

MANGAKOTUKUTUKU COLLEGE ESB

Name: Mangakōtūkū College Board

Date: Wednesday, 23 July 2025

Time: 5:30 pm to 7:30 pm (NZST)

Location: Mangakōtūkū College, 6 Collins Road

Board Members: James Hay-Mackenzie, Presiding Member Jackie Woodland , Shawn Gielen, Deputy Presiding Member Dave McNulty , Krissy Witehira, Lance Enevoldsen, Matt Crispe, Raewyn Pene-Hopa, Student Representative Rangī Waruhia

Attendees: Jocelyn Caughley

Apologies: Staff Representative William Kokaua

1. OPENING MEETING

1.1 WELCOME AND KARAKIA

Karakia: Shawn Gielen

Jackie welcomed all to the meeting, with a special welcome to Jim Hay-Mackenzie at his first official board meeting as Principal.

1.2 APOLOGIES

Apology from William Kokaua - at school sports.

2. Administration Matters

2.1 INTERESTS REGISTER

No further interests were declared.

3. Reports

3.1 PRINCIPAL/MANAGEMENT

Jim spoke to his tabled report, stating how grateful he was for the Powhiri held to welcome him to Mangakōtūkū College. He acknowledged the Marae Komiti for their co-ordination of the Powhiri and the Board for their support.

Jim spoke on his observations so far. He feels Mangakōtūkū College is fortunate to have a highly capable and dedicated Senior Leadership Team. SLT Hui are held twice a week, with a distinct agenda and minutes.

Strong focus on curriculum, pedagogy and safety around the school. Latisha Kelly MOE has developed a curriculum plan, which is around curriculum goals. SLT have been actively monitoring these goals.

The current Strategic Goals do not appear to align with the current goals. The Strategic Plan is up for review in 2026.

Curriculum Plan was spoken to - the plan is already available and is an awesome plan.

Property has significant challenges. Addressing the buildings is an urgent priority. It is felt that some of the behaviour issues are linked to the poor conditions of the buildings.

Focus Areas for This Term

- Reviewing middle leadership roles and structures
- Engaging with our community around school direction and goals
- Prioritising achievement and attendance outcomes
- Working with the Ministry of Education on property planning.

Jim tabled a proposed Principal Report Format. Every report will be an update on the strategic plan due to Headings having dual strategic aim links.:

Jim spoke on how settled the classes are. There is a good duty plan in place and SLT are out and about on the grounds and have a good focus.

Discussion on having a separate committee for Health & Safety took place. This already happens at management level.

Jim was thanked for his feedback after such a short time in his position as Principal at Mangakōtukutuku College. Jim requested that the Board in their role, ask questions of him.

A brief discussion was held on Kahui Ako.

Stand-down report was spoken to. Students are not stood-down lightly.

Discussion held on Attendance Report. Shawn has already highlighted some of the matters raised. The Attendance Report is a helpful tool but will be filtered by Jim. Absences in Period 2 and 3, is taken as the student absent for the day - this is a ministry requirement. The SMS needs to be looked at to ensure it is appropriate for our school. For the next meeting the Board would like Jim's perspective on our Student Management Attendance System and how functional and efficient it is. A discussion needs to be held with KAMAR. It is important that the information entered into KAMAR is correct. Shawn confirmed that reviewed procedures do not need to be approved by the Board, they can simply be shared as evidence of review. Focus needs to be driven from the top. Jim defines the focus, in line with the strategic plan, and informs the Board.

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

Decision Date:	23 Jul 2025
Mover:	James Hay-Mackenzie
Seconder:	Deputy Presiding Member Dave McNulty
Outcome:	Approved

3.2 FINANCE

Shawn spoke to the revised budget. The context of the size of the school's budget is important when considering adjustments as small changes are often not necessary when dealing with large budget figures.

Shawn spoke of examples that he picked up with the review. Department budgets were spoken to. Schools need to protect their cash and need to ensure property matters that can be covered under 5YA and 10YP do not come out of Ops. Grant. The cleaning level has been upgraded, which is an increase in the budget. Support staff budget needs to ensure whether fixed-term or permanent, as this impacts on the budget. Separate budgets, including departments, were spoken to.

General discussion ensued. Shawn will provide bespoke training for the new Board. STA training will also be invaluable for them.

Shawn spoke on the Working Capital position. Depreciation has been increased by \$120,000, which is not actual cash spending. In real terms our financial position is 40% stronger than the

paper figures indicate. The vision from our new permanent leadership is already developing and obvious.

Shawn has approved the mid-year 2025 Budget Review as discussed with the Board.

Decision Date: 23 Jul 2025
Mover: Shawn Gielen
Seconded: Presiding Member Jackie Woodland
Outcome: Approved

3.3 PROPERTY

Dave tabled school plans for both sites. Property subcommittee is waiting to hear where projects are at.

The senior Art classes are coming to the end of their NCEA portfolios and are not wanting to shift at the moment, but this is a Health and Safety issue. We need to do the air testing to get a report and also have a plan for the Art classes.

Some classrooms have been shut down such as the gym and RTLB room on Mountview Room campus. There is a leaky room in the Art Block.

Shawn will contact Alan Smith to invite him to a meeting to establish clear steps for action going forward regarding involvement with Nga Iti Kahurangi.

4. Strategic Discussion & Decisions

4.1 BOARD ASSURANCE FRAMEWORK

Board Assurance Framework tabled. A lot more detail is needed in the comment section. Evidence needs to be shown, along with specifics when necessary. Shawn will go through providing further feedback with Jim and the team.

School Lunch programme was discussed. It does not appear to be popular with the students. Some lunches are very bland. Need to look at the purpose of the programme. Jim stated that the community and student voice need to be asked for their feedback.

4.2 CONSULTATION ON PLANNED ENROLMENT SCHEME AT FAIRFIELD COLLEGE

A letter has been received from the Ministry with regards to Fairfield College adopting an Enrolment Scheme. Discussion ensued and it was agreed that as Fairfield College is not near our community, we have no feedback. Letter to be forwarded to the Ministry acknowledging letter.

Mangakōtuketuku College will be the only secondary school without a zone in town. We could be at risk of having to accept excluded students from other schools. Kevin Johnson, MoE, previously assured the Board that he was working on a zone for Mangakōtuketuku College to capture the Peacocke area. Discussion ensued.

Shawn will follow up with Kevin Johnson and Rob Shirlow regarding an update on progress on zoning for Mangakōtuketuku College.

4.3 2025 ELECTIONS

Shawn will be running a Workshop for interested parents on Monday 28 July, 4pm in the Staffroom. Discussion ensued on promoting the Workshop.

One parent and one staff nomination has been received to date. Nominations close at Noon on Wednesday 6 August .

Student Representative nominations will be called for by Tuesday 19 August.

Iwi representation was spoken to. Raewyn to be formally co-opted on as Ngaire Wairere iwi representative at first meeting of the new board. Representation from Ngati Māhanga iwi discussed briefly.

Discussion amongst Board members as to who would be available for the upcoming Board. Community representation is important.

It will also be a good time for the Board Secretarial work to be taken in-house.

The Board expressed their frustration at lack of progress during their time especially with property.

IT WAS MOVED that Jocelyn Caughley be paid \$2,000 as Returning Officer for the 2025 Board elections, as per MoE formula.

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Mover: Presiding Member Jackie Woodland
Seconded: Shawn Gielen
Outcome: Approved

5. CORRESPONDENCE

5.1 Incoming

Nil

5.2 Outgoing

Nil

6. Confirm Minutes

6.1 IT WAS MOVED that the minutes of 16 June 2025 were a true and accurate record.

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Mover: Shawn Gielen
Seconded: Presiding Member Jackie Woodland
Outcome: Approved

7. PUBLIC EXCLUDED

7.1 Public Excluded Resolution @ 7.12p.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: 23 Jul 2025
Outcome: Approved

7.2 Out of Public Excluded Resolution

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

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Mover: Presiding Member Jackie Woodland
Outcome: Approved

8. Close Meeting and Karakia

8.1 KARAKIA: Shawn Gielen MEETING CLOSED @ 7.30 PM