

# Maungaraki School

## Minutes of the Meeting of the Board of Trustees

7pm on 16 September 2015  
at Maungaraki School staffroom

### Action Point Summary:

Date	Assigned To	Task	Status
16 September	Lisa C	Provide a full copy of Hautū Self Review documentation for Kerry, Paul and Newton	
16 September	All	Notify Paul of any strategic relationships / partnerships BOT could be exploring	Ongoing
16 September	Simon	Provide copies of documentation on "self review" to Kerry.	
16 September	All	Provide nominations (self or others) for Chairperson role to Janine by 9 October at the latest	
16 September	All	Email Lisa C with any preferences to the times ERO meet with BOT.	
16 September	Lisa C	Email web link or pdf file with "ERO BOT Indicators" to board members	
16 September	Lisa C	Obtain a copy of the one page reconciliation document from Laurina. Send on to Kaylee	
16 September	Kaylee/All	Identify venue of BOT Christmas dinner (9 December following early BOT meeting) Advise Kaylee of any special dietary requirements	

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.  
Kaylee opened with a prayer.  
BOT opened with school karakia.
- 4. Declarations of Interest:** There were no new interests declared.
- 5. Grant Applications:** Nothing to report.
- 6. Curriculum** The BOT reviewed the following reports:  
Leadership Practice's Survey
  - Data compiled every two years.
  - BOT wanted to formally commend the school on

the positive movement of results and acknowledge the effort that is going in. It is a really positive outcome.

Strategic Aim 2 & 3

**Strategic Aim 2: Confident Seekers and Users of Knowledge**

- Digital citizenship – using various avenues to disseminate information with parents.

**Strategic Aim 3: We Are Socially Responsible**

- Three-day restorative practice seminar, very worthwhile.

**7. Policy**

Finance Policy

Deferred for discussion at October meeting.

**8. Hautu Self Review – Representation Dimension.**

Document tabled. The school (with input from Nga Kakano Puawai) has indicated where it feels the BOT currently sit. As part of their self-review processes the Board considered these where it sat on the scale and agreed with the school's assessment except for the following:

Under the heading: *Engages with Maori community for representation in governance*, the BOT agreed that in this space it sits under the heading "developing". The BOT acknowledged the importance to have some succession planning in place for a Maori representative when the next Board is formed.

**9. Strategic Partnerships**

Paul is scoping this portfolio. Currently mapping out organisations that have relationships with our school. Paul wants to develop relationships with various levels of contacts within any particular organisation. For example at Hutt City Council, we engage with 10 -12 people across various functions. Paul will initially focus on relationships with the Hutt Council and Iwi, including Waiwhetu Marae. Other potential partnerships. Paul will explore other groups we could have relationships with (including MCA and Police).

**10. BOT Self Review**

Kerry continues to gather information. Some key questions that BOT could ask might include:

- What is the legacy we want to leave from being a member of BOT?
- Should we have some time to reflect on work every 6 months?

- What do we want to achieve in the following 6 months?

Additional information will be shared as it develops.

**11. Roles and Responsibilities**

Janine formally advised BOT that she would like to step aside from the chairperson role effective as at the end of 2015.

Janine suggested electing a new chair at the next meeting in October.

She asked BOT members to think about whether they would be prepared to take on this position from January to April/May 2016 when elections will take place.

This may mean that roles and responsibilities change once a new Chairperson is appointed.

**12. ERO Update**

Formal notification has been received that ERO will be at Maungaraki School the week of 16 November 2015. There will be commitments from the BOT outside of regular monthly meetings.

BOT members should expect:

- A meeting with ERO at the beginning of their visit
- A further meeting (approximately a week later), where ERO will present their findings to BOT.

**13. Approval of Financial Expenses**

Payments for Approval

August payments of \$26,715.00 as itemised in the August financial statements.

**Motion:** approval of August payments

(Kaylee/Simon) CARRIED.

Financial Support

A thank you from the BOT to Kaylee and Lisa for all their work around the finances as part of the mid year budget review, and work with the Auditor.

**14. Audit Sign Off**

Document with amended costs tabled.  
Nothing further to report.

**15. Property**

Playground update

Lisa met with playground equipment company yesterday.

Four pieces of equipment too high.

The work is progressing.

Janine wanted to formally thank Phil and Lisa for all their time in an effort to keep the project progressing.

- 16. Home & School Update**      Focus Project: Hard Surfaces  
Phil has provided a visual scope of project.  
Home & School Lunches  
The Home & School are looking to trial Thursday school lunch orders in the fourth term. These will be supplied by the Maungaraki Bakery with on-line ordering available.
- 17. MCA Update**      No key points to mention.
- 18. Mini Conference Feedback**      Conference was cancelled. NZSTA looking to reschedule in the new year.
- 19. BoardTalk Items**
  - Hautu
  - ERO
  - Leadership practices survey (link to document)
  - Landscape architect/designer “wanted”.
- 20.**      21 October 2015 Meeting **earlier start time of 5.00pm**
  - BOT Indicators for ERO

The BOT went “In Committee” at 9:00pm. Lisa Grinling and Newton King left the meeting.

The BOT moved out of “In Committee” at 9.09pm
- 21 Succession Planning**      Following an “In Committee” discussion, Newton King has been co-opted to the Board, effective immediately, until the next Tri-Annual Board elections are held in 2016. Welcome Newton!

The meeting concluded 9.10pm

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

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

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

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