



MINUTES OF MANGAKOTUKUTUKU ESB

Name:	Mangakōtūkū College Board
Date:	Monday, 2 December 2024
Time:	5:30 pm to 7:50 pm (NZDT)
Location:	Mangakōtūkū 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, Lance Enevoldsen, Shawn Gielen, Raewyn Pene-Hopa
Apologies:	Staff Representative William Kokaua
Attendees:	Jocelyn Caughley [Minute Taker], Kevin Johnson-MoE-left 7.45 p.m., Tom Moana-Kaumatua, Ratau-Turner Kuia, Monika Bali [5.30-5.46pm] Joseph Nepia
Absent:	Rangi Waruhia

1. OPENING MEETING

1.1 WELCOME AND KARAKIA

Karakia: Anthony Rawiri

Jackie welcomed all to the meeting.

1.2 APOLOGIES

William Kokaua

2. Administration Matters

2.1 INTERESTS REGISTER

Lance registered his interest as Director and Shareholder of Imageland.

3. Reports

3.1 PRINCIPAL/MANAGEMENT

Monika Bali, LAL English was welcomed and spoke to her tabled presentation. Monika was previously a student at Melville High and taught at HGHS for 10 years. English is her passion. It has been an interesting year. From Term 3 the school has settled and this is showing through the students learning. The students are more confident in their learning. There are many new teachers in the English Learning Area. Monika was congratulated on presenting such a good report and the data shows where the students are at now.

English classes are at the Mountview Campus - the rooms are really hot in summer and cold in winter. The desks are very old and small. A Health and Safety Committee has recently been set up and English have a representative on this.

The Learning Area has four Beginning Teachers and another who is trained in another subject. Monika was congratulated for managing this - which is part of Monika's leadership.

Students have personally acknowledged Monika, which is great. Conferences reinvigorates teachers and most are attending the next English Conference.

Monika is also the Principal's Nominee, which is another big role.

Next year Y7 and Y8 must have one hour of literacy and numeracy and in 2025 Y11 will have another line for literacy.

Structured Literacy and Numeracy is going to be supported by MoE. There is concern that not all text books will arrive before the beginning of the year.

Monika was thanked and left the meeting at 5.46 p.m.

Barbara - ERO visit - our compliance matters comes around the curriculum, particularly with new requirements. Common assessment test should have students passing. Mangakōtukutuku has been chosen for support from MoE.

Enrolments are taking place later this week. It was mentioned it would be interesting to see enrolment numbers compared to this time last year for year 7 enrolments.

Hamilton West is the only school coming in for art, music, technology. Y7 and Y8 will come in on different days. These will be fitted into MKT timetable. The school is charged \$65 per student, per year.

Attendance Officer will be a teacher who will also pick up a Kaiako role. The Attendance Officer has been successful in getting some students back into school.

KidsCan - great for uniform support - perhaps look into EDI funding as well.

Attendance Data will be reported on termly – This will be built into the Board Workplan for reporting purposes.

IT WAS MOVED that the Reports be accepted.

Decision Date:	2 Dec 2024
Mover:	Actg. Principal Barbara Cavanagh
Seconders:	Shawn Gielen
Outcome:	Approved

4. Committees

4.1 FINANCE

Impressed with the work that Pradeep has done. Barbara will pass on the Board's thanks.

Shawn gave the Board an overview of the school's finances. The Budget is very healthy for 2025 due to establishment funds received. The draft 2025 surplus is currently sitting at \$300K, and will possibly increase due to further refinements in the departmental budgets which were initially quite aspirational. Shawn explained the Budget surplus, working capital and asset purchases.

Learning Area requests have been high and management are ensuring requests are reasonable. Requests need to be normalised going forward in order to ensure the College has spending that is levelled out following the use of set up grants and funds in the early stages of the newly merged context.

Further tweaks to the Budget need to happen before the LSM is satisfied it is ready for sign off.

Members were asked to read minutes attached.

Budgeting for camps was discussed as raised by LSM in sub committee meetings. There are many different codes and Management, and Shawn, will be monitoring this closely and another review will take place in June 2025.

Vandalism was briefly discussed. MoE reimburse for this and it is being actioned now.

An enormous amount of work has gone into Finances - Matt was acknowledged for his input and the great job he has done with Finance from the beginning.

IT WAS MOVED that the Financial Reports be accepted, with an amendment that Krissy put in her apology for the recent Finance SC Meeting.

Decision Date:	2 Dec 2024
Mover:	Matt Crispe
Seconder:	Deputy Presiding Member Dave McNulty
Outcome:	Approved

4.2 PROPERTY

It is taking a long time to come to a resolution with some projects, such as the pool. Dave is following this up.

Shawn has set up a property management system and workshopped this with management and property staff. An Administrator loads the information into the system coming from staff requests and hazard identification. Management can add items directly to the system also. All items are prioritised by Management. It is a new system and people are still getting use to this. Shawn stated that the system is only as good as what is being entered and then the consistency of the follow up details being recorded accurately. This can serve as a reporting base for the principal and monitors workload also.

All WRN notices have been completed.

Infratel - new wireless system on both sites which should be a significant improvement. This is funded by MoE.

Water tightness projects – see minutes attached. Fully managed and funded by MOE

Shade areas - surprising this was picked up by ERO. This will now be a challenge for the Collins Road site. Quote sought to replace large sails in senior area. Unsure as to whether this is the best use of the space.

Turf spaces have been suggested by Management for student recreational spaces.

IT WAS MOVED that the Property Reports be accepted.	
Decision Date:	2 Dec 2024
Mover:	Deputy Presiding Member Dave McNulty
Seconder:	Krissy Witehira
Outcome:	Approved

5. Strategic Discussion & Decisions

5.1 ANNUAL PLAN DRAFT 2025

Draft v2 was tabled. This is a result of a Workshop Shawn held with SLT. He was impressed with engagement from SLT. The Plan will result in better reporting from Management due to a greater level of specificity in the actions stated.

At the next meeting there will be further specificity in the document. The Board were asked to read the tabled document and consider what questions they wish to ask and contributions they wish to make.

We will be able to sign off the Annual Plan and Budget at the 23rd January meeting.

Consultation was discussed. Early in 2025 consultation will take place regarding the desired attributes and skills of our new permanent principal.

5.2 PERMANENT PRINCIPAL PROCESS

Shawn will share documentation with the board through a confidential google drive - Permanent Principal Appointment will be shared with the Board. Different folders will be specified. This will enable the Board to have a voice in the document.

All Documents connected with the PRA. Need to collaborate on the letter to applicants and the 'who we are' section, possibly formulate a sub-committee for this. Shawn will prep a draft for this also

Principal Process will be added to the Agenda for January. Shawn will work on a timeline and a chronological order for the process where some questions will exist for the board to consider in preparations for discussions.

Staff will receive a different consultation document to the students, where the student voice will be collected via charts in a face to face approach.

We should hear from MoE within two weeks if we are successful with the PRA. Kevin and Marcus from the regional office have to argue the case before a National Panel and they believe it is highly likely to be successful. An external MOE appointed advisor will be assigned to establish and attest that any applicants meet the PRA requirements.

Shawn will be collating all information and he will lead the process.

5.3 ERO REVIEW

Shawn commented that SLT were brave in the way they presented to ERO, especially as the Deputy Principals are relatively new to their role. They impressed and presented with confidence. This also comes from a great leader - thank you Barbara.

The capacity of management that is at the school now is strong and ERO could see this.

The Board should be proud of their work in sustaining pressure over the last couple of years.

There are going to be two reports - one for public as a result of a Special Review and one of Readiness. The relationship going forward with ERO has a positive feel to it. A non-confirmed ERO report is sent to the school prior to the publication

Withdrawal spaces were discussed. The school is looking at tweaks for next year around the openness of spaces and teacher/leader engagement with this process making even more robust.

The school is meeting regulations regarding phones. Yondr pockets are being leased and now we have to pay the lease. The understanding was that the Board purchased the pockets for \$13,000. It was understood by some that it was a one-off cost. The situation needs to be looked at. Krissy to follow up on Board minutes.

Consistency of guidelines is key in committing to a system such as this. Some members shared their experiences of their children with the use of the pockets. The Board has a policy in SchoolDocs for phones and management can manage this.

Policy Review at January meeting - review on phone use.

Jackie stated that when the ERO Report comes out, some Board members have mentioned they would like to meet with the Ministry around sharing feedback from the past year and agree on mutual learnings going forward.

It would be good to get comments on the table between MoE and the Board so everyone has closure for their work over the last couple of years. This would be open communication between both parties. It was thought that we need to look forward, not backwards. The Ministry have documented their reflections and learnings. It would be ideal to have this happen prior to year end.

Jackie is to liaise with Kevin regarding a date involving Marcus and any board members who would like to attend.

It was felt that the community is interested in closure over the past year. A statement will be issued after meeting with MoE, before the year end.

- Yondr Pocket : Check on lease or purchase - Barb. Krissy to follow up on Board minutes.
- Jackie to arrange meeting date with Kevin and Marcus for Board and MoE to meet.

5.4 UNIFORM

Krissy spoke to the tabled hats design. Students will purchase this as part of the uniform. The Finance committee have also discussed this issue.

It was put forward that the Baseball cap is not particularly sunsmart, and it could lead to a degradation of standards. It was also stated that students would be comfortable wearing a baseball cap. It was also discussed that compulsory related largely to Y7 and Y8 students. Students have had their voice regarding hats. Hats will be compulsory for Y7 and Y8 students only.

Uniform rules don't appear to be easily accessible to students and family. It was suggested that uniform guide be put on the website. Barb to follow up.

Finance - using EDI funds - \$90,000 was spent on subsidised uniform in 2024 and we now have \$57,000 left. Discussion held on supplying shirts for Y11 2025 and some of the other funds be used for the purchase of hats, so there is no cost to the family.

Discussion ensued. Y11 2025 students had to buy new uniform this year, so to purchase their new shirts. Also it was felt that it would be good to have a uniform wardrobe on site for students when needed.

It was felt we cannot sustain purchasing uniforms for Y7 & Y8 and the Board needs to think of Kapa Haka Piupiu uniform with leftover EDI funding.

Discussion took place around the importance of wide brimmed hats and they could be the ones that are subsidised and the other options can be purchased.

IT WAS MOVED that the Board approve the Mangakōtuketuku College Bucket hat, Beanie & Cap design to be a part of the College Uniform - compulsory for Y7 and Y8 students.

ABSTENTION: Matt Crispe.

Decision Date: 2 Dec 2024
Mover: Krissy Witehira
Second: Deputy Presiding Member Dave McNulty
Outcome: Approved

IT WAS MOVED that funding be provided through the \$57,000 EDI funding left over to, subsidise the bucket hat as part of the uniform for all students for 2025.

Decision Date: 2 Dec 2024
Mover: Matt Crispe
Second: Deputy Presiding Member Dave McNulty
Outcome: Approved

IT WAS MOVED that the Board support a uniform inventory being established, available to the Principal for discretionary use, through EDI Funding.

Decision Date: 2 Dec 2024
Mover: Krissy Witehira
Second: Deputy Presiding Member Dave McNulty
Outcome: Approved

IT WAS MOVED that the Board approve the residual EDI uniform funding be used for future Piupiu purchasing.

Decision Date: 2 Dec 2024
Mover: Lance Enevoldsen
Seconder: Shawn Gielen
Outcome: Approved

Uniform guide/rules to be put on website

5.5 POLICY ASSURANCE INTRO

Policy Assurance framework – to be started formally at the Board's February meeting 2025. Shawn will introduce this as a working document, having been workshopped with Barbara and any relevant SLT prior to the meeting. This will be workshopped with the board.

5.6 FUME CUPBOARD

EDI funding is used for student learning - Kevin to follow up for EDI Funding. Dave will email Kevin with information.

5.7 THANKS & NEXT MEETING

Discussion was held on the need for a meeting in late January 2025 in order to have final discussions around the Annual Plan and 2025 Budget for sign off. No formal reports will be tabled, but the Board would like an update on enrolment numbers at this meeting.

- Annual Plan 2025
- Budget 2025
- Principal appointment process and timeline
- Phone Use policy review
- Enrolment numbers update
- Any staffing changes/developments

Kevin left the meeting at 7.45 p.m.

Kevin thanked the Board, particularly Jackie, and Barbara for the work they have done and also Shawn for coming on board.

IT WAS MOVED that the next ESB Meeting be held on Thursday 23 January 2025

Decision Date: 2 Dec 2024
Mover: Shawn Gielen
Seconder: Deputy Presiding Member Dave McNulty
Outcome: Approved

6. CORRESPONDENCE

6.1 Incoming

IT WAS MOVED that the Inwards Correspondence be accepted.

Decision Date: 2 Dec 2024
Mover: Presiding Member Jackie Woodland
Outcome: Approved

6.2 Outgoing:

IT WAS MOVED that the Outgoing Correspondence be endorsed.

Decision Date: 2 Dec 2024
Mover: Presiding Member Jackie Woodland
Outcome: Approved

7. Confirm Minutes

IT WAS MOVED that the ESB Minutes of 29 October 2024 are a true and correct record.

Decision Date: 2 Dec 2024
Mover: Krissy Witehira
Second: Lance Enevoldsen
Outcome: Approved

8. Close Meeting and Karakia

8.1 **KARAKIA: Anthony Rawiri MEETING CLOSED @ 7.50 PM**

NEXT MEETING: ESB MANGAKOTUKUTUKU - 23 January 2025, 5:30 pm