

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

		ACTION
1.	Present:	
	Janine Foster, Lisa Cavanagh, Janet Evans, Phil Belcher, Greg Hawkins In Attendance: Lisa Grinling (minute secretary), Naila Rahman	
2.	Welcome:	
	The meeting commenced at 7.00pm. Janine welcomed everyone to the meeting. Greg opened with a karakia.	
3.	Apologies:	
	Simon Williamson, Kaylee Gibbs	
4.	Home and School Update:	
	<u>Home and School Meeting – Update</u> Janine wanted to formally acknowledge the value that Home and School Committee provide the school. Naila was able to provide an update on the meeting that was held on Monday night, items discussed included: <ul style="list-style-type: none"> • Bridgitte Fletcher-Jensen co-chairing while Naila is studying. • Home and School would like a “focus project” for 2015 <ul style="list-style-type: none"> ○ Target of \$20K for the next 2 years. • Chocolate fundraiser going well. • Date for disco and wine and cheese evening for term 2. Should we do this around the strategic consultation process? Suggested date, 19 June. Naila left the meeting at 7.20pm	
5.	Conflicts of Interest:	
	Nil.	
6.	Grant Applications	
	Nil.	
7.	Strategic:	
	<u>Curriculum (Lisa):</u> <u>1:1 Device Success Measures (Lisa)</u> Disseminated prior to the meeting (for board members information). <u>Professional Learning and Development (Lisa)</u> Disseminated prior to the meeting (for board members information). Question: Are staff aware of study assistance options? Action: Janet to mention study assistance options to staff.	Janet
	<u>Enrolment Scheme Policy</u> Disseminated prior to the meeting Suggest to re-word following: Change “Chesnut Street” to “Chestnut Grove”	

	ACTION
<p>Change date <i>The enrolment scheme policy was unanimously approved with the above mentioned changes.</i></p> <p><u>Enrolment Scheme – Letter from Ministry of Education</u> Letter was tabled at the meeting. Lisa recommended to the Board that we should keep the zoned enrolment the same. <i>The board unanimously approved this recommendation.</i></p> <p>Siblings of existing students (as per Principals reports) <i>BOT approved to support applications for children that fit priority two (as stated in Maungaraki School’s enrolment scheme policy) for the next six months.</i></p> <p>Performance Management Policy Disseminated prior to the meeting Take out the word “develop” and change to “apply” <i>With the abovementioned changes, the BOT unanimously approved the Performance Management Policy.</i></p>	
<p>2015 Strategic Planning <u>Planning Sub-Committee - interested people?</u> Janine asked BOT members to have a think about if they wanted to be involved (will involve extra meetings – maybe two or three meetings in total). An external facilitator will come in for the staff / board evening to discuss and summarise information that has been accumulated from surveys. Janet & Phil keen to be involved. Suggested to meet last week of term 1. Action: Lisa C to arrange a meeting time with sub-committee to compile a timeline for strategic plan. Action: Janine to contact Kaylee and Simon to ascertain if they would like to be part of Sub Committee.</p>	<p>Lisa C</p> <p>Janine</p>
8. Monitoring:	
<p><u>Approval of Financial Expenses for February 2015</u> <u>Payments for Approval</u> February payments of \$107,839.30 Moved: Phil Seconded: Greg</p>	
<p><u>Donation to Parents Letter (Draft)</u> Grammatical changes provided in paper copy for Lisa C to amend. Action: change draft donation letter as per amendments provided. Suggestion: <ul style="list-style-type: none"> • More information around where the \$45K goes (under the heading “staffing”). Action: Take last sentence out of draft letter under the heading</p>	<p>Lisa C</p> <p>Lisa C</p>

		ACTION
	“staffing”.	
	Board Roles for 2015 Defer to April meeting due to absent members	
	Property <u>Room 7-10 Refurbish /12th Classroom – Update</u> Full project will be completed by end of term 2. Electrical switchboard demolished but not highlighted by architects as part of plan. <u>Hutt City Council Playground</u> New playground planned for June. <u>Disposal of Existing Playground</u> School newsletter will give community update (tomorrow). Silent auction will be planned when we have a confirmed timeframe.	
	2006/2007 Destruction of Historial Records As per Lisa’s Principal report, the Bot <i>unanimously agreed for the destruction of records dating up to 2007.</i>	
9.	Administration:	
	Minutes of Previous Meeting Accepted by email as a true and correct record: Moved: Kaylee Seconded: Phil	
	MCA Key Points Items discussed included: <ul style="list-style-type: none"> • Quiz night booked for 18 September • AGM 29 April 	
	Reminder Croquet is this Friday, 20 March @ 5.30pm. BOT members are to bring a dessert.	
	Board Talk Items Volunteer to compile board talk for this month. Action: Janine will start documentation and Lisa and Janet will complete (with input from BOT members) Items to add: <ul style="list-style-type: none"> • Summary of 1-1 device initiative documentation (6 month success measures report, Feb 2015) • Strategic planning timeline • Refurbishment update (including information about phase two of deck) • Thank you from the BOT for the hard work the Home and School Committee are putting in to fundraise for our school. • Playground 	All

		ACTION
	<p>Agenda Items for 22 April 2015 @7.00pm start</p> <ul style="list-style-type: none"> • Strategic Planning • Curriculum: Strategic Aims 4&5 • Monitoring: Board Roles for 2015 • Strategic: Consultation Processes • Policies: Asset Protection • Administration: <ul style="list-style-type: none"> ○ Apologies: Janine for April meeting 	
10.	Correspondence:	
	As per agenda.	
11.	Meeting Confirmation:	
	<p>The meeting closed at 9.00pm. The minutes of this meeting were confirmed by the Secretary and Chairperson as a true and correct record of the proceedings there at. Chairperson: _____ Secretary: _____</p>	