

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING



At the **Board of Trustees Meeting** on **13 May 2024** these minutes were **confirmed as presented**.

| | |
|-----------------------|--|
| Name: | Mahurangi College |
| Date: | Monday, 4 March 2024 |
| Time: | 6:00 pm to 9:25 pm (NZDT) |
| Location: | Mahurangi College, Main Staff Room |
| Board Members: | Fleur Auber (Chair), Dave Morrison, Joy Saleupolu, Kim McKergow, Nicole Callender, Nyree Norrington, Tony Giles, Mathew Raffills |
| Attendees: | Carla Strachan |

1. Welcome and Karakia

1.1 Welcome

Fleur welcomed all with a special welcome to Matt, our new member of the Board.

Everyone briefly introduced themselves.

Tony will send the school karakia to Fleur to include.

2. Roll Growth

2.1 Roll Growth/Class Sizes (Jon Blyth - DP)

Roll growth, class sizes and classrooms: Presentation from Jon Blyth

Mahurangi College is experiencing significant growth in student numbers, particularly due to factors such as population expansion in the area, improved retention rates, and more families choosing the college for their children. However, this growth is posing challenges, primarily in terms of class sizes and available classroom space.

We are seeing an increase in first generation Kiribati students and there is a real need to introduce ESOL for them for a number of months until they are able to manage the subject material and succeed.

At the senior level, several classes have exceeded 30 students, while most classes for Years 9 and 10 are large. Additionally, the school is at classroom capacity, meaning there aren't enough classrooms to accommodate the anticipated increase in student numbers in the near future.

Furthermore, the board is facing a shortage of teachers, as there has been a decline in the number of people entering the teaching profession. To address these challenges, the board is exploring two potential solutions:

1. Overseas recruitment: Two senior managers will be sent to South Africa this year to recruit teachers. This initiative aims to widen the pool of available teachers to meet the growing demand and will be cheaper per teacher than a recruitment agency (4 teachers for 2025). We will also be able to ensure that they are the right fit for Mahurangi College.
2. Prefabricated classrooms: Tony will investigate options for prefabricated classrooms to address the immediate need for additional teaching space.

The new build project of 8 classrooms will be delayed and we expect Ministry to scale back the \$8million build to a more affordable design.

Tony will find out more from Macleans College about their Board funded classroom block and report back to the Board at the next meeting.



New classrooms, possibly prefabs

Tony will obtain more information from Macleans College regarding their Board funded classrooms.

Due Date: 13 May 2024

Owner: Tony Giles

3. Procedural

3.1 Interests Register

3.2 Confirm Minutes

BOT Meeting 4 Dec 2023, the minutes were confirmed as presented.



Approved

Approved

Decision Date: 4 Mar 2024

Mover: Nicole Callender

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: In Progress | 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 |
| 30 Oct 2023 | Wellbeing survey on website for parents' feedback Status: Completed on 4 Mar 2024 | Kim McKergow |
| 11 Dec 2023 | Find out from other big schools how they manage risky adventures on trips Status: In Progress | Tony Giles |
| 12 Dec 2023 | Communication to Parents/Caregivers for Prizegiving is too late Status: Completed on 4 Mar 2024 | Tony Giles |

3.4 Appoint Presiding Member/Committees



Presiding Member: Fleur Auber

Call for nominations - Nicole Callender & Kim McKergow nominated Fleur Auber . Elected unopposed

Decision Date: 4 Mar 2024
Mover: Nicole Callender
Seconder: Kim McKergow
Outcome: Approved



Finance Committee - Fleur Auber

At the moment Fleur. Call for any other members. Leave as is.

Decision Date: 4 Mar 2024
Mover: Tony Giles
Seconder: Kim McKergow
Outcome: Approved



Property Committe - Nicole Callender and Fleur Auber

Call for extra people. Working well. Stay as is.

Decision Date: 4 Mar 2024
Mover: Tony Giles
Seconder: Dave Morrison
Outcome: Approved



Hoteo Committee

Kim McKergow
Dave Morrison
Keith Tennant
Mike Burton

Kim will prepare a report for Board meetings to update all on what is happening.

Decision Date: 4 Mar 2024
Mover: Fleur Auber
Seconder: Nicole Callender
Outcome: Approved



Deputy Principal appointments

Recruitment is underway for DP role. Two Board members should be present on the interview panel. Tony proposed Nyree from a staff perspective. Nicole is also interested. Matt asked if he could observe.

Decision Date: 4 Mar 2024

3.5 Board Delegations



Renew Delegations

Presiding member to sign off audited Annual Financial Statements for submission to Ministry - standing delegation

Decision Date: 4 Mar 2024
Mover: Fleur Auber
Seconder: Kim McKergow
Outcome: Approved



Uniform Policy

Approved

Decision Date: 4 Mar 2024
Mover: Fleur Auber
Second: Nicole Callender
Outcome: Approved



Discipline Committee - any two members of the Board

Approved. Nyree will update Matt Raffills on requirements.

Decision Date: 4 Mar 2024
Mover: Fleur Auber
Second: Nicole Callender
Outcome: Approved

3.6 Code of Conduct



Board Code of Conduct

Approved. No one abstained from the Code of Conduct

Decision Date: 4 Mar 2024
Mover: Fleur Auber
Second: Dave Morrison
Outcome: Approved

4. Items for Approval or Decision

4.1 Annual Plan Adoption



Annual Plan 2024 Adoption

Approved. Tony will update Board as and when necessary.

Decision Date: 4 Mar 2024
Mover: Fleur Auber
Second: Nyree Norrington
Outcome: Approved

4.2 Financial Report



Finance Report 2023; Payments, Creditors, Journals, Bank Rec - Nov & Dec 2023

Surplus up to \$212,286

Break down main areas of saving:

Pay Equity & Salary increases Grant from MOE (Net) - \$75K

Interest Received - higher rates - \$128K

International Students - \$169K

Hoteo/Year 10 Camps - (\$40K)

Tiny Home/Cabin Sales (Net Deficit) - (\$53K)

Approve extra teacher aides - \$40K pa - 2 extra permanent positions.

Approve extra reception class - ESOL for Kiribati students.

Decision Date: 4 Mar 2024
Mover: Kim McKergow

Seconded: Dave Morrison
Outcome: Approved



International Student Fees 2025.

Approved.

Decision Date: 4 Mar 2024
Mover: Fleur Auber
Seconded: Nyree Norrington
Outcome: Approved

4.3 Property Report

LSC Building and playground are complete.

Looking to beautify front entrance and a few other areas and add seating. Jasmax will assist.

4 Palmer Street - share the cost of a fence with owner of 2 Palmer Street (approved by previous Board).

Toilet Blocks: J Block - complete refit and B Block updated and beautified. Mirrors removed and replaced with coloured glass. Nicole assisting with colours and designs.

Greenhouse - repairing, not replacing, as too costly and the teachers are happy with this decision.

Bees in paddock - Geraldine will present ideas and costs in due course.

Reconfigure parking in front of gyms to create additional parking spaces - Ali will obtain quotes.

Nyree raised the need for storage for the mattresses that are currently in the Wharenuui. Tony will chat to Michael to get a clear idea of what they need.



Storage for mattresses in the Wharenuui

Tony will discuss this with Michael to understand what he needs.

Due Date: 13 May 2024
Owner: Tony Giles

4.4 Overnight Trip Approvals

Nyree commented that a lot more staff are taking ownership of the risks involved and RAMS are very thorough.

Nyree will approach Tony if she has any concerns.

More students are going on the trips - teacher in charge is ensuring that all risks have been considered and mitigated.

Nyree has offered to continue overseeing trip forms for Term 2 as well. Then another member can take over with a handover from Nyree.

Year 13 Great Barrier Island trip: a student hurt his leg. Tony was satisfied that the injury was well managed. Approximately 60% of students go, which is a good outcome.



Trips were approved

Trips approved:

| | |
|---------------|--|
| 4-5/03/2024 | L3 Geography to Muriwai Beach - Ratify |
| 11-13/03/2024 | International Students to Rotorua - Ratify |

| | |
|---------------|--|
| 19-22/03/2024 | L2 Geography to Tongariro Natural Environment - Ratify |
| 25-27/03/2024 | L3 Outdoor Ed Surf Camp to Tawharanui Regional Park - Ratify |
| 26-27/03/2024 | L3 PE Surf Camp to Tawharanui Regional Park - Ratify |
| 8-9/04/2024 | L2 PE to Haruhi Bay , Shakespeare Park - Ratify |
| 26-28/09/2024 | Textiles students to Wellington - Preliminary Approval for Fundraising |

Decision Date: 4 Mar 2024
Mover: Nyree Norrington
Seconder: Dave Morrison
Outcome: Approved

4.5 Grant Requests - Approvals



Approval for a request to Pub Charity for \$11,926.95 for a wireless intercom system for events.

Approved.

Decision Date: 4 Mar 2024
Mover: Nicole Callender
Seconder: Dave Morrison
Outcome: Approved

4.6 Policy Approvals

Checks to ensure that we are doing what is said on the policies and whether there are any additions or changes we require.

Nyree will feed back on any policies that require approval.

Fleur included the current ones for information.

Nyree has offered to continue to oversee and meet with Management to ensure the policies are relevant and updated.

5. Items For Discussion

5.1 Principal's Report

Leadership team changes - Catherine is moving to Counselling. A new Deputy Principal position will become available. Nyree will attend as Staff Trustee and Nicole is interested.

Tony will advise Board members of the interview dates.

Tony requested approval to install video cameras in the toilets - sporadic vandalism and graffiti. Property team are having to clean some unpleasant messes. Privacy rules around data collection still to be considered. We will put up panels to prevent seeing into cubicles. Tony will prepare a comment for community. We want to ensure students are safe, vaping is reduced and damage limited. Nationally 10% of students vape daily nationally, however 20% of our students vape daily - note that this is not necessarily at school.

Students want toilet areas safe, clean, pleasant and unlocked - the cameras will assist. Approval in principal then Tony will present the proposal at the next Board meeting.

The phone ban has gone well and surprisingly no major issues. Been positive. We will start confiscations in Term 3. Confiscations for use in class is standard and is still happening. There is still work to be done on this issue, our focus being around well-being. No phones at school is only part of protecting the students and improving their well-being.

Results -Mahu results above national average, however Tony also wants to drive up UE. Summer school is available.

New Build - Tony is lobbying local MPs. Anticipating 6-12 month extension and reduction of design to more basic classrooms. Expect we will keep Z Block while we build phase 2. Once New Build of 16 classrooms completed, it is anticipated that A Block and D Block could become two stories.

Year 7&8 parents' picnic was a great success.

At what age do we have the career path discussion? From year 10 onwards. Lori Yau is the Careers Advisor and we have had an offer from someone in the community to assist in this area. Some students limit themselves and we want them to keep their options open.

AI in curriculum - 2 issues - bringing it in to curriculum and ensuring it is not being used to cheat."Interesting landscape". NCEA Level 3 i getting 60 credits. UE is getting 14 credits in 3 subjects. Students fall down by not working throughout the year - eg. by completing assessments.



Cameras in toilets - approval in principal

Approved in principal.

Decision Date: 4 Mar 2024

Mover: Tony Giles

Seconder: Dave Morrison

Outcome: Approved

5.2 Health and Safety

A Block tiles are being pushed up by roots, causing trip hazard and bricks being thrown onto field. At some point in the future we should look at redoing the area.

5.3 Student Trustee Report

The atmosphere is definitely positive and the phone ban is going well.

Canteen prices are getting high. A lot of students are complaining. Carla to look into bulk purchased items while keeping prices low, as we have noticed a drop in number of students buying from the canteen.

Cultural accessories - management is looking into it. Historically cultural items could be worn, but hidden. Times have changed so we are trying to make the necessary changes. We have asked Matua Michael to consult with the community.

5.4 Board Matters

Training around Suspension/disciplinary procedures would be welcome, as it is a huge responsibility. NZSTA have engaged Alan Curtis, who has proposed some dates in March. Same time as Board meetings. Thursday, 21 March 2024 at 6:00 pm works for most. Fleur will liaise with Alan.

NZSTA Conference in 6-9 June . Kim McKergow and possibly Matt Raffills.

NZSTA has invited Auckland Board members to join them on a Journey to Te Tiriti - 6&7 April - max 2 members per Board. Fleur and Nicole will attend.

Check NZSTA website for other online learning. 13 March in Orewa at 6:30pm. Liaise with Kim if you wish to go.

Agenda items to Fleur by the Wednesday prior to the Board meeting.

Board Workplan is being developed.

5.5 Hoteo

Presented by Kim McKergow.

Currently going down the path of compliance and consent. We have met with council about 10 days ago and we have managed to remove a large number of their requirements. Fire remains an issue and we have a pathway for dousing unexpected fires.

Went on site last weekend to get a feel for work still to be done.

The buildings that are there are pre-consent, but they could, in worst case scenario, have the farmer pull them down. A bit vague and broad so we will have an assessment done on the buildings there. The two sleeping cabins look good, however there may be some minor remedial work required to bring them up to scratch. Still hopeful that a year camp can still be done this year.

We are currently looking at pathways, ablution block, storage (may use the existing cabins).

Have a lot of builders willing to support us and the team leader at Council was really helpful.

Thank you to Kim and Dave for all the hard work and hours they have dedicated to this.

5.6 Policy Review Process

5.7 Other Correspondence

There was no other correspondence to be considered.

6. In Committee

6.1 "In Committee" at 8:57 pm and out at 9:25 pm.

6.2 Approval "In Committee" Minutes

6.3 Student Behaviour: Stand Downs/Suspensions

6.4 Staff Requests



Leave requests approved as listed "In Committee"

Approved

Decision Date: 4 Mar 2024

Mover: Tony Giles

Second: Nyree Norrington

Outcome: Approved

7. Close Meeting

7.1 Close the meeting

Next meeting: Board of Trustees Meeting - 13 May 2024, 6:00 pm

New Actions raised in this meeting

| Item | Action Title | Owner |
|-------------|--|--------------|
| 2.1 | New classrooms, possibly prefabs Due Date: 13 May 2024 | Tony Giles |
| 4.3 | Storage for mattresses in the Wharenui Due Date: 13 May 2024 | Tony Giles |

Signature: _____

Date: _____