

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OF MAUNGARAKI SCHOOL HELD ON WEDNESDAY, 17 JUNE 2015

	ACTION
1. Present:	
Janine Foster, Janet Evans, Phil Belcher, Greg Hawkins, Kaylee Gibbs, Simon Williamson In Attendance: Lisa Grinling (minute secretary), Kerry Ryan	
2. Welcome:	
The meeting commenced at 7.00pm. Janine welcomed everyone to the meeting. Greg opened with a karakia.	
3. Apologies:	
Lisa C.	
4. Conflicts of Interest:	
Nil.	
5. Grant Applications	
Nil.	
6. Strategic:	
<u>Curriculum – PE and Sport (Janet)</u> Disseminated prior to the meeting. To note: <ul style="list-style-type: none"> - <u>Basketball hoop</u> – Phil has someone who is able to fix if this work has not yet completed. The BOT wanted to thank Jackie for her informative report.	
<u>2015 Strategy Update</u> <u>Strategic Aim 2 (Janet)</u> Documentation disseminated prior to the meeting. Items discussed included: <ul style="list-style-type: none"> - <u>Classroom Karakia</u> A copy was disseminated at the meeting. This particular Karakia has been part of classroom routine for approximately 18 months. - <u>Digital citizenship</u> <ul style="list-style-type: none"> o Any incidents of concern are recorded. o 1 to 1 device report provides more detail. o Partnering with Parents is ongoing. Parents/caregivers have been offered further workshops but at this stage there was little interest. <u>Strategic Aim 3 (Janet)</u> Documentation disseminated prior to the meeting Items discussed included: Restorative practices: relooked at behavior plan and revised in line with the school’s restorative practices. Syndicates are reviewing changes.	

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<p><u>Self Review Policy</u> Drafted changes disseminated prior to the meeting. Items raised included:</p> <ul style="list-style-type: none"> • Intent has stayed the same, changes predominantly semantics <p>The board unanimously approved the self review policy as tabled.</p> <p><u>Travel to School Plan</u> Disseminated prior to the meeting for BOT members information. Item to be discussed at a later BOT meeting once staff have had an opportunity to review documentation.</p> <p style="text-align: center;">Action: Janine to note for July or August agenda.</p> <p><u>2015 Strategic Planning</u> <u>Charter Draft Approval</u> Disseminated prior to the meeting. Staff have reviewed content as well as BOT members reviewing information. The tabled document is an amalgamation of all the information that has been provided to the school and the BOT/staff development evening. Items raised included:</p> <ul style="list-style-type: none"> • Values – English and Maori translation. Emphasis appears different to what was discussed at the meeting. A number of options were talked through List the values (place Maori words and translations on the side) • The board unanimously agreed four values: Independence / Respect / Persistence / (Whanaungatanga (relationships) each with a Maori translation <p style="text-align: center;">Action: Janet to amend the values as outlined above. Action: Greg to email Lisa with Maori translations for the above mentioned values which will be placed beside the English word.</p> <ul style="list-style-type: none"> • Providing a modern learning environment, incorporates more than just the environment, includes pedagogy • <i>Agreed to four goals and incorporate property aspects in each.</i> • KPI's – some looked challenging, how will we demonstrate some of indicators and gauge KPI's? KPI's will be broken down in annual plan in 2016. Suggest proposed wording at BOT meeting, or give suggestions at the feedback session. <p style="text-align: center;">Action: Simon to email to BOT what KPI's he has a significant level of concern about how they are going to be measured.</p> <p><i>With the above mentioned agreed changes to the Draft Charter, the board unanimously approved this tabled document as the draft to go to the community for final round of consultation.</i></p>	<p style="text-align: center;">Janine</p> <p style="text-align: center;">Janet Greg</p> <p style="text-align: center;">Simon</p>

		ACTION
	<p><u>Confirm Plan for Community Feedback (6:00 – 8:00pm on Fri 26 June)</u></p> <ul style="list-style-type: none"> - Items for discussion will be placed on A2 pieces of paper on the staffroom walls - Post its and pens will be available for people to write thoughts / feedback. - Janine, Greg, Kaylee and Phil will be attending. - Janet has formally provided her apologies. - The evening will also be used as a succession planning/information session for those who may be interested in the BOT at next years election - Action: Lisa G to print out each page of the Charter and copies of the Board Information Sheet which will be available to view. 	Lisa G
8.	Monitoring:	
	<p><u>Approval of Financial Expenses for May 2015</u></p> <p><u>Payments for Approval</u></p> <p>May payments of \$184,984.35</p> <p>Moved: Kaylee</p> <p>Seconded: Simon</p> <p>Auditor still has information – may require out of session approval from the BOT</p> <p>Action: Janet to follow up with Bill (accountant) and provide BOT with an updated on timeline.</p>	Janet
	<p><u>EOTC Proposal</u></p> <p>Document disseminated prior to the meeting.</p> <p>Questions included:</p> <ul style="list-style-type: none"> - Are there measures in place? Nothing formal post event. <p>Action: The BOT would appreciate a formal evaluation when the syndicate returns from camp.</p> <ul style="list-style-type: none"> - The BOT asked for a check on the wording of letter with changes to donation/request rukles following Onbudsmens decision. <p><i>The Board unanimously approved the tabled EOTC Proposal.</i></p>	Lisa C
	<p><u>Bullying Survey</u></p> <p>Information disseminated prior to the board meeting.</p> <p>Documentation was reviewed.</p>	
	<p><u>BOT Succession Planning</u></p> <p>Janine has asked the BOT members to wear BOT hat on 26 June.</p> <p>BOT information sheets will be available at the wine and cheese evening for families to take away. Sheets provide further information on what is involved in being a BOT member.</p> <p>Action: BOT members to advise Janine if their intention is not to stand again at the next election.</p>	All
	<p><u>HR</u></p> <p>Interview Process</p>	

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<p>The school would like to review process for shortlisting and interviewing. The current process is taking too long. <i>The board agreed to review personnel policy at the next board meeting.</i></p> <p><u>Teacher Lead Funding</u> Fantastic news! We have had two TLF projects approved: <u>Y7/8 pathways programme</u> (lead school). This means we hold the budget for this fund. Maungaraki School Chairperson needs to approve that these funds will be placed into the school account (but it does have specific items for the amounts to be allocated to). BOT need to acknowledge that they have been advised (agreed). The other approved project is the <u>Junior school – transition plan preschool to school</u></p> <p><u>Signing Rights</u> Janet will be signing on Lisa C's behalf while her arm is in plaster (this will be until approximately end of term 2).</p>	
<p><u>Property</u> <u>New Class / Refurbishment Project – final finances</u> Issues with Roof</p> <ul style="list-style-type: none"> - Lee Ashby has suggested that we include issues with roof into 5YA, this is currently being discussed with the Ministry. <p>The school requested an extra \$1500 towards finishing up the classroom refurbishments. This will make schools contribution up to \$17,000. <i>The board unanimously approved the extra \$1500.00 spend.</i> The BOT asked for confirmation that a number of these items had been questioned. Seem to be items which should have been part of the original budget</p> <p>Action: Lisa C to investigate the budget overspends further.</p> <p><u>Playground update</u> HCC have advised that the aim is to be finished by end of June.</p>	<p>Lisa C</p>
<p><u>Home and School meeting - Update</u> Items discussed included:</p> <ul style="list-style-type: none"> • Looking for guidance from BOT for a focus project • Choc sales \$5700 • Term 2 events included: <ul style="list-style-type: none"> ○ Fish and chip lunch ○ Fundraising around science fair ○ Wine and cheese evening • Gala suggested date 26 February 2016 • Soiling on the field. <p>Action: Janine add focus discussion to future agenda following conclusion of strategic planning.</p> <p>Action: add a regular note in school newsletters regarding picking</p>	<p>Janine</p> <p>Lisa C</p>

		ACTION
	up after your dog on the field.	
9.	Administration:	
	<p><u>Minutes of Previous Meeting held on 20 May 2015</u> Accepted by email as a true and correct record: Moved: Phil Seconded: Kaylee</p>	
	<p><u>MCA Key Points</u> Items discussed included:</p> <ul style="list-style-type: none"> • Ladder found • Jim, secretary has resigned. • Quiz planning has started \$15.00 pp. Team registrations open <p>Action: Janet to email staff with quiz details Action: Phil to register BOT team. Action: BOT members to email Phil if they are available for BOT quiz team.</p>	<p>Janet Phil All</p>
	<p><u>NZSTA Delegation</u> NZSTA AGM 4 July in Auckland. <i>BOT approved delegation for Maungaraki School to Grant Reece (STA Rep Wgtn/Wairapa) as a proxy.</i></p>	
	<p><u>Board Talk Items</u> Items to add:</p> <ul style="list-style-type: none"> • Strategic Aims update • Playground – planned for end of June finish date • Travel to school plan – first perusal. • Well Being Survey – some highlights • TLF (teacher lead fund) – congratulations • BOT succession planning 	
	<p><u>Agenda Items for 22 July 2015 @7.00pm start</u></p> <ul style="list-style-type: none"> • Strategic Planning • Curriculum: • Monitoring: • Policies: Review Personnel Policy • Administration: <ul style="list-style-type: none"> ○ ERO Report ○ Travel to School Plan • BOT need to note that this is a 4th Wednesday and the first week of term so papers will only be available that week. 	
10.	Correspondence:	
	As per agenda.	
11.	Meeting Confirmation:	
	<p>The meeting closed at 9:15pm. The minutes of this meeting were confirmed by the Secretary and</p>	

		ACTION
	Chairperson as a true and correct record of the proceedings there at. Chairperson: _____ Secretary: _____	