

Maungaraki School

Minutes of the Meeting of the Board of Trustees

5pm on 21 October 2015
at Maungaraki School staffroom

Action Point Summary:

Date	Assigned To	Task	Status
21 October	Lisa	Provide a five minute update to BOT on "Student Agency" as outlined in strategic aim 1.	
21 October	Lisa /Kaylee	Draft new procurement procedures.	
21 October	Kerry	Check booklet provided at Hautu course in relation to specific criteria around "retention of staff" and culturally appropriate procedures around recruitment processes	
21 October	Greg	Liaise with colleague at Naenae College who has experience with Hautu programme, see if they are able to provide the BOT with further clarity.	
21 October	Lisa C	Investigate levels of payment of school donations at other Decile 10 schools.	
21 October	Lisa C / Kaylee	Provide a draft budget for 2016 to the BOT at the December meeting.	
21 October	Lisa C	Investigate options on how the school can assist the Home & School in managing finances for the school gala. Lisa to discuss options directly with Leesa McKendrick.	

The meeting commenced at 5pm.

- 1. Present:** Janine Foster, Lisa Cavanagh, Janet Evans, Phil Belcher, Kaylee Gibbs, Simon Williamson, Kerry Ryan, Paul Matthews, Greg Hawkins, Newton King.
In Attendance: Lisa Grinling (minute secretary),
- 2. Apologies:** None.
- 3. Welcome:** Janine welcomed everyone to the meeting.
Greg opened with a karakia.
BOT opened with school karakia.
- 4. Declarations of Interest:** There were no new interests declared.
- 5. Grant Applications:** Nothing to report.
- 6. ERO Visit** The Board discussed the arrangements for the week of the ERO visit.

The board also worked through the:

- Board Assurance statement
- Pre-review questionnaire
- Self-review against indicators

7. Election of Chair

(effective from 1 January 2016)

We have one nomination for the Board Chair role, for Paul Matthews.

Paul outlined his ideas for alternative BoT arrangements including:

- having a board executive rather than just a board chairperson.
- The formation of “sub committees” rather than members being responsible for portfolios

The BOT was in agreement of accepting the nomination and elected Paul Matthews as chairperson elect to take up the role from 1 January 2016.

Further discussions will take place, about the transition and how the board will look.

8. Curriculum

The BOT reviewed the following reports:

Target Student Data

Janet and Lisa sought feedback from BOT about helpfulness of reports and completeness of content and information.

- Overall, BOT found the reports useful.
- Impressed with detail of report and the level of achievement stated in report.

Strategic Aim 1

Strategic Aim 1: At Maungaraki School We Excel in Literacy And Mathematics

- Blogs – is the school satisfied that blogs are being used effectively?

9. Policy

Finance Policy

Document tabled.

- Points 6, 7 and 12: wording needs to be amended to fit the words “the principal shall not fail to”.
- Point 5: add the following words to the end of the sentence ..”in formats approved by the board”.
- Point 7: delete rest of sentence after the word “invoice”.
- Point 7: add after the word “invoice” the following..”should be notified to the board”.
- Suggest expenditure is reported at the next meeting rather than approval.
-

Motion: approval of tabled Finance Policy with the above mentioned changes.
(Phil/Greg) CARRIED

Motion: approval of increasing credit card limit to \$5,000 as proposed in the Principal's report dated 21 October 2015.
(Paul/Janine) CARRIED

10. Hautu Self Review Hautu Self Review Criteria was disseminated to BOT members prior to the meeting.
The BOT discussed the criteria and agreed where we are placed. Also considered what could be approved as part of the recruitment process (for example English and Te Reo application forms.
Kerry attended Hautu course and recommended this to others.

11. Strategic Partnerships Nothing to report.

12. BOT Self Review Nothing to report

13. Parent Donation Review As per principal's report dated 21 October 2015.

Motion: approval to keep the school donation at the same levels as in 2015
UNANIMOUSLY AGREED.

13. Approval of Financial Expenses Payments for Approval
September payments of \$50,652.29 as itemised in the September financial statements.

Motion: approval of September payments
(Paul/Kaylee) CARRIED.

14. Property Playground update
Received an email from an engineer who has put together diagrams and stated concerns in relation to big slide. Concerns have been redirected to HCC.

15. Home & School Update Gala: 26 February 2016
Gala Committee has been formed.
More communication will come out soon.
Home & School seeking support with money handling from the school for the gala.
The BOT agreed to assist with finding someone to support the H&S in a financial capacity.
The BOT agreed that alcohol could be sold at the gala.
Focus Project: Hard Surfaces
Nothing to report.
Home & School Lunches
30 orders in first week. Have addressed some small

teething issues.

Disco

Beach theme. Date to be confirmed.

16. MCA Update

MCA Quiz Night

The Board wanted to formally thank Phil for arranging our quiz team. It was a good night.

\$3,000 was raised by MCA quiz night. \$1,000 of that has been given to the school as a contribution toward the playground area development.

Phil is seeking quotes for the re-sanding and recoating of the hall floor.

MCA discussed getting cards to turn on and off the power in hall.

17. BoardTalk Items

- Target student data /strategic aims 1
- Ero visit
- Parent donations
- Chair elective
- Hautu

18. In Committee Discussion

The BOT went "In Committee" at 9:25pm. Lisa Grinling left the meeting.

19. Agenda Items for November Meeting

18 November Meeting start time of 7.00pm

- Strategic Discussion – Hautu, ERO, Strategic Aims 4 & 5
- Curriculum – Raw National Standards Data
- Policies – Child Protection

20. Reminders

16 November @ 1:00pm ERO initial meeting

19 November @ 4:00pm ERO findings

The meeting concluded 9.45pm.

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

Chairperson: _____

Secretary: _____

Date: _____ 2015.