



## ESB MANGAKOTUKUTU COLLEGE MINUTES

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| <b>Name:</b>          | Mangakōtukutuku College Board  |
| <b>Date:</b>          | Monday, 31 March 2025  |
| <b>Time:</b>          | 5:30 pm to 8:00 pm (NZDT)  |
| <b>Location:</b>      | Mangakōtukutuku College, 6 Collins Road  |
| <b>Board Members:</b> | Presiding Member Jackie Woodland , Actg. Principal Barbara Cavanagh, LSM Shawn Gielen, Raewyn Pene-Hopa, Krissy Witehira, Lance Enevoldsen, Matt Crispe, Student Representative Rangi Waruhia, Staff Representative William Kokaua |
| <b>Attendees:</b>     | Jocelyn Caughley   |
| <b>Apologies:</b>     | Deputy Presiding Member Dave McNulty   |
| <b>Guests:</b>        | Kevin Johnson-MoE, Sarah Hamilton-Pathways-5.30-5.45pm Ratau Turner-Kuia, Tome Moana-Kaumatua  |
| <b>Notes:</b>         | Absent: Anthony Rawiri<br>Matt's Google Meets could not connect properly to hear the full meeting.   |

### 1. OPENING MEETING

#### 1.1 WELCOME AND KARAKIA

Jackie welcomed all to the meeting.

Karakia: Kaumatua Tame Moana

Speaking rights were given to Sarah Hamilton during her presentation.

#### 1.2 APOLOGIES

IT WAS MOVED that Dave McNulty's apology be accepted.

**Decision Date:** 31 Mar 2025

**Mover:** Presiding Member Jackie Woodland

**Outcome:** Approved

### 2. Administration Matters

#### 2.1 INTERESTS REGISTER

No further interests were registered.

### 3. Reports

#### 3.1 PRINCIPAL/MANAGEMENT / PATHWAYS PRESENTATION

Sarah Hamilton, Director of Pathways, spoke to her tabled presentation. They have three stands of funding. Students go out to work experience. The students are selected by appointments and conversations Sarah has with them. Originally 82 students were on work experience. There are many challenges getting businesses on board. Some students gained employment through their work experience, either part or full time. The students have to have access to NZCEA credits, which comes from outside providers. 71 positions were recorded to TEC - 11 above the requirements. Sarah has an awesome network with the community, which has been gained through a lot of work on her part.

Waikato Trades Academy - this is a dual enrolment with the school - one day at school and four days at WinTec. WinTec are very supportive. There are 12 students this year with WTA, compared with two last year. Comments from WinTec Tutors have been great.

STAR Funding gives students the opportunity to try different vocations.

Sarah was congratulated on her excellent report and the work she is doing in Pathways.

Barbara spoke to her reports. The review of a recent incident was spoken to, which was managed in a positive way. Harrison Tew came into school to give advice on lockdowns, which was timely. The Deputy Principals showed great leadership and there was a good connection with students and staff.

The tabled Attendance Report was spoken to. The Report is well documented, and attendance is improving, and over time, with the opportunities that are provided, the attendance will rise even further. Karen is doing a solid job on attendance - she is interviewing students and whanau. Some students are being stood down and their family has to show up to a meeting at which the senior students have to make a choice on whether to stay at school. Y7 is sitting at 80% attendance which is positive. Other levels are also improving, with great engagement from staff.

The tabled Learning Report was spoken to. Five new Learning Assistants have been employed. There are really positive things happening. Purchasing rules were discussed briefly.

Board Assurance Statement will be discussed under Strategic Review.

Camps were discussed. Barbara gave the meeting an update. Seniors are working hard and don't want camp and there was a lack of interest from Y7 students to go to a camp.

There are EOTC procedures in place and Barbara will table the procedures at the next meeting to assure the Board that they are being followed correctly. All documentation goes through the Principal. The Board reiterated that they need to be assured, particularly on Health & Safety.

IT WAS MOVED that the Management Reports be accepted.

**Decision Date:** 31 Mar 2025

**Mover:** Actg. Principal Barbara Cavanagh

**Seconders:** Raewyn Pene-Hopa

**Outcome:** Approved

EOTC procedures tabled for 12 May meeting.

## 4. Committees

### 4.1 FINANCE

Finance committee minutes were tabled.

Summaries were spoken to. The Board has assurance, through the Management, that things are going well. Good systems are in place and Sandy from Solution Services provides external advice and reporting.

It was requested that only the first six pages from Solution Services and Finance minutes be tabled in the future. Most of the budgets should be used in the first part of the year, so that resources are used by teachers and students for the majority of the year. We have the cash flow to allow for this to happen.

Fixed Assets from the previous two schools is still being processed. It does not impact Mangakōtukutuku College's cash position or working capital.

Aged Receivables were queried. Barbara will follow this up.

IT WAS MOVED that the Finance Reports be accepted.

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| <b>Decision Date:</b> | 31 Mar 2025     |
| <b>Mover:</b>         | Shawn Gielen    |
| <b>Seconded:</b>      | Krissy Witehira |
| <b>Outcome:</b>       | Approved        |

Aged Receivables - follow up

### 4.2 PROPERTY

The Property Committee wish to clearly document all steps and items that are being worked on. The upgrade of the toilets - Shawn has approved Brent Haultain proposal - design sub consultant. This has been approved by Shawn by email. Brent will check all parameters for this project.

It was agreed that C Block is more important than the Hall for painting. We are waiting to find out how much can be undertaken in the next term break.

Property Support Role - there is a defined job description for a 20 hr Property Support role. This position will sit under Elsie.

Mural was briefly discussed, particularly with regards to implications with longevity/upkeep.

Property Committee will come onto BoardPro in time, the Finance Committee is already up and running.

Cyclical Maintenance Plan - please feed any suggestions to Property sub-committee before next meeting.

## 5. Strategic Discussion & Decisions

### 5.1 BOARD ASSURANCE FRAMEWORK

The tabled Board Policy Assurance document has been updated by Barbara and her team. It gives the Board assurance that policies are being adhered to, and/or reviewed.

The Board can request to see examples if they wish, particularly at the beginning of each term for the next iteration at the end of each term - appendices are at the bottom of the document.

## 5.2 PERMANENT PRINCIPAL PROCESS

Applications closed at 5pm today and we have received strong interest for the position. The Board will go into the short-listing process later tonight and follow the process through. The independent PRA advisor will be an observer on the panel.

## 5.3 2025 TRIENNIAL ELECTIONS

Returning Officer needs to be appointed by 9 July. To be discussed at next meeting.

Board members need to connect with community members regarding standing for the upcoming elections.

## 5.4 ERO FEEDBACK

No further news received.

# 6. CORRESPONDENCE

## 6.1 Incoming

IT WAS MOVED that the Incoming Correspondence be accepted.

**Decision Date:** 31 Mar 2025

**Mover:** Presiding Member Jackie Woodland

**Outcome:** Approved

## 6.2 Outgoing

IT WAS MOVED that the Outgoing Correspondence be approved.

**Decision Date:** 31 Mar 2025

**Mover:** Presiding Member Jackie Woodland

**Outcome:** Approved

# 7. Confirm Minutes

## 7.1 CONFIRM MINUTES

IT WAS MOVED that the ESB Minutes of 17 February 2025 be accepted as a true and accurate record.

**Decision Date:** 31 Mar 2025

**Mover:** Krissy Witehira

**Second:** Presiding Member Jackie Woodland

**Outcome:** Approved

## 8. PUBLIC EXCLUDED

### 8.1 Public Excluded Resolution @ 6.33 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:** 31 Mar 2025  
**Mover:** Presiding Member Jackie Woodland  
**Outcome:** Approved

### 8.2 Out of Public Excluded Resolution – 8pm

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

**Decision Date:** 31 Mar 2025  
**Mover:** Presiding Member Jackie Woodland  
**Outcome:** Approved

## 9. Close Meeting and Karakia

### 9.1 KARAKIA: Jackie Woodland

**MEETING CLOSED @ 8.00 PM**

**Next meeting:** ESB Mangakōtukutuku College - 12 May 2025, 5:30 pm