

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
OF MAUNGARAKI SCHOOL HELD ON WEDNESDAY, 10 DECEMBER 2014

		ACTION
1.	<b>Present:</b>	
	Janine Foster, Lisa Cavanagh, Kaylee Gibbs, Simon Williamson, Janet Evans, Phil Belcher, Greg Hawkins <b>In Attendance:</b> Lisa Grinling (minute secretary)	
2.	<b>Welcome:</b>	
	The meeting commenced at 5.30pm. Janine welcomed everyone to the meeting. Kaylee opened with a prayer.	
3.	<b>Apologies:</b>	
	Nil.	
4.	<b>Conflicts of Interest:</b>	
	Nil.	
5.	<b>Grant Applications</b>	
	Nil.	
6.	<b>Strategic:</b>	
	<b>Curriculum (Lisa):</b> <b>OTJ Data Analysis and 2015 Goal Recommendations: (Lisa)</b> Disseminated prior to the meeting. Action items from 'National Standards Reporting' documentation: <b>Action: Mathematics data for year 8, add commentary on how this cohort has tracked over the longer term at Maungaraki school.</b> <b>Action: Investigate further the year 6 group (learners below) in reading. Provide rationale to the board.</b>	Lisa  Lisa / Janet
	<b>Strategic Property: (Lisa)</b> <u>Room 7-10 Refurbishment / 12<sup>th</sup> Classroom</u> The Council have agreed verbally to recommendation of (fire exit door) without railing. <u>HCC Playground funding</u> No updates	
7.	<b>Monitoring:</b>	
	<b>Approval of Financial Expenses for November 2014</b> <u>Payments for Approval</u> November payments of \$75 816.64 Moved: Phil Seconded: Kaylee Available funds forecast best estimate at this stage is around \$42K. <b>Action: The 2015 budget to be put together over the break by Lisa and Kaylee for presentation for sign off to the February meeting.</b> <b>Action: Lisa to investigate why the actual surplus is coming out higher than what had recently been re forecasted.</b>	Kaylee/ Lisa Lisa

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	<p><b><u>Evaluation of Meeting Process</u></b>  Janine reminded everyone to provide the feedback requested.  Discussion deferred to early 2015.</p>	
	<p><b><u>Health and Safety (Recent Incidents)</u></b>  Update provided as part of the Principals report.  The board discussed current health and safety policy.  <i>The board unanimously agreed that the current health and safety policy was deemed adequate.</i>  <b>Action: The Board requested that the review of procedures that school have in place in relation to Health and Safety be provided to BOT at the February meeting.</b></p>	Lisa
8.	<b>Administration:</b>	
	<p><b><u>Minutes of Previous Meeting</u></b>  Accepted by email as a true and correct record:  Moved: Janine  Seconded: Phil</p>	
	<p><b><u>Board Talk Items</u></b>  A Board Talk has not gone out recently.  <b>Action: Simon to disseminate draft Board Talk for review to Board Members for prompt review please.</b>  Items to add:</p> <ul style="list-style-type: none"> <li>- Voluntary donation level staying the same</li> <li>- Board has reviewed complaints policy. The school has documented guidelines for complaints and concerns (available on website).</li> <li>- Audit for best HR practice as part of our self-review process.</li> <li>- Enviroschools update. Working towards green/gold award.</li> <li>- Digital device survey results to be included as topical issue .</li> </ul>	Simon/ ALL
	<p><b><u>Out of Zone Enrolment</u></b>  As per Principal's report.  The board <i>unanimously approved</i> the out of zone enrolment as per recommendation in the Principals report.</p>	
	<p><b><u>Resignation of Carol Standish</u></b>  As per Principal's report.  The Board wanted to formally acknowledge Carol for all of her hard work. The Board wanted to also make a personal mention of Carol's contribution to the financial information provided to the Board. This has heavily assisted the board with their work.</p>	
	<p><b><u>Agenda Items for 18 February 2015 @7.00pm start</u></b></p> <ul style="list-style-type: none"> <li>• Curriculum:</li> <li>• Strategic:</li> <li>• Policies:</li> <li>• Administration:</li> </ul>	

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9.	<b>Correspondence:</b>	
	As per agenda.	
10.	<b>Meeting Confirmation:</b>	
	<p>The meeting closed at 7.20pm.</p> <p>The minutes of this meeting were confirmed by the Secretary and Chairperson as a true and correct record of the proceedings there at.</p> <p>Chairperson: _____</p> <p>Secretary: _____</p>	