

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING



At the **Board of Trustees Meeting** on **5 Aug 2024** these minutes were **confirmed with the following changes:**

Note 5.6 should read Julie, not Jody

Name:	Mahurangi College
Date:	Monday, 24 June 2024
Time:	6:10 pm to 9:30 pm (NZST)
Location:	Mahurangi College, Main Staff Room
Board Members:	Fleur Auber (Chair), Joy Saleupolu, Kim McKergow, Nicole Callender, Nyree Norrington, Tony Giles
Attendees:	Carla Strachan
Apologies:	Mathew Raffills, Dave Morrison

1. Welcome and Karakia

1.1 Welcome

Matt Raffills leave of absence, due to work commitments, was approved.

Dave Morrison absent, due to injury.

2. Faculty Updates

2.1 Science - Presented by Michael Sweeney

Michael presented on the curriculum changes within the Science faculty and the teaching tools and techniques they are using to assist students with their learning. The topic-specific workbooks have been designed to standardise the format of information provided to all students and the use of whiteboards is being encouraged to promote participation of all students.

The Board thanked Michael, who left at 6:55 pm.

3. Procedural

3.1 Interests Register

3.2 Confirm Minutes

Board of Trustees Meeting 13 May 2024, the minutes were confirmed as presented.



Board of Trustee Minutes of 13 May 2024

Approved

Decision Date: 24 Jun 2024
Mover: Fleur Auber
Seconder: Kim McKergow
Outcome: Approved

3.3 Action List from Previous Meeting

Due Date	Action Title	Owner
11 Sept 2023	Friends of Mahu (FoM) Terms of Reference Status: Completed on 24 Jun 2024	Tony Giles
30 Oct 2023	Counsellor in to explain issues they are dealing with and how they are addressing them. Status: On Hold	Tony Giles
11 Dec 2023	Find out from other big schools how they manage risky adventures on trips Status: In Progress	Tony Giles
13 May 2024	Storage for mattresses in the Wharenui Status: In Progress	Tony Giles
24 Jun 2024	Hui to discuss wearing of Taonga Status: Completed on 5 Aug 2024	Tony Giles

4. Items for Approval or Decision

4.1 Financial Report

To end of April, we have a surplus of \$37K. Estimated uncommitted cash reserves of \$982K. Healthy. Forecast will be included at the next meeting.



Finance Report and BDO Management Report

Approved. Fleur thanked Carla for the successful audit.

Decision Date: 24 Jun 2024
Mover: Fleur Auber
Seconder: Nyree Norrington
Outcome: Approved



Payments, Payables, Manual Journals and Bank Reconciliation for April 2024

Approved.

Decision Date: 24 Jun 2024
Mover: Fleur Auber
Seconder: Nyree Norrington
Outcome: Approved



J block toilets from \$50K each to \$73K

Approved

Decision Date: 24 Jun 2024
Mover: Fleur Auber
Seconder: Nicole Callender
Outcome: Approved

Canteen - more information required from Libelle around employment. Carla to check with Orewa and NZSTA around the right process. More information around calculation of wages.



Canteen - Libelle

Carla is to find out more about Libelle and staff protection. Orewa and Whangaparaoa Colleges to be approached for comment. Also ask NZQA for proper process.

Due Date: 5 Aug 2024
Owner: Carla Strachan

4.2 Property Report

Report taken as read, however Ali has sent some updates:

4 Palmer Street fence up and looking good.

Gyms - no new external parties will be granted use of the gyms, as we utilise them for our own student practices.

Boatshed has been painted - just needs flooring and possibly a new door.

Test colour for hall has been painted above side doors. Happy with colour so will paint the green wall.

Pool heat pump repair underway. The filter is also in progress. Awaiting delivery of the automatic dosing system. We need to communicate better with all users to let them know what is happening.

Pontoon area - original steps are at risk. We have chained them, but the area may need to be engineered.

WIFI upgrade is underway.

Cameras in bathrooms - feedback from community received. Final response is being drafted. Tony recommended that we proceed with gathering of information and costs.

Proposed bus stop is not an issue, however the MoE's bus route review could generate some difficulties for us.

Seating and shade - scope for more seating undercover - under the alcove at bottom of K Block. Tony will request Jasmax to supply more detail and make some final changes, such as tiered seating under alcove. Outside the pool - a deck where students can sit looks great.



Additional Vape Detectors and Cameras \$15K

Approved

Decision Date: 24 Jun 2024
Mover: Fleur Auber
Seconded: Nicole Callender
Outcome: Approved



Landscaping & Seating

Tony will request Jasmax to supply more detail and make some final changes, such as tiered seating under alcove.

Due Date: 5 Aug 2024
Owner: Tony Giles

4.3 Overnight Trip Approvals

Private accommodation - smoke alarms came up. We will invest in a few portable smoke alarms that can travel with teams.

Will be requiring car registrations and who will travel in each vehicle.

Hauraki has police vetted all parents with whom our students are staying.



All trips as presented were approved

Approved

Decision Date: 24 Jun 2024

Mover: Nyree Norrington

Seconder: Nicole Callender

Outcome: Approved

4.4 Grant Requests Approvals - there were none submitted

5. Items For Discussion

5.1 Principal's Report

As read with the following points:

Buses - route review in progress. We will lose the routes where there are AT buses - 4 Snells Beach runs and 3 Matakana runs.

Charter School intended for Warkworth. Catholic school possible in Ascension.

ERO is now an ongoing process. They will visit in October and request to meet with a couple of Board members.

Achievement information is ongoing and tracking regularly rather than a one-off test.

Communicating with parents and keeping an eye on priority learners. Building an understanding of what is happening. Scaffolding of teachers in an area - usually happens at the end of the year or start of new year once finals are through.

Keith and Catherine are in South Africa currently interviewing teachers. We are looking to build a database of potential staff.

Anti-bullying information on website is very good. Students will take part in another survey next term.

Sport - complaints about how sports are being run. Inconsistencies. Parents wants to assist. Need policies and procedures that apply to all codes.

5.2 Health and Safety

There were no issues to report to the Board.

5.3 Student Trustee Report

Students - culture is good, but getting to end of term so excitable. The ball was amazing.

Inter-house footsal was really good, especially inclusion and participation.

Planning to work with Catherine Hutton on a Well-being survey.

Joy is investigating the use of Hope Church for parking for students.

Joy left at 7:22pm

5.4 Board Matters

Kim attended the NZSTA Conference. Long days, but so very good and informative. Keynote speakers were really good. As a new Board member it highlighted the need to upskill to do the best job.

Wellbeing came through as very important. Also giving effect to Te Tiriti o Waitangi.

Annual Plan/Strategic Plan - what does our school look like.

Suspensions - very enlightening.

Connection with teachers and community is very important.

Sport - around looking how we can do better. We are doing well, but how do we keep the students involved.

Kim thanked the Board for the opportunity, as she felt it was inspiring.

Online workshops this month. Complaints workshop in Glenfield.

5.5 Hoteo

We have received consent. Struggle to get inspections, due to remoteness. Spent two weeks ramming poles into the ground. Concreted poles in the ground. Not much has happened in the last few weeks. Hoping to start making more progress this Friday. We have had support from Metalcraft - \$8K worth of materials. Kim is keeping a list of donations. Tent platforms and storage room are still on the list of things to do. Distance and weather present problems.

Tony noted that, while we have appointed a PE teacher to replace Adrian, we still need Mike to run PE classes, which will delay getting students to Hoteo.

5.6 Communications Project

Jodi advised that she has been meeting with Caroline to work on the initial focus, which is on direct communication with parents and any quick successes.

Parent engagement feedback is being considered.

5.7 Policies under Review

Board policies - standard and

Schooldocs - policies are with management at the moment.

5.8 Sponsorship

Sponsorship protocol is now on the website.

5.9 Achievement Discussion

Fleur asked board members to look at the guidelines and feedback to her in two weeks time.

5.10 Other Correspondence

6. In Committee

6.1 "In Committee" at 7:10 pm and out at 7:20 pm.

6.2 Approval Previous "In Committee" Minutes



In Committee Minutes 4 March 2024 and 13 May 2024

Approved

Decision Date: 24 Jun 2024

Mover: Fleur Auber

Seconder: Nicole Callender

Outcome: Approved

6.3 Student Behaviour: Stand Downs/Suspensions

There were 21 stand-downs and 0 suspensions for the period.

6.4 Staff Requests

6.5 Complaints

7. Close Meeting

7.1 Close the meeting

Next meeting: Board of Trustees Meeting - 5 Aug 2024, 6:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
4.1	Canteen - Libelle Due Date: 5 Aug 2024	Carla Strachan
4.2	Landscaping & Seating Due Date: 5 Aug 2024	Tony Giles

Signature: _____

Date: _____