



## ESB MANGAKOTUKUTUKU COLLEGE

<b>Name:</b>	Mangakōtukutuku College Board
<b>Date:</b>	Monday, 12 May 2025
<b>Time:</b>	5:30 pm to 8:00 pm (NZST)
<b>Location:</b>	Mangakōtukutuku College, 6 Collins Road
<b>Board Members:</b>	Actg. Principal Barbara Cavanagh, Deputy Presiding Member Dave McNulty , Presiding Member Jackie Woodland , Krissy Witehira, Lance Enevoldsen, Matt Crispe, Raewyn Pene-Hopa, Student Representative Rangi Waruhia, Shawn Gielen, Staff Representative William Kokaua
<b>Attendees:</b>	Jocelyn Caughley
<b>Guests/Notes:</b>	Kaaren Handley 5.30-6.35pm

### 1. OPENING MEETING

#### 1.1 WELCOME AND KARAKIA

#### 1.2 APOLOGIES

Nil. William and Krissy both need to leave early for prior engagements

### 2. Administration Matters

#### 2.1 INTERESTS REGISTER

No further interests were registered.

### 3. Reports

#### 3.1 EOTC & ATTENDANCE PRESENTATION: Kaaren Handley

Kaaren spoke to the Rationale of EOTC. EOTC provides many opportunities for the students. Kaaren supports the school in running the EOTC programme. This is available to all. EOTC Guidelines 2016 'Bringing the curriculum alive' is the main document. EOTC is tied in with the curriculum needs.

Policies, Procedures and Documents are included in the Staff Handbook and Google Drive, and these are strictly adhered to. Staff are given professional development on the processes. RAMS forms are lengthy. New student information is collated each time an EOTC takes place in case of any changes. Meetings are held with both students and staff involved. Naomi is involved with the

high-risk activities and Kaaren and Naomi meet to discuss each event. For any swimming events students are physically checked that they can swim. Events will be reviewed at the conclusion. There is an EOTC Co-ordinator two-day Professional Development coming up which Kaaren will attend.

EOTC Trips should be planned well in advance, and these could then be included in the Annual Plan.

A trip can be vetoed at any stage. Short-term trips can be organised if it is only for a couple of students or for such trips as visiting training centres or for employment opportunities.

A three-day camp earlier in the year was signed off, on behalf of the Board. Another camp discussed did not take place due to the timeline. Evidence of Board approval is necessary, and the Board needs to receive the trip information in a timely manner.

It was suggested that it would be useful to have on the documentation somewhere, indicating that the Board has approved and minuted a trip.

### **Krissy left at 5.53pm**

Staff competence and supervision of akonga is included in the information and that they know the expectations. It needs to be highlighted to the staff that they have to be competent - including rescuing if necessary. This evidence also needs to be validated.

Kaaren was thanked for the good evidence that she provided. POET help streamline our procedures, goals etc.

Kaaren spoke on Student Engagement and Wellbeing - Attendance. There are many policies and procedures for student engagement - firstly the school's Strategic Plan. There is an Attendance Officer process manual, which is worked through by Admin, particularly Joss and Jo.

Attendance Processes were discussed. Kaaren audits attendance weekly. Attendance steps go through the Whanau teacher - Subject teacher - Learning facilitator - Kaitiaki - Deputy Principal.

Ministry Guidelines were tabled. Our processes are linked under this. There is also a Lateness procedure. 90% is called regular attendance, 80-90% is irregular, 70-80% is concerning and under 70% is of serious concern. 64% of our students are of concern. Many students are on the school site but are missing classes.

Kaaren checks all attendance against pastoral records - it is a tedious job putting information into spreadsheet from KAMAR information. The amount of work involved needs to be distributed further as a lot of this work is being done outside work hours. The Board needs to look at this issue, including resourcing. Streamlining is being looked at. There is a waiting list for Alternative Education. The Ministry does not provide any extra funding for the work Kaaren is undertaking. ACER is the Attendance Provider. Some students are working from home - work is provided for them.

The school has an internal alternative pathway that is used. There could be Ministry funding available and this needs looking at. Wagging and truancy are a problem - the students come to school but are not going to class. Absenteeism seems to be parent sanctioned. Re-enrolling students is another process. Some of these students have huge barriers. Creativity and flexibility are used.

Everyday Matters - Attendance patterns - tabled and spoken to. The data needs to be looked at differently and look at the progress some of the students are making.

Fifty families moved into the area during the last term break, and many of the students have not been at a school for some time and have some have huge barriers. Fifteen students are on the pathway to their Foundation skills Level 1 and 2 and will go straight to NZMA or an apprenticeship.

Incentivisation budget would be good for some of our whanau - such as a draw for a food/meat pack or the like. An acknowledgement would be great to get the whanau attention. This would be for all students. The school has resourcing that it would be possible to do this. It would be great to set up a separate Home Room - the students have a great connection between themselves. Kaaren does have a budget for rewarding the student.

Would be good to have a chart that the Board could see each meeting, such as the Overall Attendance Rate comparison tabled in Kaaren's Report on P.61. This could be included as part of the Principal's Report

Kaaren was thanked for her informative presentation and data and for the massive job she is doing, left at 6.35pm

Discussion ensued on attendance. Data provided by Kaaren is very useful.

**William left at 6.38 p.m.**

### **3.2 PRINCIPAL/MANAGEMENT**

Barbara spoke to her report. Clive spoke to the Marae Komiti last week on the history of Te Manaakitanga Marae. It is great that the Marae Komiti embraces all different sectors of the school.

Staff will learn the history of Te Manaakitanga as part of Matariki celebrations.

Barbara reassured the Board that the first test missed by students last year is organised and ready to go for this year. This will be held on-line. The internet has been upgraded so there should be no issues. Over 100 students from Y12/13 missed out on this practice last year. Some Y9 and 10 students will also undertake the test.

Y9 and Y10 data discussed. Y10 data will be put reported on the same way as the Y9 data. This will be tabled for the Board. Some student's data is low, and this will be looked into. How we deliver subject matter to students needs to be looked at - what is the impact. The Board needs to know how teaching and learning has been adjusted to cater for the students. SLT has been working with LALs on this. Need to be clear on expectations and develop along these lines. Discussion ensued.

AsTTle data was discussed. Students achieving below expectations will be targeted for support. The Board will need to know how teaching and learning has been adjusted and clear expectations developed along these lines. We are a long way back in some subjects - need to reinforce expectations. The teachers are working collectively to work with these students.

Whanau are communicated with, via the students reports.

IT WAS MOVED that the Management Reports be accepted.

**Decision Date:** 12 May 2025

**Mover:** Actg. Principal Barbara Cavanagh

**Seconded:** Deputy Presiding Member Dave McNulty

**Outcome:** Approved

## **4. Committees**

### **4.1 FINANCE**

Finance committee minutes were tabled, along with the financial summaries.

EDI Funding - \$111,000 approximately left from approximately \$750,000. Look at EDI Funding for targeting at next Finance meeting. Shawn to request summary from Pradeep and then forward on.

EDI is Educational Development Funding from the Ministry for new schools that can be used over six years. There is criteria for the spending of this and this is a one-off grant. Jackie has this information, and it is a one-off.

Opinions to be removed from Finance minutes 4.1 and 2.1 - these are opinions only.

Audit Report is progressing.

IT WAS MOVED that the Finance Reports be accepted.

**Decision Date:** 12 May 2025

**Mover:** Matt Crispe

**Second:** Deputy Presiding Member Dave McNulty

**Outcome:** Approved

## 4.2 PROPERTY

Property minutes were spoken to.

A new Assistant Property Officer has been appointed. Discussion ensued on trees and the need for a tree plan, removing and new planting.

RTLB staffing at Mangakōtūkū request was discussed. Shawn is coordinating a meeting with Grant (MOE) and Elsie to view the options. Due diligence needs to take place. Footprint needs to be taken into consideration. Costs of power, furniture etc. needs to be investigated. The Ministry are also looking for space for Learning Support Co-ordinators. Management would make the decision of where the space will be. If it goes ahead it will have to be added to our 5YA.

Maynard Marks, Consultants, are doing an excellent job.

The Hazards Register is managed by staff and can be viewed by request.

Safety of students just beyond the gate was discussed and needs to be looked at. Students are mixing with traffic.

Property Committee is still in progress of coming onto BoardPro.

Currently investigating if we can meet the power demands of new heat pumps. Investigating if the heat pump power is going to be cheaper than the refurbishment of the boiler. The boiler has been fixed as this was a hazard risk. Need to be aware of the increasing cost of gas with the cost analysis of the boiler.

IT WAS MOVED that the Property Minutes be accepted.

**Decision Date:** 12 May 2025

**Mover:** Deputy Presiding Member Dave McNulty

**Second:** Matt Crispe

**Outcome:** Approved

## 5. Strategic Discussion & Decisions

### 5.1 BOARD ASSURANCE FRAMEWORK

The updated Board Assurance Framework was tabled.

Justine is keeping this updated and by the next meeting it should be considered a full assurance going forward. Privacy risks for some of the links in the document were discussed.

The Board accepts the Policy Assurance Document, and the Board needs to move this at each meeting.

IT WAS MOVED that the Board accepts the Policy Assurance document.

**Decision Date:** 12 May 2025

**Mover:** Shawn Gielen

**Seconded:** Matt Crispe

**Outcome:** Approved

## 5.2 2025 TRIENNIAL ELECTIONS

Discussion ensued. School will need to provide resources, such as KAMAR expert, ordering materials, photocopying etc. Jos to contact Barbara regarding these resources.

The Board needs to shoulder-tap quality parents to stand for the Board. Members need to be active with this. It was suggested that some parents be invited to attend Board meetings prior to the election.

The Establishment Board has not been dissolved yet and this needs to happen (MOE process) prior to any election taking place.

IT WAS MOVED that the 2025 triennial Board elections be held on the common date of 10 September.

**Decision Date:** 12 May 2025

**Mover:** Presiding Member Jackie Woodland

**Seconded:** Shawn Gielen

**Outcome:** Approved

IT WAS MOVED that Jocelyn Caughley be appointed Returning Officer for the Parent, Staff and Student Board elections 2025. Administrative support providing KAMAR etc. will be provided by the school. A letter of appointment will be provided once funding is known.

**Decision Date:** 12 May 2025

**Mover:** Presiding Member Jackie Woodland

**Seconded:** Deputy Presiding Member Dave McNulty

**Outcome:** Approved

## 5.3 POWHIRI FOR NEW PRINCIPAL

Discussion ensued. It was felt a sub-committee be formed and that Raewyn be Chair of this subcommittee. Key representations from Te Manaakitanga Marae Komiti need to be part of the subcommittee. This must include our Kaumatua and Kuia for clear direction around the tikanga. Shawn spoke with Naomi and Mihi as good representation from this Komiti. Another Deputy Principal would also be a good representation. The Board need to lead this subcommittee. Raewyn is happy to do this with the help of the Marae Komiti.

The sub-committee delegation: To facilitate the preparation and delivery of the Powhiri for the new Principal and to make recommendations on arrangement of the Kai. This will be outsourced. Any Board member may also be part of this sub-committee.

The sub-committee is to minute all meetings.

## 6. CORRESPONDENCE

### 6.1 Incoming

Nil

### 6.2 Outgoing

Nil

## 7. Confirm Minutes

IT WAS MOVED that the ESB Minutes of 31 March 2025 be accepted as a true and accurate record.

**Decision Date:** 12 May 2025  
**Mover:** Shawn Gielen  
**Seconder:** Lance Enevoldsen  
**Outcome:** Approved

## 8. PUBLIC EXCLUDED

### 8.1 Public Excluded Resolution @ 7.26p.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:** 12 May 2025  
**Mover:** Presiding Member Jackie Woodland  
**Outcome:** Approved

### 8.2 Out of Public Excluded Resolution

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

**Decision Date:** 12 May 2025  
**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:** 12 May 2025  
**Mover:** Presiding Member Jackie Woodland  
**Outcome:** Approved

## 9. Close Meeting and Karakia

### 9.1 KARAKIA: MEETING CLOSED @ 7.37 PM

**Next meeting:** Mangakōtuketuku ESB - 16 Jun 2025, 5:30 pm