

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING



At the **Board of Trustees Meeting** on **30 Oct 2023** these minutes were **confirmed as presented**.

Name:	Mahurangi College
Date:	Monday, 11 September 2023
Time:	6:00 pm to 8:57 pm (NZST)
Location:	Mahurangi College, Main Staff Room
Board Members:	Dean Iversen (Chair), Cameron Davey, Dave Morrison, Fleur Auber, Kim McKergow, Nicole Callender, Nyree Norrington, Tony Giles
Attendees:	Carla Strachan

1. Annual Plan

1.1 Welcome and Karakia

Dean welcomed all to the meeting.

1.2 Chickens at Mahurangi College

Quinton introduced himself and explained that the Education for Sustainability students were given an assessment this year to improve or change a part of the school. Chickens would provide eggs for hospitality, students would learn how to care for them and we can use food scraps for chickens, as the school compost system is overloaded. As an aside Quinton noted that other schools are also doing this.

Possible site is near Z Block in the area on the other side of the fence (in the paddock) at an expected cost of approximately \$1,400.

The Board will discuss the request further. Quinton stated that they are hoping for an answer before the end of Term 4.

Quinton left at 6:26pm.

2. Opening Meeting

2.1 Interests Register

3. Minutes and Actions from Previous Meetings

3.1 Confirm Minutes

Board of Trustees Meeting 24 Jul 2023, the minutes were confirmed as presented.



Minutes of Board Meeting 24 July 2023

Approved

Decision Date: 11 Sept 2023

Mover: Fleur Auber

Seconder: Dave Morrison

Outcome: Approved

3.2 Action List from Previous Meeting

Due Date	Action Title	Owner
11 Sept 2023	Friends of Mahu (FoM) Terms of Reference Status: In Progress	Tony Giles
11 Sept 2023	Hoteo marketing video to Board; Visit Hoteo; Jodie proceed with campaign Status: In Progress	Dean Iversen

4. Committee Reports, Decisions and Discussions

4.1 Principal's Report

Education:

Education for Sustainability - numbers have dropped off dramatically. There are no longer Standards for Level 1. We may decide to not run Level 1 and combine Levels 2 and 3.

Spanish is coming back as a language. Level 1 will be offered again next year.

NCEA co-requisites - no data released yet.

Huge jump in writing results. Great work from Maths and English teachers.

Reminder to include separate Pasifika attendance numbers.

Wellbeing:

Wellbeing survey - we have learnt a few things from the first detailed survey and will try to get more students to respond.

We may possibly ask a counselor in to a Board meeting to explain the issues they are encountering and what the school is doing about them.

The idea is to add a static survey on our webpage for parents to use at their leisure. The data will be studied to look for trends occurring within the school and this information is reviewed by the board at each meeting. We will not address each response individually. We will advertise this in our newsletter/communication to parents regularly. This option will be used in conjunction with the current student survey and backed up with a phone call survey to parents to ensure we are collecting data from a wide range of families within the school. A survey will need to be designed - good to keep it brief with questions that encourage constructive feedback. We need to communicate clearly to our community how this data will be collected and reviewed. Kim is happy to help with the survey questions, if required.

Appointments:

Caroline Armstrong has been doing a support role for Kahui Ako. Requested the Board to approve her holding that role.

Pleased with the staff we have so far appointed for next year.

Likely to lose a Maths teacher. Another subject teacher is also trained in Maths, so may be able to take on a few Maths classes.

New Build:

Gravel next to gym has to sit for up to 12 weeks to measure subsidence.

Extra-curricular:

Really pleased with the uplift in music. Rock bands did very well up north.

Dance this weekend picked up a few awards. Doing really well.

Sport - AIMS last week and tournaments were successful. Parents have been very impressed with the students' behaviour.



Counselor in to explain issues they are dealing with and how they are addressing them.

Tony to invite counselor.

Due Date: 30 Oct 2023

Owner: Tony Giles



Include Pasifika attendance on a separate line

Agreed

Due Date: 13 Nov 2023

Owner: Tony Giles



Caroline Armstrong holding the Kahui Ako support role this year

Approved

Decision Date: 11 Sept 2023

Mover: Tony Giles

Second: Dave Morrison

Outcome: Approved



Wellbeing survey on website for parents' feedback

Kim has offered to assist with a simple survey that promotes positive, useful feedback.

Due Date: 30 Oct 2023

Owner: Kim McKergow

4.2 Student Trustee Report

Cameron noted that Year 13s tend to be staying home to catch up on work or are sick. Lots more happening at lunchtimes - music etc.

4.3 Finance Report

Fleur explained the Financials as presented in the Executive Officer's Report for July 2023.



Approvals Payables, Payments, Journals and Bank Recon July 2023

July 2023 Payables of \$359,723 - approved

July 2023 Payments of \$2,786,455 (Payroll \$179K, TD \$2,200K) - approved

July 2023 Manual Journals - approved

July 2023 Bank Reconciliation - approved

Decision Date: 11 Sept 2023

Mover: Fleur Auber

Seconded: Dean Iversen

Outcome: Approved



Extra Board Projects \$64,500

Driveway replacement opposite canteen.

Vape Detectors & Cameras - \$15K

Tui Room changes - cramped, privy to confidential conversations and very interrupted - \$11K

Basketball Hoops - \$10,5K

Heat Pump for Tony's office - \$3K

Building Academy - our % of Roof repair/Replacement - \$10K. Carla was asked to check out the warranties more carefully, but approved in principle.

Decision Date: 11 Sept 2023

Mover: Fleur Auber

Seconded: Dean Iversen

Outcome: Approved



Living Wage from January 2024 - approved on condition the budget can handle it

The jump to \$26 from 1 September is a big one, as every 5 years a huge calculation is done. There are about 16 staff members earning under the living wage after the November increases per the Collective Agreements.

The minimum wage does not get measured against anything.

Relativity against other staff to maintain the disparity for higher responsibilities. Union not as strong for cleaners.

Cleaning staff are usually older than beginning teachers and also supporting families.

Approve in principle should the budget allow it for next year.

Decision Date: 11 Sept 2023

Mover: Fleur Auber

Seconded: Dave Morrison

Outcome: Approved



Budget 2023 Ratified

The Budget 2023 Statement of Financial Position (Equity \$4,012,825), Statement of

Comprehensive Revenue and Expense (Deficit \$250,732) and Cash Flow (\$1,172,718) were signed off.

Decision Date: 11 Sept 2023

Mover: Fleur Auber

Seconded: Tony Giles

Outcome: Approved

4.4 Property Report

LSC Building and ground works - will commence 25 September during the holiday

4 Palmer Street completed, awaiting curtains end September

J Block upstairs toilets in holidays - \$50K

B Block toilet conversion - currently obtaining a quote

Heat Pumps are 10-12 years old and starting to fail. Ali has requested MACE to prepare a planned replacement report.

Tony commented that we will need a new Year 9 class next year, but not a simple matter of an extra teacher and classroom, as they travel to the various classrooms. At this stage we think we can manage.

5. Health and Safety

5.1 Health and Safety (Discussed under Principal's Report)

There are no issues to report.

6. General Business

6.1 Correspondence

Petition from parents requesting the banning of mobile phones in school. It is felt that it is social media that is the real issue. Respond to the effect that there is no point rushing a decision with an election looming that may ban phones at schools. If this does not happen, we will look at ways we can partner with primary schools so we are sending the same message. Tony will draft a response and send it to the Board for their comment/suggestions.



Tony to draft response to parents regarding cellphones at school

Tony to obtain Board comments prior to sending to parents.

Due Date: 30 Oct 2023

Owner: Tony Giles



Resignation Grant Robinson (27.01.2024), Ben Howson (immediate), Jacinta Fenton (3.11.2023)

Accepted with regret

Decision Date: 11 Sept 2023

Mover: Dean Iversen

Seconder: Tony Giles

Outcome: Approved



Pre-Approval Year 13 Camp to Great Barrier Island (24.01-2.02.2024)

Pre-approval Granted

Decision Date: 11 Sept 2023
Mover: Dean Iversen
Seconder: Tony Giles
Outcome: Approved

6.2 Resignation of Dean Iversen from the Board of Trustees

Dean is over committed and cannot give the time required.

Approved that we run a by-election for one position and try for a digital election.

Tony thanked Dean for his passion, innovation and enthusiasm for the school, which has been much appreciated. He commented that Dean has seen so much change happening at the school during his time on the Board and that he has enjoyed working Dean.

Tony left at 8:10pm



Approved bi-election as soon as possible.

Approved

Decision Date: 11 Sept 2023
Mover: Dean Iversen
Seconder: Dave Morrison
Outcome: Approved



Nomination for Presiding Member

Fleur accepted the nomination.

Decision Date: 11 Sept 2023
Mover: Nicole Callender
Seconder: Kim McKergow
Outcome: Approved

6.3 In Committee

The public is excluded from each matter to be discussed in committee under:

The Local Government Official Information and Meetings Act 1987 (and amendments): Section 48.1 (a) "That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist"; &

The Official Information Act 1982:

Section 7.2 (a) "To protect the privacy of natural persons"; or

Section 7.2 (f) "To maintain the effective conduct of public affairs through:

the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom Section 2.5 of this Act applies, in the course of their duty;

the protection of such members, officers, employees and persons from improper pressure or harassment; or

Section 7.2 (i) "To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

The specific grounds under these acts for the passing of this resolution are as follows:

General subject of each matter to be considered:	Reason for passing this resolution in relation to each matter:	Ground(s) under section 48.1 for the passing of this resolution:
Minutes of previous meeting held while "in-committee"	Section 7.2 (f) & (l)	Section 48.1 (a) (ii)
Suspensions and Stand-downs	Section 7.2 (a)	Section 48.1 (a) (ii)
Staff disciplinary matters	Section 7.2 (a) & (f)	Section 48.1 (a) (ii)
Principal's confidential report	Section 7.2 (a), (f) or (i)	Section 48.1 (a) (ii)
Correspondence	Section 7.2 (a), (f) or (i)	Section 48.1 (a) (ii)
Co-options	Section 7.2 (f)	Section 48.1 (a) (ii)
Other matters members need to discuss while in-committee	Section 7.2 (a), (f) or (i)	Section 48.1 (a) (ii)



Moved Into Committee at 8:13 pm and Out of Committee 8:56 pm

Agreed

Decision Date: 11 Sept 2023

Mover: Dean Iversen

Secunder: Fleur Auber

Outcome: Approved

6.4 Other General Business

There was no further business to discuss.

7. Close Meeting

7.1 Close the meeting

Next meeting: Board of Trustees Meeting - 30 Oct 2023, 6:00 pm

Signature: _____

Date: _____