

MINUTES



ESB MANGAKOTUKUTUKU

Name:	Mangakōtūkū College Board
Date:	Thursday, 23 January 2025
Time:	5:30 pm to 7:02 pm (NZDT)
Location:	Mangakōtūkū College, 6 Collins Road
Board Members:	Actg. Principal Barbara Cavanagh, Deputy Presiding Member Dave McNulty , Presiding Member Jackie Woodland , Krissy Witehira, Lance Enevoldsen, Raewyn Pene-Hopa, Shawn Gielen
Attendees:	Jocelyn Caughley, Kevin Johnson-MoE
Apologies:	Staff Representative William Kokaua, Matt Crispe
Absent:	Rangi Waruhia, Anthony Rawiri

1 OPENING MEETING

1.1 WELCOME AND KARAKIA

Jackie welcomed all. Karakia: Jackie Woodland

1.2 APOLOGIES

William Kokaua and Matt Crispe

1.3 INTRODUCTION

IT WAS MOVED that Kevin Johnson have speaking rights.

Decision Date:	23 Jan 2025
Mover:	Presiding Member Jackie Woodland
Seconder:	Shawn Gielen
Outcome:	Approved

2. Administration Matters

2.1 INTERESTS REGISTER

Dave McNulty informed the meeting that he no longer has interests in Alternative Education.

3. Strategic Discussion & Decisions

3.1 ANNUAL PLAN 2025

Shawn and Barbara spoke to tabled Annual Plan 2025. Pages 6 and 7 have the key additions. More depth has been added into the Plan.

Barbara spoke to The Whaikaha Way that has been added on to Page 1. This will make it very clear for our teachers to follow. These can be further developed and gives further strength for teachers being prepared. With the three elements: Whaimana [Be Respectful], Whaiora [Be prepared] and Whaiara [Be Safe] it will be easier for teachers to follow. Our Vision has remained throughout. The Waikaha Way will be workshopped further at Teacher Only Day.

There is a targeted approach to teaching capacity - and Management will have high expectations. Shawn has run a Workshop with the SLT on managing teacher and staff capacity and conduct. Documentation will be strong to ensure paperwork is in place, which is necessary. SLT have the skills and middle leadership will need support. Professional development will take place for all teachers on the Whaikaha Way. Professional Growth Cycles will be through this.

Diversity in the Plan is great, as is Absenteeism. Our diversity is unique, which is great to see.

Kotahitanga is shown well in the plan. Staff will be well versed in what is in Annual Plan and what is expected of them. Environment could include cultural narratives, as to what Iwi envisaged around the school.

The Annual Plan is the main policy for Board and through this Management will do their reporting to the Board, and the Board will ask their questions based on the Plan.

Barbara and Shawn were thanked for their great work with the Plan, it is very clear, as are the actions behind it. The Board Work Plan will guide reporting requirements linked to the Annual Plan. Shawn will review this with a subcommittee to update it for 2025.

IT WAS MOVED that the 2025 Annual Strategic Plan be approved.

Decision Date:	23 Jan 2025
Mover:	Shawn Gielen
Seconder:	Deputy Presiding Member Dave McNulty
Outcome:	Approved

3.2 PERMANENT PRINCIPAL APPOINTMENT AND TIMELINE

A Confidential Google doc has been set up for Board members. No documentation has been received from the Ministry, consequently the PRA has still not been confirmed.

Kevin has sent required information to national Office, but no reply has yet been received. We need the decision before we go to the community, but we could consult with staff - perhaps at ToD. Discussion ensued. Kevin realises the urgency of the PRA decision and will follow up. Shawn will work with Barbara regarding timing of consulting staff on the desirable attributes of a permanent principal.

A sub-committee is needed to work through initial interests. Shawn will put out papers to Board members, such as draft letter, referee reports and ask for feedback. Many members showed interest in being part of the process.

The main google folder shows what the process will look like.

The hypothetical timeline could still be workable. Need to do something rather than nothing at all. It will indicate there is a process in place. Shawn will work with Barbara regarding timing, who, when, what, then will go through process of collating a draft, get feedback from DP's re draft letter to applicants 'this is us' and will then put draft to Board members for feedback. The application form is typically standard and will also be dependent on PRA requirements.

3.3 BUDGET 2025

Pradeep has worked on tabled Budget. Curriculum budget will be no more than \$400,000, which takes into account that the school is still developing its resource base.

There is a considerable budget put aside for capital expenditure. All capital expenditure will need Board approval, and this will happen project by project. All projects will not necessarily happen, priorities will be established.

Healthy surplus from 2024 has been carried forward to working capital. Pradeep has great in-depth knowledge with the financials and resources and works closely with Barbara.

A lot of the budgeted monies is usually spent in the first part of the year. A mid-year budget review will occur, and budget levels can be adjusted as required to align with need.

A rigorous Cleaning contract meeting occurred with a new cleaning company starting this year. The cleaning and contract will be monitored closely.

Air conditioning in classrooms was spoken to. Heat Pumps and installation are in the Budget. Barbara to check when this will happen and check whether fans are available for rooms that do not have heat pumps presently.

IT WAS MOVED that the 2025 Budget be approved, noting that the curriculum budget will not exceed \$400,000.

Decision Date: 23 Jan 2025

Mover: Shawn Gielen

Seconded: Lance Enevoldsen

Outcome: Approved

3.4 POLICY REVIEW: PHONE USE

Krissy could not find any further information on Yondr. Kevin found document stating that the present ones are leased. Discussion on usefulness of Yondr and whether to carry on with lease. Discussion on staff all being on the same level. There are occasions when students do need to use their phones in class.

The Board was in agreement that Shawn will cease this lease. Phone management will be handled by Management.

Discussion on policies from other schools. Need to put in Policy 'to see Procedures' so this can be followed through by Management. School Docs has a Framework for policies, and these are not always flexible. Procedures are the key.

Phone Policy has been discussed and Barbara will put share the Phone Procedures with the Board at the February meeting.

Policy Assurance training will happen during February meeting.

3.5 ENROLMENT NUMBERS UPDATE

Enrolments are solid at every level. Expecting around 800 in total.

Uniform sales are low. Bucket hats need to be added to the uniform, and this will be added to uniform on the website. Our staffing entitlement based on a roll of just over 1000 is guaranteed until the end of 2026.

3.6 STAFFING CHANGES/DEVELOPMENTS

Two resignations were received over term break, one being the Drama teacher, which will be filled internally.

A Y8 Homeroom Teacher was appointed at the end of last year and has now informed Barbara she is now not coming. Further interviews have been held.

A new teacher is taking over ESOL.

Last year a Sports Co-ordinator was appointed and unfortunately is not now able to come. This is being readvertised.

At the end of last year teachers received their timetables and some adjustments have been made, so school is ready to go from Day One. Two Teacher Only Days will be held in the coming week.

Four DP's are going to be running Workshops four times during ToD. Each DP will have a learning group reporting to them for the year.

Teachers will concentrate on teaching, and discipline matters such as non-uniform, lateness etc. will be taken care of at end of lesson, by teacher reporting to their Kaitiaki, Middle or Senior Leader. Expectation of teachers will be high. Each DP has two - three departments, and the middle leaders will be supported by them. Discussion on processes ensued.

The school is lucky to have Letitia as our Ministry curriculum support for the school.

NCEA results will be analysed tomorrow. Barbara will report on this at February meeting. Need to start monitoring quickly. Literacy and Numeracy are essential.

4. Confirm Minutes

4.1 CONFIRM MINUTES

IT WAS MOVED that the ESB Minutes of 2 December 2024 are a true and correct record.

Decision Date: 23 Jan 2025

Mover: Krissy Witehira

Seconder: Deputy Presiding Member Dave McNulty

Outcome: Approved

5. PUBLIC EXCLUDED

5.1 PUBLIC EXCLUDED RESOLUTION

IT WAS RESOLVED that Shawn approve the In-Committee Minutes from 29 October 2024

Decision Date: 23 Jan 2025

Mover: Shawn Gielen

Outcome: Approved

6. Close Meeting and Karakia

6.1 KARAKIA: Shawn Gielen MEETING CLOSED @ 7.02PM

Next meeting: ESB MANGAKOTUKUTUKU COLLEGE - 17 Feb 2025, 5:30 pm