

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
OF MAUNGARAKI SCHOOL HELD ON WEDNESDAY, 20 MAY 2015

	ACTION
<b>1. Present:</b>	
Janine Foster, Lisa Cavanagh, Janet Evans, Phil Belcher, Greg Hawkins, Kaylee Gibbs, Simon Williamson <b>In Attendance:</b> Lisa Grinling (minute secretary), Kerry Ryan	
<b>2. Welcome:</b>	
The meeting commenced at 7.00pm. Janine welcomed everyone to the meeting. Kaylee opened with a prayer.	
<b>3. Apologies:</b>	
Nil.	
<b>4. Conflicts of Interest:</b>	
Nil.	
<b>5. Grant Applications</b>	
Nil.	
<b>6. Strategic:</b>	
<b><u>Curriculum - Target Student Data Term 1 (Janet)</u></b> Disseminated prior to the meeting. Discussion re clarification of data and follow-up activity.	
<b><u>HR Self Review Book 3: Remuneration</u></b> Disseminated prior to the meeting. Current policy and practice very compliant. Page 8 of the Self Review Book 3: Remuneration makes mention of "advising staff of the retirement savings scheme availability.." <ul style="list-style-type: none"> <li>• It was suggested to add a bullet point in the <i>Appointment of Staff</i> policy to ensure this element covered</li> <li>• The board agreed that the school had adequate procedures in place advising new staff of the retirement saving scheme options.</li> </ul> <b><u>Asset Protection Policy</u></b> Disseminated prior to the meeting. <i>The BOT unanimously approved the Asset Protection Policy.</i> <b><u>Procedure Acknowledgement (Theft and Fraud, Bullying)</u></b> Disseminated prior to meeting. A copy of the Bullying Procedure will be made available to families soon.	
<b><u>2015 Strategic Planning</u></b> <b><u>Strategic Review Update</u></b> The Sub committee met prior to BOT meeting tonight. Input from parents, staff, students and whanau being evaluated. Focus for the meeting included: <ul style="list-style-type: none"> <li>• Themes from mission, vision and values</li> <li>• Key themes for next five years</li> </ul>	

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	<ul style="list-style-type: none"> <li>Aim to analyse results in preparation for the BoT/Staff meeting on 3 June.</li> </ul> <p><b>Action: BOT members to add 3 June (from 4 – 9pm) date in diaries.</b> The above mentioned meeting date is for all school staff and BOT members to meet and agree a proposed strategic direction. This proposal will be presented to the school community as part of the consultation process on 26 June.</p> <p><b>Hautu Self Review</b> Disseminated prior to the meeting. Unable to review all of the commentary at the BOT meeting (due to time constraints). Janine asked BOT members to identify any immediate considerations / or strategic focus. Items raised included:</p> <ul style="list-style-type: none"> <li>Acknowledgement that there is room for growth</li> <li>Acknowledgement that the school has come a long way</li> <li>NZSTA are providing some training around “Hautu Self Review”. BOT members encouraged to attend. Information about the training is provided on the NZSTA website: <a href="http://training.nzsta.org.nz/courses/171-hautu-maori-cultural-responsiveness-self-review-tool-for-boards-of-trustees">http://training.nzsta.org.nz/courses/171-hautu-maori-cultural-responsiveness-self-review-tool-for-boards-of-trustees</a></li> <li>The board will work together with the school community to complete the appropriate parts of this self review</li> <li>The board agreed that the range of criteria was very diverse.</li> </ul> <p><b>Hazard Register</b> Information disseminated prior to the board meeting. Items suggested to review in more detail within the Hazard register:</p> <ul style="list-style-type: none"> <li>Confirm responsibility on HCC areas (including playground and access ways</li> <li>Add “parents and staff” to uneven asphalt surfaces and walkways hazard.</li> </ul> <p><b>Action: BOT members to email any further ideas / suggestions in relation to the Hazard Register directly to Lisa C.</b></p>	All
8.	<b>Monitoring:</b>	
	<p><b>Approval of Financial Expenses for March / April 2015</b> <u>Payments for Approval</u> March payments of \$135639.72 April payments of \$130839.77 Moved: Kaylee Seconded: Greg</p>	
	<p><b>Audit sign off 2014</b> Janine asked Board members to respond quickly to the email request for approval of the Audit sign off, (preferably reply within 24 hours of receipt of email) when it is sent in the next two weeks.</p>	

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<p><b>Annual Report Sign Off</b> The Annual Report is in final preparations. BOT members will be emailed a copy for approval prior to the next Board meeting.</p>	
<p><b>Property</b> <u>Burglary</u> Information disseminated as part of Principals' report. Discussions with Safeguard around alarms continue. We have been advised by the Police that patrols have increased within Maungaraki and Normandale. <u>Weather bomb</u> Staff have been reviewing the reunification plan following discussions with other schools. Once complete, a copy will be sent to families to have at home. <u>Maungaraki School Facebook being considered as an additional communication method.</u> Roofers coming in to look at leak within Rooms 7 – 10 and to quote on fixing a leak in Block A. <b>Action: BOT members to provide feedback on the Facebook document directly to Lisa C.</b> <u>New Class and Refurbishment</u> Has not yet been signed off. A copy of the Code of compliance has come through. The council have yet to complete a couple of items raised as part of Code of Compliance. <u>Playground Update</u> The school is holding a silent auction for items of the old playground. Successful bidders will need to collect items over the Queens Birthday weekend. Demolition of the old playground will be on 3 June. The new playground will arrive on 6 June. It will take a couple of weeks for the items to be built.</p>	<b>All</b>
<p><b>Home and School meeting - Update</b> Items discussed included:</p> <ul style="list-style-type: none"> <li>• Home and school will support the Wine and cheese evening which will be held in conjunction with feeding back of strategic direction proposal to community on 26 June.</li> <li>• Gala sub committee has been formed.</li> <li>• Home and School looking at selling tea, coffee and cakes in conjunction with science fair</li> <li>• Fish and chip lunch arranged for students</li> <li>• Potential walk a thon later in year</li> <li>• Looking at school lunch options</li> <li>• \$5,500 profit from chocolate sales</li> </ul>	

		ACTION
9.	<b>Administration:</b>	
	<b>Minutes of Previous BOT Meeting held on 18 March 2015</b> Accepted by email as a true and correct record: Moved: Janet Seconded: Phil	
	<b>MCA Key Points</b> Items discussed included: <ul style="list-style-type: none"> <li>• Quiz night booked for 18 September, looking for sponsors</li> <li>• MCA facebook page created and being utilised</li> </ul>	
	<b>NZSTA AGM</b> Booked for Saturday, 4 July in Auckland. We need to appoint delegate if no BOT members from Maungaraki School are available to attend AGM. We have no advisements of remits. <b>Action: Simon to advise Janine whether he can attend the AGM within the next couple of weeks.</b>	<b>Simon</b>
	<b>Board Talk Items</b> Items to add: <ul style="list-style-type: none"> <li>• Burglary and weather bomb (procedures worked and communication)</li> <li>• Target student data – achievement of students reviewed on a regular basis, pleasing results</li> <li>• Strategic planning</li> </ul>	
	Lisa C and Lisa G left the meeting at 9:00pm <b>The BoT went In-Committee at this time</b>	
	<b>Agenda Items for 17 June 2015 @7.00pm start</b> <ul style="list-style-type: none"> <li>• Strategic Planning</li> <li>• Curriculum:</li> <li>• Monitoring:</li> <li>• Policies:</li> <li>• Administration: <ul style="list-style-type: none"> <li>○ NZSTA AGM (Auckland) – appointment of delegate</li> <li>○ Board succession planning</li> </ul> </li> </ul>	
10.	<b>Correspondence:</b>	
	As per agenda.	
11.	<b>Meeting Confirmation:</b>	
	The meeting closed at 9:10pm. 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: _____	

