

# Maungaraki School

## Minutes of the Meeting of the Board of Trustees

7pm on 19 August 2015  
at Maungaraki School staffroom

### Action Point Summary:

#	Date	Assigned To	Task	Status
1	22 July	All	<u>2015 Strategic Planning Consultation</u> Email any relevant feedback (provided by the community), through to Lisa C and Janet.	Complete
2	22 July	Lisa C	Follow up on the allocation of a disabled parking spot within the school's parking area.	Complete
3	22 July	Lisa C	Investigate the rules and regulations around repairing court area and structural integrity of hard surfaces within school grounds.	
1	19 August	Lisa C	<u>Strategic Aims Data:</u> Correlate actions (column 1) with comments on actions (last column). Commentary that does not align in both columns to be placed at the bottom of each column.	
2	19 August	Lisa C	Email a copy of education acronyms to new board members.	
3	19 August	Lisa C	<u>1:1 Device Initiative:</u> Discuss with Totara Syndicate, Rooms 9 and 10 about implementing a new "think tank group", name of group revamped to incorporate future focused learning.	
4	19 August	Lisa C	<u>1:1 Device Initiative: Overall Summary Page</u> Add a point that states the community are providing feedback through such portals as 1:1 survey.	
5	19 August	Lisa C & Kerry	<u>1:1 Device 12 Month Success Measure Report</u> Summarise and provide link to families.	
6	19 August	Lisa C	<u>Administrative Changes to Charter Document:</u> 1. Add the word "ensure" to the following: Strategic Aim 2: Key features ..... 2. Page 7 needs full stops. 3. Change MLE, LCN, IES and EOTC to be written in full – unwrapping acronyms. 4. Check wording follows from "we will" on each page.	
7	19 August	Janine	Email beneficial content to Kerry and Paul, from conference in Brisbane.	
8	19 August	Kerry	Formulate two questions for board around self review. Email to BOT members.	
9	19 August	Lisa C	Contact Terry Bartlett. Advise that breakdown of hours for audit was not very clear.	
10	19 August	Lisa, Phil, Greg, Paul	Meet to discuss who would be key players, create a defined scope for hard surfaces project.	
11	19 August	Phil	Email MCA Quiz team details to BOT members.	
12.	19 August	Lisa C / Paul	Scope strategic partnership plan. Report back to BOT	

The meeting commenced at 7pm.

- 1. Present:** Janine Foster, Lisa Cavanagh, Janet Evans, Phil Belcher, Kaylee Gibbs, Simon Williamson, Lisa Cavanagh, Kerry Ryan, Paul Matthews, Greg Hawkins.  
**In Attendance:** Lisa Grinling (minute secretary), Newton King.
- 2. Apologies:** None.
- 3. Welcome:** Janine welcomed everyone to the meeting, particularly visitors. Kaylee opened with a prayer followed by the school Karakia. Janine officially welcomed Paul as a new co-opted member to the Board.
- 4. Declarations of Interest:** There were no new interests declared.
- 5. Grant Applications:** Nothing to report.
- 6. Curriculum** The BOT reviewed the following data:
  - Target Student Data – Term 2, 2015
    - Extensive discussion with general concern about reading but satisfaction with maths and writing. 1:1 Device considerations need to be included in target student feedback. There is no specific correlation between 1:1 device class location and progress (or otherwise) in reading.
  - Strategic Aim 1: Maths and Literacy
  - 1:1 Device 12 Month Success Measure Report.
    - It was noted that there was mixed feedback and results. A further report against national standards will give a better indication at the end of the year. A range of options and ideas were offered particularly around the ‘Think Tank’. Question: What additional support can BOT provide to Teachers?
- 7. Strategic Planning** Document tabled. Only administrative changes as outlined in the action point summary.

**Motion:** approve the Strategic Plan 2016 - 2018

Unanimously APPROVED.

- 8. BOT Portfolios** Kerry has agreed to take on the role of “self review”:
  - Simon is supporting Kerry in this role.
  - Lisa suggested using NZSTA’s material as a starting point.Paul is taking on strategic partnerships:
  - Scoping discussion still needs to take place with Lisa C.
  - Will have a more thorough outline at next board meeting.
- 9. Approval of Financial Expenses** Payments for Approval  
July payments of \$66,051.48 as itemised in the July financial statements (\$42,518.18 of this relates to unpaid June invoices already approved).

**Motion:** approval of July payments

(Kaylee / Lisa) CARRIED.

**10. Audit Sign Off**

Lisa provided feedback on the questions raised by our auditor when he reviewed our 2014 accounts.  
Auditor has stated that going forward they will need an extra 5 hours to complete the audit.

**Motion:** approval of 2014 Audited Reports & approval to use Terry Bartlett (current Auditor) for 2016/2017/2018 year subject to satisfactory response to questions.

Unanimously APPROVED.

**11. Mid Year Budget Review**

Surplus projecting approx. \$8k by the end of the year.

**Motion:** approval to overspend by \$5K for budget line 2410 (Repairs and Maintenance) for a total budget of \$15K for the year.

(Kaylee / Simon) CARRIED.

**12. Financial Reporting**

Suggestion was made to speak with Education Services, regarding how data was presented as part of the monthly reports.  
Change from: YTD budget VS Year %  
Change to: YTD Budget VS YTD Actual (clearer to see variables).

**12. Property**

Property

Lee Ashby will be updating our 5 Year Plan. There will be a minor cost to this as it is out of cycle however it is necessary as part of the 'cyclical maintenance' component of the Audit.

Playground Update

Due to be complete by end of the week (except for the slide).

**13. Home and School Update**

Home & School has requested Board endorsement of their chosen focus for fundraising and that is resurfacing the court areas. The Board supported Home and School's choice of initiative however would like to suggest that in scope are "all hard surfaces". In tandem with the Home & School fundraising the Board will commence discussions with the Ministry and Ashby's to kick off this project.

**MCA Update**

The MCA is in the early stages of preparing a grant application to have the hall floor resurfaced.

MCA Quiz night is booked for 18 September. New members welcome to be part of the *All Aboard* team.

**14. BoardTalk Items**

Reporting Update

Portfolios for Kerry and Paul

Charter Sign Off

Hard Surfaces Project

**15. Agenda Items for Discussion:**

16 September 2015 Meeting

**Monitoring:** Strategic Partnerships (Paul)

The meeting concluded 9:30pm

The Board has confirmed these minutes as a true and correct record of the proceedings thereat.

Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_

Date: \_\_\_\_\_ 2015.