**MINUTES OF THE MAHURANGI COLLEGE BOARD OF TRUSTEES**

Meeting held on 14 December 2020 in the Admin Staffroom at 6:00 pm

**TRUSTEES PRESENT:** Dean Iversen (Chairman) (6:32pm), Jason Neely (Deputy Chairman), Ihi Heke, David Macleod (Principal), Rachel O’Malley, Peter Meafou (6:37pm) and Nyree Norrington

**APOLOGIES:** Rachel McGuire

**ALSO PRESENT:** Jon Blyth (Deputy Principal), Carla Strachan (Secretary)

**DAVID FAREWELL**

Ihi invited members to say a few words about David. Lovely word of experiences and accolades for the job David has done and the effect he has had on staff, students and the wider community. David responded with his total enjoyment of his job and the bitter sweet feeling of leaving, but is excited for the next phase. He commented on each Trustee and how much he has appreciated them.

**STRATEGIC PLAN:**

**YEAR 10 HOTEO CHALLENGE**

David will respond to Keith’s letter on behalf of the Board.

**20 YEAR GROWTH PLAN**

The Ministry of Education in Auckland have resisted meeting with the Board. David suggested that members of the Board, Head Prefects and Tony should fly to Wellington to meet with the Minister of Education, Hon Chris Hipkins. Tracey Martin has offered to assist with setting up the meeting.

David will draw up a timeline for the Board on what has happened so that the Board and SMT are fully informed.

**STRATEGIC PLAN 2021**

The Board and Tony will work with Mark Vincent via zoom meeting to prepare the next plan.

**TABULATED ACTION POINTS ARISING FROM THE MEETING**

|  |  |  |
| --- | --- | --- |
| **Start Date** | **Subject** | **AP Holders** |
| **Nov** | Strategy to be developed to utilise some of the reserves including a deliberate operational budget deficit and capital projects | BOT |
| **Dec** | David will respond to Keith and Andrew on behalf of the Board | DM |
| **Dec** | David to approach Tracey Martin to arrange a meeting with Hon Chris Hipkins | DM |
| **Dec** | Mark to obtain quotes for a basketball court next to hockey turf. Jon will obtain the rings and backing boards on sale by Omaha Ratepayers Association – purchase preapproved | MH/JB |
| **Dec** | SMT to respond to Chris Penk (MP) – to meet to discuss challenges and successes | SMT |

**MINUTES OF LAST MEETING**

*Moved* that the previously circulated minutes of the meeting of 2 November 2020 be approved as a true record of the meeting.

*J Neely/R O’Malley – carried*

**DECLARATIONS OF CONFLICT OF INTEREST**

* Dean Iversen is in publishing, mainly literacy for students.
* Ihi Heke is on the supply panel for the Ministry of Education, mainly for Maori.

All of these are ongoing declarations of intent for future meetings.

**MATTERS ARISING FROM THE MINUTES**

These were discussed under the various headings.

#### PRINCIPAL’S REPORT

The Principal’s Report was taken as read and David noted the following:

* Our eVelocity team did extremely well this year again, winning 8 out of 8 Auckland awards and 3 national awards
* The Tiny House will be going on auction on 17 December
* Our Mixed Touch team did very well, making it to the national finals and losing by one point
* We are currently fully staffed for 2021
* We are anticipating a $95K surplus this year
* David handed out the Analysis of Variance Report 2020 to each member

*Moved* that the Principal’s Report be accepted*.*

*D Macleod/D Iversen - carried*

#### FINANCE

The Financial Statement at 30 November 2020 were accepted reflecting a YTD profit of $299,917. Forecast savings of $318K that we will reduce the budgeted deficit of $222K to a surplus of $96K. This is partly due to $156K received in 2020 that will be spent in 2021, mainly COVID funding paid too late and effect only felt in 2021, as for International Students.

*Moved*that the $156K be approved for expenditure from reserves in 2021.

Also approved that any surplus in Special Needs/Learning Support may be spent in 2021, as a great deal of effort was spent applying for additional funding, which was not spent, due to uncertainty of TAPEC payout and COVID.

*Moved*that*:*

|  |  |
| --- | --- |
| * Financial Statements for November 2020 as presented be approved * Payable Accounts Payable for October 2020 totalling $269,237.56 be approved * The Bank reconciliation for October 2020 be approved * Payable Accounts Payable for November 2020 totalling $342,520.83 be approved * The Bank reconciliation for November 2020 be approved |  |

*J Neely/N Norrington – carried*

**PROPERTY**

* Mark Haining is to obtain quotes for a basketball court between the Building Academy and the Hockey turf. Jon will source the rings and backing board from Omaha Ratepayers’ Association.
* The Board discussed the need to have more outdoor facilities for students to use during lunchtimes. Mark is to obtain a quote for a concrete or asphalt pad by the Construction Academy with a view to making this a basketball area – purchase preapproved.

*R O’Malley/D Iversen - carried*

**IN COMMITTEE**

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

1. 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”; &
2. 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:

1. 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;
2. 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) & (I) | 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* that the meeting go into Committee at 6:55 pm.

*N Norrington/D Macleod - carried*

The meeting came out of Committee at 7:05 pm.

#### CORRESPONDENCE

Inwards & Outwards correspondence was presented.

*Moved* that inwards correspondence be received and outwards correspondence be approved*.*

*J Neely/N Norrington – carried*

**Trips**

The following trip was ratified:

30/11 – 4/12/2020 – Year 9 Camp: Karangahake Gorge - approved

*I Heke/D Iversen – carried*

**Staff:**

The following was approved by the Board of Trustees:

* Paul Lenihan – 26/07-8/09/2021 to Canada - approved
* Maree Drost – Maternity Leave 3/03/2021 to 27/01/2022 - approved
* Maria Marshall – Resignation effective 27/01/2021 – accepted with regret
* Keith Tennant – David will respond to his requests as follows:

1. D Iversen is working on the contracts with farmers

2&3) Costs - break even per camp. Any capital costs will be borne by the Board.

*R O’Malley/P Meafou - carried*

**Other:**

* Chris Penk (MP Kaipara Ki Mahurangi) request to meet to discuss challenges facing schools, successes and challenges – SMT to respond in 2021

**Grant Requests:**

There were no new requests.

**GENERAL BUSINESS**

Rachel suggested that we contract Policies to SchoolDocs at a cost of $2,600/annum. This will ensure that they are kept up to date, relevant and are approved timeously.

. *R O’Malley/N Norrington - carried*

Rachel will approach Jo Hathaway with a view to seconding her back onto the Board.

**NEXT MEETING**

The next meeting will take place at 6:00 pm on 1 March 2021.

There being no further business the Meeting adjourned at 7:37 pm.

Signed as a true and correct record of the Meeting.

**CHAIRPERSON ……………………………………….. DATE: ……/……/……….**