



MANGAKOTUKUTUKU ESB

Name:	Mangakōtūkū College Board
Date:	Monday, 16 June 2025
Time:	5:30 pm to 7:00 pm (NZST)
Location:	Mangakōtūkū College, 6 Collins Road
Board Members:	Actg. Principal Barbara Cavanagh, Deputy Presiding Member Dave McNulty , Presiding Member Jackie Woodland , Lance Enevoldsen, Matt Crispe, Raewyn Pene-Hopa, Shawn Gielen, Staff Representative William Kokaua
Attendees:	Jocelyn Caughley
Apologies:	Krissy Witehira
Guests:	Jim Hay-Mackenzie, Kaumatua-Tom Moana, MoE-Kevin Johnson
Absent:	Rangi Waruhia

1. OPENING MEETING

1.1 WELCOME AND KARAKIA

Jackie welcomed all to the meeting , with a special welcome to Jim Hay-Mackenzie as incoming Principal.

Tommy was asked to mihi Jim.

IT WAS MOVED that Jim, Kevin and Tommy have speaking rights at this meeting.

Decision Date: 16 Jun 2025

Mover: Presiding Member Jackie Woodland

Outcome: Approved

1.2 APOLOGIES

Apology: Krissy Witehira

Absent: Rangi Waruhia

2. Administration Matters

2.1 INTERESTS REGISTER

No further interests were declared.

3. Reports

3.1 PRINCIPAL/MANAGEMENT

There was good attendance at Whanau Hui.

Two Japanese men who are Buddhists have visited Barbara and are keen to support the students with uniforms.

Karen has been doing a great job with a group of 15 students and has been liaising with Bevan, Learning Support-Ministry. They are finishing up at the end of this term and it has been really successful. Karen has been looking to set up a group of girls who need more support. Discussion ensued regarding follow up of the students.

Attendance interventions are in place and seem to be working. Codes and strategies for attendance were discussed along with how some attendance affects the overall data.

Data collated with cohorts shows there is a lot of work happening. Attendance also impacts this data. Action Plan is explicit and details the issues identified, which is great. Culturally Responsive Practice is important for our community. E-AsTTle is being looked at and another tool will be replacing this from next year - across all levels.

Barbara was congratulated on the information given to the Board. Whanau engagement is very important.

Stand-downs have reduced from last year. Conditions are monitored when suspended students are returned to school.

IT WAS MOVED that the Principals Reports be accepted.

Decision Date: 16 Jun 2025

Mover: Actg. Principal Barbara Cavanagh

Seconder: Matt Crispe

Outcome: Approved

4. Committees

4.1 FINANCE

Reforecasted budget - not in a position to put this motion through yet. Shawn has requested further information on some proposed budget changes. If there is not sufficient evidence for a budget shift it should stay as it is. Typically, reforecasted budget should be reviewed in July. The Budget is prepared by Management and approved by Governance.

Shawn is going to pause the budget review and restart this when Jim starts as Principal using June YTD data. Results will go to the following Finance sub-committee.

The 2024 Audited Accounts were tabled. Shawn, Jackie and Matt met with auditors and Shawn provided management comments within the documents.

EDI funding was tabled for information.

Kevin Johnson stated that the Ministry guaranteed funding for 1090 students remains until the end of 2026. After this the funding will be on the actual number of students enrolled.

Shawn has had a proposal, under Health and Safety, for deck matting which he is happy with. Shawn will share this with Board members via email.

IT WAS MOVED that the tabled Annual Audited Accounts for 2024, as approved by Shawn, be accepted.

Decision Date: 16 Jun 2025

Mover: Matt Crispe

Seconder: Deputy Presiding Member Dave McNulty

Outcome: Approved

IT WAS MOVED that the Financial Reports be accepted.

Decision Date: 16 Jun 2025

Mover: Matt Crispe

Second: Deputy Presiding Member Dave McNulty

Outcome: Approved

4.2 PROPERTY

Ministry visited the school and have made significant recommendations and advice for the use of some of the property, particularly regarding shutting some rooms/buildings - C1, T Block, Intermediate Gym, Learning Support. There are issues if these are closed down, but some have black mould which is a health and safety matter. There are also issues with Kaitiaki Centre, Admin. Rec. Centre. Moving some departments, such as the Arts Block, will be significant. The Intermediate Gym was supposed to be removed prior to the new school opening and has been mothballed. Some remedial work could be done on some of the rooms.

Once Alan Smith, MoE Property returns to work, the school needs to work with him. The Master Plan will happen once Jim starts - this will be a phased Master Plan. Some remedial work could happen now to fix some of the issues but need to be aware of rationalisation. Kevin suggested that the school should ask for a Property Advisor to the Board. Traction needs to happen. Discussion ensued. Heat pump placings need to be checked so that these do not go into sub-standard rooms/buildings.

The cleaning contract time frame for the future will be for a two-year period.

Pool discussions are progressing.

Steve Munro's appointment has been very beneficial. His historical knowledge has been great.

Accommodating RTLB on site was discussed. Space is available on site.

Dave will email Board members a site map, so classroom blocks are identifiable.

IT WAS MOVED that the Board approve the request from the Ministry, supported by SLT, to provide facilities to accommodate an RTLB group.

Decision Date: 16 Jun 2025

Mover: Deputy Presiding Member Dave McNulty

Second: Matt Crispe

Outcome: Approved

IT WAS MOVED that the Property Reports be accepted.

Decision Date: 16 Jun 2025

Mover: Deputy Presiding Member Dave McNulty

Second: Lance Enevoldsen

Outcome: Approved

Due Date: 27 Jun 2025

5. Strategic Discussion & Decisions

5.1 POWHIRI FOR NEW PRINCIPAL

Raewyn spoke to the minutes from Marae Komiti regarding a Powhiri for Jim Hay-Mackenzie.

Powhiri is confirmed as 10am Monday 14 July, at the gates outside the Marae. The Karanga will start from there, come through the Marae, pausing at the Marae and come up to the hall. Everyone will be standing when they arrive. Visitors will be seated to the left in the hall. The Komiti would like the whole school involved.

Visitors will be approximately 25. Jim is to confirm numbers with Raewyn/Reynee.

Catering will be organised by the Komiti. Reynee is working with senior students with regards to the Powhiri.

Tommy is trying to contact Ngati Māhanga to include them in the welcome.

Weather could affect the planning on the day. Contingency plan required.

5.2 BOARD ASSURANCE FRAMEWORK

Discussion held. Cellphones - refers to Term 1. This needs to be removed, due to Government Legislation.

Link to Police Vetting list needs to be removed, due to Privacy issues. Just need to state there is a list.

New property assistance interface is not being used in the way Shawn established it - we need assurance on what system is being used so that a health and safety hazard register is up to date and a maintenance log is kept in writing. This needs to be confirmed at the next meeting.

William left the meeting at 6.30 p.m.

IT WAS MOVED that the Board accepts the updated tabled Policy Assurance Document, with amendments.

Decision Date: 16 Jun 2025

Mover: Presiding Member Jackie Woodland

Outcome: Approved

5.3 2025 ELECTIONS: ENGAGEMENT WITH COMMUNITY

Shawn will run a Workshop for interested whanau an hour prior to board meeting on 28 July for interested whanau. Whanau will be invited to stay on for Board meeting at 5.30 p.m.

Need to advertise board elections in every newsletter.

5.4 ROLL NUMBERS

Concern expressed with roll numbers for 2027, with guaranteed ministry funding ending at the end of 2026. This could affect staffing and could be a challenge.

Shawn will be requiring a plan on the difference between staffing roll and staffing entitlement going forward to ensure attrition can be used well in order to not end up over staffed.

Discussion ensued.

6. CORRESPONDENCE

6.1 Incoming

IT WAS MOVED that the Incoming Correspondence be accepted.

Decision Date: 16 Jun 2025
Mover: Deputy Presiding Member Dave McNulty
Seconder: Matt Crispe
Outcome: Approved

6.2 Outgoing

IT WAS MOVED that the Outgoing Correspondence be approved.

Decision Date: 16 Jun 2025
Mover: Deputy Presiding Member Dave McNulty
Seconder: Matt Crispe
Outcome: Approved

7. Confirm Minutes

IT WAS MOVED that the minutes of 12 May 2025 be accepted as a true and accurate record.

Decision Date: 16 Jun 2025
Mover: Shawn Gielen
Seconder: Lance Enevoldsen
Outcome: Approved

8. Ministry of Education

8.1 Kevin Johnson

Kevin, attending his last meeting, wished to congratulate the Board, particularly applauding Barbara for her efforts. He also thanked Shawn for his commitment as LSM.

Kevin stated this is a special school and people are working hard to give the community opportunities.

Kevin wished everyone well. New MoE Education Advisor is Robert Shirlow, and will work with attendance, engagement, reporting etc. LSM will stay on while new principal and new Board settle in.

Kevin asked Barbara to thank the staff for all their hard work. Jim, as incoming Principal, was also wished well.

Kevin was thanked for his work with the school.

Shawn left at 6.44 p.m.

9. PUBLIC EXCLUDED

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. Jim Hay-Mackenzie, as incoming Principal, was invited to stay on for the In-committee meeting.

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Decision Date: 16 Jun 2025
Mover: Presiding Member Jackie Woodland
Outcome: Approved

9.2 Out of Public Excluded Resolution

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

Decision Date: 16 Jun 2025
Mover: Presiding Member Jackie Woodland
Outcome: Approved

9.3 Outcomes Resolution

IT WAS MOVED that the decisions made whilst In-Committee be approved

Decision Date: 16 Jun 2025
Mover: Presiding Member Jackie Woodland
Outcome: Approved

10. Close Meeting and Karakia

10.1 KARAKIA: Barbara Cavanagh MEETING CLOSED @ 7.00 PM

Next meeting: Mangakōtutukutuku College ESB - 28 Jul 2025, 5:30 pm