

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OF MAUNGARAKI SCHOOL HELD ON WEDNESDAY, 18 FEBRUARY 2015

	ACTION
1. Present:	
Janine Foster, Lisa Cavanagh, Kaylee Gibbs, Simon Williamson, Janet Evans, Phil Belcher, Greg Hawkins In Attendance: Lisa Grinling (minute secretary), Alan Ryan	
2. Welcome:	
The meeting commenced at 7.00pm. Lisa welcomed everyone to the meeting. Lisa requested nominations for the role as chairperson. Simon nominated Janine, this was seconded by Kaylee and Phil. Lisa thanked Janine for agreeing to take on the role as chairperson. Greg opened with a karakia.	
3. Apologies:	
Nil.	
4. Conflicts of Interest:	
Nil.	
5. Grant Applications	
Nil.	
6. Strategic:	
<p><u>Curriculum (Lisa):</u> <u>2015 Charter and Annual Plans (Lisa)</u> Disseminated prior to the meeting. Focus on reviewing annual plan today. A range of grammatical typo clarifications/corrections throughout <u>Strategic Aim 1: Writing</u> Substantive changes:</p> <ul style="list-style-type: none"> • Change wording to: <i>In class support from DP during writing times</i> from the current wording of: <i>support from DP in Term 1.</i> • add an extra item: for extension groups for children at or above levels. <p><i>Question: Do we need to be so specific with our actions or more generic?</i></p> <ul style="list-style-type: none"> • With specific items need to provide examples (this will provide a better understanding as to why so detailed). <p><u>Strategic Aim 1: Reading</u> Substantive changes:</p> <ul style="list-style-type: none"> • Change wording to: <i>In class support from DP during writing times</i> from the current wording of: <i>support from DP in term 1.</i> <p><u>Strategic Aim 1: Maths</u> No substantive change</p> <p><u>Strategic Aim 2: Confident Seekers and Users of Knowledge</u> Substantive changes:</p>	

	ACTION
<ul style="list-style-type: none"> • Put at the top of the list the row titled “embed digital citizenship curriculum across the school” • Add the following bullet point: increasing the understanding of the partnership of home and school in relation to digital citizenship. (add to embed digital citizenship in strategic aim 2 and strategic aim 3). <p><u>Strategic Aim 3: Socially Responsible</u> Substantive changes:</p> <ul style="list-style-type: none"> • Add the following bullet point: increasing the understanding of the partnership of home and school in relation to digital citizenship. (add to embed digital citizenship in strategic aim 2 and strategic aim 3). <p><u>Strategic Aim 4: Balanced Opportunities</u> No substantive change</p> <p><u>Strategic Aim 5</u> Suggested changes:</p> <ul style="list-style-type: none"> • Amend row titled: Complete Refurbishment of C Block”: <ul style="list-style-type: none"> ○ Change title to “Maintenance and Development of Site” ○ Explore development of outside learning environments eg: Courts, area between C&K block, etc. ○ Continue to explore additional sources of funding for outside spaces. <p><u>BOT Priorities</u> Suggested changes:</p> <ul style="list-style-type: none"> • Add another heading titled: Preparation of 2016 BOT election: The following bullet points to be added to above heading: <ul style="list-style-type: none"> ○ Establish appropriate succession planning – ALL bot members responsible. ○ Identify potential BOT members • Additional sources of funding – all BOT members responsible. • Add the following to the row titled “explore additional sources of funding for necessary, but unfunded, school development items box: <ul style="list-style-type: none"> ○ Combine points three and four to read: Establish a coordinated strategy for successfully potential sources. 	
<p><u>Exit Interviews Summarised Responses</u> Disseminated prior to the meeting Suggest to re-word some of the questions around “the Board” vs “the employer” Janet and Janine happy to re-word. Action: Janet to send through amended questions as a draft copy to Janine to review. Suggestion: continue social functions</p> <p><u>Special Programmes Report</u></p>	<p>Janet/ Janine</p>

		ACTION
	Disseminated prior to the meeting. Suggestion: In the future provide qualitative commentary around special programmes report. <i>Agreed.</i>	
	2015 Budget Documented in the Principal's report. Action: Kaylee to call Education Services in relation to the accrual of income from Mobil in 2014 but spending in 2015. Action: Lisa C to add revised figures (as per request of increases in spend as itemized under "property request" part of February 2015's BOT minutes) Lisa sought approval for \$650.00 to be added to the budget for wireless SNUP. <i>Unanimously approved</i> <i>Budget to also be amended to reflect additional property spends as approved below.</i>	Kaylee Lisa C
	Delegations of Authority Approval Document disseminated at the meeting. Appointed Chairperson (Janine Foster) to be re-approved as part of the Delegated of Authority Approval listing. <i>Unanimously approved.</i> Action: Lisa G to add delegations from Principal Appraisal Policy to the Delegations of Authority Approval document.	Lisa G
7.	Monitoring:	
	Approval of Financial Expenses for December 2014 and January 2015 <u>Payments for Approval</u> December payments of \$130,010.76 January payments of \$119,283.24 Moved: Kaylee Seconded: Janet	
	Triennial Review Plan Disseminated prior to the meeting. To be used by all BOT for planning/ readiness purposes through 2015	
	EOTC Activity Proposal Request (as per Principal's Report) for BOT approval. <i>Unanimously approved EOTC Proposal subject to the timetable being emailed to BOT members and assurance from Lisa C that RAMs have been reviewed.</i> Feedback: Content brief, should include documents as stated (e.g. timetable) or assurance that RAM's completed and sited by Principal. Some attention to detail would be appreciated by the BOT. Action: Lisa C to email timetable to BOT (including assurance that RAMs have been sighted).	Lisa C
	Property <u>Room 7-10 Refurbish /12th Classroom</u> Handover of C Block (Part 1) will be 6 March. Breakdown of finances disseminated at the BOT meeting.	

		ACTION
	<p>As per the Financial summary provided at the BOT meeting, seeking approval of an additional spends of:</p> <ul style="list-style-type: none"> • \$3771.00 for the bench top replacement • Phase 1 of deck \$7690.00 • concrete path \$2430.00 (as per Principal's report). <p><i>Unanimously approved.</i></p> <p><u>Hutt City Council Playground</u> Revised plan provided at BOT meeting. We can sell off old parts of playground equipment.</p>	
	<p><u>Home and School Meeting – Update</u> Items discussed included:</p> <ul style="list-style-type: none"> • Home and School Newsletter (sent out to families on Wednesday) • Family Day coming up • Discussed possibility of a gala • Upcoming chocolate fundraiser • Entertainment books • Bringing community together 	
8.	Administration:	
	<p><u>Minutes of Previous Meeting</u> Accepted by email as a true and correct record: Moved: Janine Seconded: Phil</p>	
	<p><u>MCA Key Points</u> Items discussed included:</p> <ul style="list-style-type: none"> • Darryl not looking after hall anymore (Julia Cross new contact) 	
	<p><u>Board Talk Items</u> The BOT agreed to have BoardTalk out by the end of each month. Items to add:</p> <ul style="list-style-type: none"> • Highlights of six year observation data analysis report information to be added to report. • School donation (tax deductible) • Property update • Strategic consultation year • Finalised budget • Annual plan will be sent to MOE, available on new website. 	
	<p><u>Staff/BOT Function</u> Suggestions: Paintball, mini putt, social cooking Action: Kaylee and Janet to facilitate joint staff/BOT function Proposed dates: 13th (Simon not available) and 20th March (Janet not available) will go with most suitable date for staff.</p>	Janet / Kaylee
	Alan Ryan left the meeting at 9.15pm	

		ACTION
	The Board then went "In Committee" at 9.15pm	
	Agenda Items for 18 March 2015 @7.00pm start <ul style="list-style-type: none"> • Strategic Planning • Curriculum: • Strategic: • Policies: • Administration: <ul style="list-style-type: none"> ○ Simon has put in his apologies for the March meeting. 	
9.	Correspondence:	
	As per agenda.	
10.	Meeting Confirmation:	
	<p>The meeting closed at 9.30pm.</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>	