

DRAFT MINUTES

ESB MANGAKOTUKUTUKU COLLEGE



Name:	Mangakōtutukutuku College Board
Date:	Monday, 17 February 2025
Time:	5:30 pm to 7:00 pm (NZDT)
Location:	Mangakōtutukutuku College, 6 Collins Road
Board Members:	Actg. Principal Barbara Cavanagh, Presiding Member Jackie Woodland , Krissy Witehira, Lance Enevoldsen, Matt Crispe, Student Representative Rangi Waruhia, Shawn Gielen, Staff Representative William Kokaua
Attendees:	Jocelyn Caughley, Kevin Johnson-MoE, Tame Moana [Kaumatua] Ratu Turner [Kuia]
Apologies:	Deputy Presiding Member Dave McNulty , Raewyn Pene-Hopa
Absent:	Anthony Rawiri

1. OPENING MEETING

1.1 WELCOME AND KARAKIA

Jackie welcomed all, especially Rangi to her first meeting.

Karakia: Tame Moana

IT WAS MOVED that Kevin, Ratu and Tame have speaking rights.

Decision Date:	17 Feb 2025
Mover:	Presiding Member Jackie Woodland
Outcome:	Approved

1.2 APOLOGIES

Dave McNulty and Raewyn Hopa

IT WAS MOVED that the apologies be accepted.

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2. Administration Matters

2.1 INTERESTS REGISTER

No further interests declared.

3. Reports

3.1 PRINCIPAL/MANAGEMENT

Barbara gave updates from the previous meeting. Hats have been distributed.

Heat pumps are under way.

Phone procedures were tabled.

Tabled NCEA was spoken to. L1 provisional results are low but there are further students to have credits added in, and this will hopefully increase. Of more concern is the lack of Merits and Excellences. Some schools have NCEA Awards evening, and this could be looked at, or perhaps have an Excellence breakfast. Bronze, Silver and Gold badges is a model used in some schools. Incentivising student achievements can be effective in keeping engagement through to external exams.

Low Merit/Excellence is more of a teacher issue, than a student issue. Teachers will continue to receive targeted PLD for this. We need to ensure that students wishing to go to University get the appropriate requirements.

Very pleased with the work that Karen Handley is doing with Attendance. Karen has a list of every student who has missed classes. 75% attendance at the moment, but everyone needs to be in class and this needs to improve. Karen is taking a strong view on this. There is a meeting with MoE tomorrow about setting up a class for these students who are not coming to school. Duty teachers are very active with students.

Some parents are keen that their student, who has been excluded, come back to school. Barbara will meet with the families to establish their situation as required. Barbara will make a recommendation to the Board, based on her meeting with the family. A board sub-committee could be formed if Barbara deems this necessary.

Barbara will have further data on Attendance at the next meeting.

Parent Teacher introductions will happen for each year level starting with Years 7 and 8 next week.

A lot of enrolments have occurred across the board, right up to Year 13. Year 7's have had a positive start to the year.

Phone Procedures have been accepted. Yondr has been paid out, so the pouches now belong to the school. Students have been asked to bring their pouches back to the school. A script has been given out that teachers and students are accepting of.

IT WAS MOVED that the Principal's Reports be accepted.

Decision Date:	17 Feb 2025
Mover:	Actg. Principal Barbara Cavanagh
Seconder:	Krissy Witehira
Outcome:	Approved

4. Committees

4.1 FINANCE

Shawn spoke to tabled financial reports, including Interim Report as at 31 December 2024. There has been a lot of discussion on the budget. Budget holders are being educated on appropriate budget levels. A lot of the curriculum resource budgets should typically be spent early in the year so it is available for learning.

Auditors have been on site. Pradeep, Shawn and Barbara have been in discussion with the Auditors. Old school names and their financial positions are showing in some instances, which is causing some minor hiccups. Short discussion on close down/final stocktake from previous schools, which will be spoken to at the next Finance meeting.

A Contract has been agreed to with Solution Services for 2025. The board will have oversight over future decision making regarding the use of an external finance provider. In the meantime we will continue with Solution Services and it is good to have an external oversight.

IT WAS MOVED that the signed Contract with Solutions Services for 2025 be ratified.

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Mover:	Shawn Gielen
Seconder:	Actg. Principal Barbara Cavanagh
Outcome:	Approved

4.2 PROPERTY

Shawn has set up a template going forward - this will have a rolling set of headings and will revolve each month, which will have outcomes and actions. This will be an Agenda and the report at the same time for the property subcommittee. Barbara and Shawn are providing Elsie with strategies and systems to help with her workload management, hence the fluid report system. The school has the capacity to assist with property tasks. The load is spread between Admin, Finance and SLT. Tasks are handed out at regular weekly meetings and this is minuted and Barbara has good oversight on this. There is strong accountability around the tasks. The next board meeting will show the templated report.

Shawn spoke to the Property Maintenance and Hazard System that has been put in place. We are about 50% of the way. It is a system that works and achieves a lot in one go in the way of reporting and identifying.

The asbestos plan - received a quote to sample all pre identified areas - then can get QR code from this and will get a detailed plan of our asbestos. Quote has come in at \$9,000 for investigation. Alan Smith, MoE, thought this was a reasonable quote. Shawn has approved the work to go ahead.

School bells are currently not working - Wormald says parts can't be made anymore. Elsie is going to meet with Wormald Manager and then communicate with Alan Smith MoE Property. We have a new system booked in for July so do not want to spend a lot of monies on old system. Need to be creative with solutions until July.

C Block interior paint - range of quotes have been received. Waiting for another quote for comparison. Possibility of some internal painting in Hall, but have to be aware of priorities. This comes out of Establishment Funds. The more we spend on buildings that are deteriorated, makes it harder for the ability of the Ministry to write a damning report on how much money we need for Master Plan refurb. An internal paint would give the students a sense of refreshment.

School Pool Lease - Shawn and Elsie were not aware of meeting held with MoE. \$8,400 lease historically has been paid to the school. Alan Smith is going to negotiate with the Council on our behalf. When we get closer to a number, as well as getting the lease monies, Elsie has

suggested that we get a free swimming programme for Y7 - Y10, which could be part of contract. Elsie is also aware of a Mana Training Programme for safety in rivers.

WRN - Work Required Notice. These are being worked on.

5. Strategic Discussion & Decisions

5.1 PERMANENT PRINCIPAL PROCESS

Kevin informed the Board that the PRA has verbally been granted, now just waiting for the documentation. The Board can go ahead with the process. The option of employing a Principal - can increase salary up \$50K a year for three years. This can help get a Principal with experience. If the PRA is used the appointee has to have six years' experience.

Shawn reported that 62 responses have been received from a staff survey – his summary was tabled.

- Character traits vs skills
- What do you want to keep the same and what do you want to be different.

All information is on the confidential shared drive.

It was decided the community be surveyed using on-line survey tool and by paper means at the teacher/parent evening. The top five responses to questions will be put in the community survey.

Board members were asked again to look at the application pack and give feedback to Shawn via email.

Shawn will use Deputy Principals where and when appropriate as an additional operational knowledge person to show applicants around, as they have more information on curriculum etc. DP's will be trained on confidentiality of process.

We are presently the only high school that will be advertising a principal's position.

Discussion ensued. Shawn will keep a record of the number of packs that go out. A final Board communication will occur before the advertisement goes out. Shawn will lead the process, but he emphasised that the Board must communicate freely with him at all times during the process. The most critical part is short-listing, which Shawn has a templates and matrices for.

Board members must give Shawn feedback on the Advertisement, Person specification and letter to applicants. An adjusted timeline will be distributed to Board members once the formal PRA documentation is signed off by the MOE.

Kevin was thanked for his work with the PRA. Kevin informed the Board that it has been a pleasure to work with the Board.

5.2 POLICY ASSURANCE FRAMEWORK

Document tabled. Shawn has gone through the process with Barbara and has trained an Administrator to go through this process.

Take by term, actions put in comments - that is where Board gets information from Principal from where policy is being adhered to. The Administrator will input the information, and this will be the evidence.

Any information pertaining to the right-hand column is assurance and evidence for the board. The school/board needs to be assured this is happening. If something is not completed, this needs to be carried forward to following term.

From time to time a deeper review process needs to occur, which arises out of the Board Work Plan or as a result of an incident or other identifier.

The document will be loaded into BoardPro. The Board Workplan will align with the Assurance Framework. Shawn shared the annual overview for the year showing the four sections, one for each term.

6. CORRESPONDENCE

6.1 Incoming

IT WAS MOVED that the Inward Correspondence be accepted.

Decision Date: 17 Feb 2025

Mover: Presiding Member Jackie Woodland

Outcome: Approved

Marae Komiti - discussion on how this works with this being the Board Property.

Tame said the Komiti is not operational yet, but this should happen within the fortnight.

Komiti decisions for requests for Marae will come under Operational , i.e. the Principal. Hireage procedures are already in place for the school. Discussion ensued. Barbara to develop Terms of Reference if needed.

Exciting innovation to have a Marae Komiti. The Komiti covers a wide variety of staff, covers approximately 20 staff.

PM was asked to write to tutaki the Marae Komiti -inform them that the Board celebrates and supports their process.

6.2 Ngaati Maahanga Report

Tabled Report from Anthony Rawiri.

7. Confirm Minutes

7.1 CONFIRM MINUTES

IT WAS MOVED that the ESB Minutes of 23 January 2025 are a true and correct record.

Decision Date: 17 Feb 2025

Mover: Shawn Gielen

Seconder: Actg. Principal Barbara Cavanagh

Outcome: Approved

8. ESB Meetings

8.1 Future ESB Meetings

Shawn would like the Board to move into eight meetings a year - two a term.

These will be held in Week 3 and Week 8/9. Finance will occur a week before, much the same as Property. There is a need to be flexible with Property meetings as there is a lot on at the moment.

All Board members are invited to Finance and Property Meetings.

Meetings Documents will be uploaded to BoardPro.

9. Close Meeting and Karakia

9.1 KARAKIA: Tame Moana. MEETING CLOSED @ 7.00 PM

Next meeting: ESB Mangakōtutukutuku College - 31 Mar 2025, 5:30 pm