Meeting

#### 1.1 WELCOME AND KARAKIA

Karakia: Anthony Rawiri

Jackie welcomed all to the meeting, especially Lance Enevoldsen and Raewyn Hopa.

Ratau has given her allegiance to Raewyn as she has now stepped down from the Board. Raewyn is the best one for the job. Jackie thanked Ratau for bringing Raewyn to the board.

Whanaungatanga and Waiata held.

#### 1.2 CO-OPTION UPDATE

IT WAS MOVED that Lance Enevoldsen be co-opted on to the Mangakōtūkū Establishment Board from Monday 16 September until the next Board of Trustees election.

**Decision Date:** 16 Sept 2024

**Mover:** Krissy Witehira

**Seconded:** Deputy Presiding Member Dave McNulty

**Outcome:** Approved

Kevin is going to talk to Iwi regarding Raewyn and Raewyn will come on board next meeting.

### **1.3 ANNUAL PLAN 2025**

Senior Leadership tabled a draft 2025 strategic and annual plan, which the Board will work with them to test and strengthen areas. The Senior Leadership Team will then make any changes and this will then be approved at the October Board meeting. This will then be shared with the community formally, so we are operating in a planned environment with intention and focus.

A Board Plan will be prepared, alongside this to include board dates, staff presentations, budget reforecast and prep. dates, financial audit dates and key reporting to board dates by management.

Barbara opened the discussion on the tabled first draft Annual Plan. Members were invited to contribute their ideas.

The next draft will have Targets in place. The Deputy Principals led the foci.

1. Te Tiriti, learners need to feel safe. Diversity needs to be celebrated along with Values. Hauora - building relationships with home and Attendance - aiming for 80% at all levels. [Samantha]
2. Teacher capability and professional learning, Quality teacher profile, Learning Support and Data - for progress [Naomi]
3. Building relationships, strengthen relationships with iwi, mana whenua, contributing schools, other schools in our region. Pathway opportunities, building relationships with local businesses. Suggest more detail about nurturing with the community specifically and focus on Kahui Ako. [Toni]
4. Innovating in the school. Pick up opportunities from other schools. Need to look at new curriculum and bring unique aspects into the school. Need to focus on to where we move into next. [Barbara] It was suggested that this could be included into No. 2, so have four Foci.
5. Environment conducive to positive behaviour and learning. [Elsie] The Foci will lead to achievement for all.

Need to ensure that all the students have literacy and numeracy credits - reading, writing and maths.

Need to ensure that leaving students all have a plan. Suggested have Achievement at the beginning.

It was suggested that the Board could have meetings in different classrooms to get a feel for the environment.

Anthony left at 4.56 p.m.

Jackie thanked Barbara and SLT for bringing the draft Annual Plan to the meeting.

Samantha, Elsie, Naomi and Toni left the meeting at 5.30 p.m.

Mareta Matenga, Kevin Johnson and Shawn Gielen arrived at 5.30 p.m.

### **1.4 INTRODUCTION**

Jackie welcomed Kevin along with Shawn Gielen our new LSM.

Tame also welcomed Shawn to Mangakotukutuku.

Shawn introduced himself.

## **2. ADMINISTRATION MATTERS**

### **2.1 APOLOGIES**

Nil

## 2.2 INTERESTS REGISTER

No further conflicts of interests were declared

## 2.3 CONFIRM MINUTES

IT WAS MOVED that the ESB Minutes of 20 August 2024 be ratified.

**Decision Date:** 16 Sept 2024  
**Mover:** Deputy Presiding Member Dave McNulty  
**Seconder:** Krissy Witehira  
**Outcome:** Approved

## 2.4 MATTERS ARISING FROM PREVIOUS MEETING

Documents with New Testament Church to be followed up.

Sports Co-ordinator position - going through applicants at the moment.

Learning Support is ongoing. A further meeting is taking place tomorrow.

EOTC Training - Naomi has just finished a two day course and training will be ongoing.

The present Attendance Officer is a supernumerary. She is doing a great job and Management wish to find a way to employ her full-time next year. Would do this hopefully through teachers grant, as we have supernumerary until 2026. She is also keen to do some teaching. It was suggested the Attendance Officer's position be Fixed Term to avoid going through any redundancy.

## 3. Reports

### 3.1 PRINCIPAL/MANAGEMENT

IT WAS MOVED that the tabled Principal and Managements Reports be accepted.

**Decision Date:** 16 Sept 2024  
**Mover:** Deputy Presiding Member Dave McNulty  
**Seconder:** Staff Representative William Kokaua  
**Outcome:** Approved

The school is fully staffed at the moment and there are no ghost classes.

Outside schools coming in for Technology classes are not happening at the moment. Kevin will talk to Barbara about a proposal for one school. Kevin has addressed it with three schools who have alternative schools to go to. It will not have any initial effect on our staffing or funding. The three schools could be approached, if the school wished, by 4 August next year.

Enrolments are happening every day. The website has been updated. Transitioning for 2025 enrolments are being prepared by the Deputy Principals for Y6 2024. Y7 and Y8 students have very experienced leaders now. It was suggested that we advise via Facebook and the website that the school is enrolling now.

There have not been any EOTC events. Any RAMS will be signed off by the Board.

A Y13 Leavers dinner will take place at the end of the year.

KAMAR reports for disciplinary hearings were spoken to and will be looked at. Having prior information of students when enrolling helps immensely.

Attendance will be reported on in the Principal's October Report, as will Student Achievement.

Tabled Professional Growth was spoken to. The presented document is a short-term cycle.

It was noted that the school's finances are in good shape.

Vandalism was spoken to. The Ministry provide targeted funding for vandalism.

### 3.2 MANA WHENUA REPORT

The tabled report from Anthony was noted.

## 4. Committee Reports

### 4.1 FINANCE

Brief discussion was held on the Finance Terms of Reference.

IT WAS MOVED that the August creditor payments totalling \$466,312.30 be ratified.

**Decision Date:** 16 Sept 2024  
**Mover:** Matt Crispe  
**Seconded:** Deputy Presiding Member Dave McNulty  
**Outcome:** Approved

IT WAS MOVED that the Board accept the tabled September Finance Report.

**Decision Date:** 16 Sept 2024  
**Mover:** Matt Crispe  
**Seconded:** Deputy Presiding Member Dave McNulty  
**Outcome:** Approved

### 4.2 PROPERTY

IT WAS MOVED that the Board accept the tabled September Property Report.

**Decision Date:** 16 Sept 2024  
**Mover:** Staff Representative William Kokaua  
**Seconded:** Mareta Matenga  
**Outcome:** Approved

Dave stated that Val and Deejay are doing an incredible job and are very proactive in getting things done. The 5YA Plan is under way with Deejay working with the Ministry.

Jackie acknowledged the work that Dave has put in with Property.

Toilet upgrade of \$500,000 is an estimate only as there are no plans etc. yet. This is a project funded by residual funding from the closure of the two schools.

After discussion it was decided that the two motions, i.e. monies being allocated to pay for the toilet block upgrade and also the endorsement of the upgrade of C and S Block classrooms where wall cladding, furniture replacements are urgently required, lay on the table until Shawn, as LSM, is updated on the projects.

## 5. Correspondence

### 5.1 Incoming:

IT WAS MOVED that the Inward Correspondence be accepted

**Decision Date:** 16 Sept 2024  
**Mover:** Presiding Member Jackie Woodland  
**Outcome:** Approved

Mareta Matenga: Resignation from ESB. Mareta was thanked for her invaluable contribution to the school and community.

MoE regarding the appointment of Shawn Gielen as LSM from 13 September 2024.

## 5.2 Outgoing:

IT WAS MOVED that the Outward Correspondence be approved.

**Decision Date:** 16 Sept 2024

**Mover:** Presiding Member Jackie Woodland

**Outcome:** Approved

WinTec - acknowledging the work carried out by the students and staff with the management of our trees

Ratau Turner - regarding Kuia position

Community 2x - regarding change of LSM and advising resignation of Principal.

## 6. General Business

### 6.1 STUDENT TRUSTEE 24-25 ELECTION UPDATE

Seven nominations have been received for the Student Trustee Roll, ranging from Years 9 to 12. Candidates have spoken to their peers at assemblies. Voting will take place at Whanau time on Thursday 19 September.

A new student representative will be in attendance at the October meeting.

### 6.2 IWI REP

Jackie has spoken to Kevin with regard to Raewyn Hopa being the Iwi Rep. for Ngati Wairere. Raewyn will come on as a Board member at the October meeting.

### 6.3 DISCIPLINARY PROCESS

Krissy will talk to Management regarding the management of the Disciplinary process and also student management.

### 6.4 LSM

Shawn spoke to how he wishes to advise the community of his status as LSM. He stated that similar wording in the MoE letter to the Board would be great.

Shawn will draft a letter with Jackie. The Board wished to see the draft before going out. This needs to happen tomorrow, Tuesday 17th.

Kevin stated MoE had written to Shane thanking him for his hard work as LSM at Mangakotukutuku. The Board will also write to Shane, thanking him for his great work.

Shawn asked the Board for any questions of his role - he has the same powers as the previous LSM. He wishes to add value to the school. Shawn is into efficiency and intends to be straight.

PRA needs to be confirmed for the new Principal's appointment can be advertised. The Board needs to decide when the Principal starts and map backwards from there. Shawn will oversee this whole process. If we do not get the right person first time, we can advertise again.

Barbara was thanked for the great job she is doing as Acting Principal.

## 6.5 GOVERNANCE MANUAL

The Manual has to be brought up to date. It was suggested that Jos could do this, then circulate to the Board. All the Policies are in school docs and these need to be linked to the Manual.

After further discussion Shawn stated that he has done a lot of work with schools on reviewing policies and would like to do a workshop with the Board on the Governance Manual. The Manual should not overlap. As school docs is available, the Board can take the time to develop this properly.

Shawn is to do a further review of our Governance Manual and communicate some of the thinking and review elements with the Board.

## 7. PUBLIC EXCLUDED

### 7.1 PUBLIC EXCLUDED RESOLUTION @ 6.45 P.M.

Tame Moana, Raewyn Hopa and Ratau Turner left the meeting at 6.45 p.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 and be invited to stay, as his MoE knowledge will be required.

**Decision Date:** 16 Sept 2024  
**Mover:** Presiding Member Jackie Woodland  
**Seconder:** Deputy Presiding Member Dave McNulty  
**Outcome:** Approved

### 7.2 OUT OF PUBLIC RESOLUTION @ 7.19 p.m.

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

**Decision Date:** 16 Sept 2024  
**Mover:** Mareta Matenga  
**Seconder:** Presiding Member Jackie Woodland  
**Outcome:** Approved

### 7.3 OUTCOMES RESOLUTION

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

**Decision Date:** 16 Sept 2024  
**Mover:** Presiding Member Jackie Woodland  
**Outcome:** Approved

## 8. Close Meeting and Karakia

### 8.1 KARAKIA: Mareta Matenga MEETING CLOSED @ 7.21PM

**Next meeting:** Mangakotukutuku College ESB - 29 Oct 2024, 5:30 pm