

MINUTES

MANGAKOTUKUTUKU COLLEGE ESB



Name: Mangakōtukutuku College Board

Date: Tuesday, 29 October 2024

Time: 5:30 pm to 8:00 pm (NZDT)

Location: Mangakōtukutuku College, 6 Collins Road

Board Members: Anthony Rawiri, Deputy Presiding Member Dave McNulty, Presiding Member Jackie Woodland, Krissy Witehira, Matt Crispe, Actg. Principal Barbara Cavanagh, Staff Representative William Kokaua, Lance Enevoldsen, Shawn Gielen, Raewyn Pene-Hopa

Attendees: Jocelyn Caughley, Kevin Johnson-MoE via audio 5.45pm-7.36pm, Tom Moana - Kaumatua 5.30pm-7.36pm, Trish Pike - LoC Social Sciences, 5.30pm-6.10pm

Absent: Rangi Waruhia

1. OPENING MEETING

1.1 WELCOME AND KARAKIA

Karakia: Anthony Rawiri

Jackie welcomed all to the meeting.

1.2 APOLOGIES

Nil

1.3 INTRODUCTION & IWI REP.

Ngati Wairere Iwi and MoE have approved Raewyn as the Ngati Wairere Representative.

Raewyn was welcomed and gave a korero. She is involved with Waikato Tainui and is looking forward to working with everyone.

IT WAS MOVED that Raewyn Hopa be co-opted on to the Board as Ngati Wairere Representative

Decision Date: 29 Oct 2024

Mover: Deputy Presiding Member Dave McNulty

Seconder: Matt Crispe

Outcome: Approved

IT WAS MOVED that Jocelyn Caughley, Kevvin Johnson, Tom Moana and Trish Pike be given speaking rights during this meeting.

Decision Date: 29 Oct 2024
Mover: Staff Representative William Kokaua
Seconder: Matt Crispe
Outcome: Approved

Change of order on Agenda was spoken to. Minute confirmation is later in Agenda. We have a strategic agenda. There will be no 'Matters Arising'. This will be taken care of through agenda setting based on last minutes, board workplan and current issues requiring decision making or discussion. General business is now called 'Strategic Decisions and Discussions'. Shawn explained this through for the Board.

2. Administration Matters

2.1 INTERESTS REGISTER

No further conflicts of interest registered.

3. Reports

3.1 PRINCIPAL/MANAGEMENT / ERO

Trish Pike was welcomed and spoke of her journey to get to where she is now. The year started with an innovative curriculum. Goals were spoken to, as were values.

The Pathways for year levels was described. Trish spoke to Student Achievement in NCEA and explained how they are addressing the needs of our priority learners.

Areas of foci for improvement were listed, which was gained through a student voice survey. Opportunities moving forward were explained. along with a summary and future vision. They are looking to have an extension class.

Classical Studies is lacking a Classical teacher. Social Sciences has an ongoing tracking system and Trish has a high trust model in her team. There are three high needs students in class.

Current challenges include staff shortages. Location changes has been a positive. Moderation was spoken to.

Trish was thanked for her presentation and left at 6.10 p.m.

Barbara spoke to her reports.

Curriculum design bought in at the beginning of Term 3 is continuing and is going well.

Home Rooms are going well. Subject choices are happening this week.

The school is negotiating with Hamiton West to come back and do their Technology. Barbara is working with Kevin to get this going. The smaller schools will not be coming back.

The school is closing at 2.30pm on Wednesdays, which is very useful for professional growth with staff. Teacher Registration can be validated with this growth. Karen Shute, MoE, is coming in once a fortnight to support PCTs.

Great communication on social media regarding curriculum. Contributing schools are being visited, starting tomorrow, for 2025 enrolments.

Kahui Ako was spoken to. The school will take a measured approach to this.

Staffing - guaranteed until the end of next year. The school need to be aware with roll numbers, which is being monitored closely. PCTs will be .1FTE next year [presently .2FTE]. A close watch is taking place on Banked Staffing and no teacher salaries are coming from the Ops. Grant.

ERO visiting schedule discussed. Board to meet with ERO on Thursday 7 November 10am - seven members indicated that they are available - Barbara to confirm with ERO that the Board delegation is available Thursday 7 November at 10am. Discussion regarding the 3.15pm Monday meeting with the Board being not reasonable. It is not a full review - Kevin stated it is still a school readiness review, so it is not a public report.

NCEA - not all have been uplifted to KAMAR, as students have not completed all standards/assessments yet. Students are getting extra tuition towards this. Seniors will stay at school much later than usual. Some students will be helped before close off early next year. Some L1 students are working towards L2 credits. Literacy/Numeracy is still being worked at. Need to acknowledge the crisis the school was in at the beginning of the year, and this has impacted on students.

Shawn is going to run a workshop with SLT on how to effectively report to the Board. What, So What and Now What will be key components in the report This will ensure that what is put in front of board does not create questions but delivers the answers. It needs to be strategic as the Board is the Assurance Governing Body. When the new Board is in place next year there will be good practice in place. Shawn acknowledged Barbara for being so collaborative. It is great.

Standdown analysis will be documented in public board meetings and conditions will be discussed in Public excluded meeting. Data will have no names attached to it.

Attendance - Graph on tabled data is a great set up. This data comes from the Ministry. Moving forward the Board will get more of an analysis. Data entry was discussed. Focus can change. The Annual Plan will address some issues.

Wonderful to see the tabled Positive Feedback. Relationships with Patricia Ave Satellite are great.

IT WAS MOVED that the Reports be accepted.

Decision Date:	29 Oct 2024
Mover:	Actg. Principal Barbara Cavanagh
Seconder:	Anthony Rawiri
Outcome:	Approved

4. Committees

4.1 FINANCE

HR Payroll Meeting Minutes tabled, as was the September Financial Report from Solutions Services. ACC funding will be queried with Sandy by Shawn.

The Annual Plan will have some specific finance actions included.

EDI Funding spoken to. Approximately \$100K left. Shawn to follow up with Kevin.

Vandalism payments were spoken to. Vandalism is down.

Budget - Pradeep is preparing the first draft of 2025 Budget. It was suggested that a specific Finance Meeting be held to progress the Budget. Zoom meeting will be held on Tuesday 12 November at 12.30pm - participants will be Shawn, Sandy, Jackie, Lance, Barbara, Pradeep and Matt. Matt to set up Zoom meeting.

It was asked if the Board needs to be concerned about anything regarding Finance. Shawn assured the Board that there are no risks.

Contracts for 2025, especially cleaning - process has begun. Shawn will share process with Matt. Contracts over \$100,000 must go on GETS.

IT WAS MOVED that the tabled Property Reports be accepted.

Decision Date: 29 Oct 2024

Mover: Deputy Presiding Member Dave McNulty

Seconder: Anthony Rawiri

Outcome: Approved

4.2 PROPERTY

IT WAS MOVED that a letter of thanks be sent to Val Wenham in regard to the work she completed during her time as Property Advisor.

Decision Date: 29 Oct 2024

Mover: Deputy Presiding Member Dave McNulty

Seconder: Krissy Witehira

Outcome: Approved

Pool Facility Lease - Still a work in progress. Shawn will sign this it is ready.

Toilets - architects are working on a plan with Barbara. Barbara, Elsie and Shawn will give feedback on concept. This is still in early stages.

Property report will be expanded with less extra reports. Keep to a standard format. Dave will do this Report with Barbara.

Shawn will get a quote from Talk IP for an asbestos plan.

Priority list of key projects, from 5YA, and what the Board wishes to see in the near future, to get underway. School internal spaces is a priority - the Board would like staff input into this.

Air pumps was mooted, which would have a two-pronged affect - will save on gas/boilers EDI funding cannot be spent on this as it has to be spent on student learning. Proposal list has already been done, and this needs to be followed up on.

Discussion regarding fire regulations. Need to investigate this further.

Shawn stated that going forward there will not be individual reports from Board members - the Property/Finance documents will be minuted only. The only personal report will be from the Principal.

IT WAS MOVED the Property Reports be accepted.

Decision Date: 29 Oct 2024

Mover: Deputy Presiding Member Dave McNulty

Seconder: Matt Crispe

Outcome: Approved

5. Strategic Discussion & Decisions

5.1 ANNUAL PLAN DRAFT 2025

Barbara stated that it is good working with Shawn, it is positive, and it is appreciated that he is letting the SLT learn to do things really well. Shawn has a lot of feedback and suggestions for the Annual Plan.

Shawn wishes to workshop with the Principal and the four Deputy Principals with the Plan. Barbara has constructed a well-structured document, which is great to work with. Shawn will share a new draft with the Board for further discussion.

The Board was asked for their input: Great to put Achievement in the centre. Number of actions was spoken to - if reporting on outcomes is effective then the number of actions do not matter. The Board needs targeted assurance that the plan is working.

Suggested that Achievement needs to be expanded. Board wished to know how the plan is going to work. Annual Plan goes with the Board Work Plan and then this is reported on in the

Principal's Report. The students 'outside' Achievement also need to be reported on. The Board wishes to know how it is going to be reported on: in alignment with the Strategic Plan.

Relationships needs to be in the Plan, which will follow into Achievement and Attendance. Shawn advised there would be a target for attendance and also useful will be a NZCER survey of students regarding their wellbeing. Property and Finance section will be added. The Board Workplan works with Annual Plan.

Barbara was thanked for her work.

The Establishment Board will be in place until the Ministry decides otherwise. Triennial elections happen in September 2025 - this may well be a likely juncture for the ESB to wind up.

5.2 PERMANENT PRINCIPAL PROCESS

Kevin has sent off PRA application and it is looking highly likely we will be successful.

Two lines of thinking for timing of advertising - advertise over Xmas, or advertise in late January with the new Principal starting in Term 3. Barbara and Shawn spoke to both options. Barbara has made herself available until the new Principal is in place. Staff and students have been through a lot. If a new Principal started in T3, the likelihood of any changes next year would be minimal, and this would benefit our students and staff.

Discussion ensued. It was pointed out that a new Principal starting in T3 would also have a new Board. The new Principal needs to be an experienced senior practitioner. Shawn advised that transition meetings with the new principal would be required prior to their start.

The length of LSM tenure was discussed. MoE will be cautious about ending LSM tenure.

Communication with the community will take place in December regarding the Principal process.

A more detailed plan will be in place with a timeline Christmas. It was pointed out that there may be a need to readvertise, if we do not get the right applicants the first time round. Clear concise consultation will be put in place for staff, students and the community. Shawn will draft all documentation.

5.3 SUSPENSION PROCESS REVIEW

A Review has taken place with the Suspension Committee and Shawn. Krissy will email the suspension process review to all members.

5.4 POLICY ASSURANCE PROCESS

Shawn - school docs are online. Every term there is a Policy Assurance document - Shawn has set out a document that Management can update, and the Board can engage with this. This will assure the Board that policies are up to date and are being adhered to.

The Document will be in every Board meeting going forward. This will be introduced at the next meeting by Shawn as an introductory document.

6. CORRESPONDENCE

6.1 Incoming:

IT WAS MOVED that the Inward Correspondence be accepted.

Decision Date: 29 Oct 2024

Mover: Presiding Member Jackie Woodland

Outcome: Approved

6.2 Outgoing:

IT WAS MOVED that the Outgoing Correspondence be endorsed
Decision Date: 29 Oct 2024
Mover: Presiding Member Jackie Woodland
Outcome: Approved

7. Confirm Minutes

7.1 CONFIRM MINUTES

IT WAS MOVED that the ESB Minutes of 16 September 2024 are a true and correct record.

Decision Date: 29 Oct 2024
Mover: Shawn Gielen
Seconded: Deputy Presiding Member Dave McNulty
Outcome: Approved

8. PUBLIC EXCLUDED

8.1 PUBLIC EXCLUDED RESOLUTION @ 7.36 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.

Decision Date: 29 Oct 2024
Mover: Deputy Presiding Member Dave McNulty
Seconded: Presiding Member Jackie Woodland
Outcome: Approved

8.2 OUT OF PUBLIC RESOLUTION @ 8.00 P.M.

IT WAS MOVED that the Board Move 'Out of Committee'

Decision Date: 29 Oct 2024
Mover: Presiding Member Jackie Woodland
Outcome: Approved

8.3 OUTCOMES RESOLUTION

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

Decision Date: 29 Oct 2024
Mover: Presiding Member Jackie Woodland
Outcome: Approved

9. Close Meeting and Karakia

9.1 KARAKIA: Anthony Rawiri MEETING CLOSED @ 8.00PM

Next meeting: Mangakōtuketuku ESB - 2 Dec 2024, 5:30 pm