

Maungaraki School

Minutes of the Meeting of the Board of Trustees

7pm on 18 November 2015
at Maungaraki School staffroom

Action Point Summary:

| Date | Owner | Item | Status |
|-------------|----------------------|---|--------|
| 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 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. | |
| 18 November | Lisa C | Changed title to "interim analysis" for strategic aims 4 and 5. Formatting changes as provided at the meeting. | |
| 18 November | Lisa C | Investigate with HCC if contractors "backfilled" behind slide area (new playground) | |
| 18 November | Kerry / Simon / Lisa | Kerry / Simon and Lisa to meet to discuss ways of incorporating points about nutrition into a: - a policy - b: health and safety document or - c: through our strategic aims. Bring findings or recommendations back to the Board | |
| 18 November | Kerry / Simon / Lisa | Kerry to draft an alcohol policy (using the Ministry's guidelines). Simon / Lisa and Kerry to bring recommendations back to the Board. | |
| 18 November | Lisa C | Send a copy of the leaver survey to all families. | |

The meeting commenced at 7pm.

- 1. Present:** Janine Foster, Lisa Cavanagh, Janet Evans, Phil Belcher, Simon Williamson, Kerry Ryan, Paul Matthews, Greg Hawkins, Newton King.
In Attendance: Lisa Grinling (minute secretary),
- 2. Apologies:** Kaylee Gibbs
- 3. Welcome:** Janine welcomed everyone to the meeting.
BOT opened with school karakia.
- 4. Declarations of Interest:** There were no new interests declared.
- 5. Grant Applications:** Nothing to report.
- 7. Curriculum** The BOT reviewed the following reports:
National Standards Raw Data
 - A more detailed version of the data will be provided

at the December meeting.

- Results look good!
- National standards results have been tracked for the past five years.

Strategic Aim 4 & 5

Strategic Aim 4: At Maungaraki We Generate A Passion For Learning Through Balanced Opportunities

Strategic Aim 5: At Maungaraki School We Provide Learning And Teaching Environments That Are Aesthetically Pleasing Inside And Out

- Is there anything the Board can do to support Enviroschools initiative?
 - Too many other things happening this year.
- 2016 Plan – do we need to look at a more holistic approach?
- The Board wanted to acknowledge the great achievements overall, well done.

**8. Staffing –
Ratification of
Appointment**

Two new appointments:

Lisa sought approval for two new staff appointments:
Jen Long and Kim Harris

The above mentioned teaching positions will replace Darrel Greaney and Rebecca Perkins who are leaving for new positions at the end of term 4, 2015.

Fixed Term Position - 2016

Lisa sought approval for a fixed term position for Courtney Binns (in the absence of Chris McCullough).

Motion: Ratify appointment of Jen Long and Kim Harris

UNANIMOUSLY APPROVED

Motion: Ratify fixed term appointment of Courtney Binns for terms 2 through to the end of term 4, 2016 in the absence of Chris McCullough.

UNANIMOUSLY APPROVED

Year 6, 7 and 8 Combination

Some discussion around the 8 different options the school considered in reaching this decision. The proposed option (as outlined in the Principals report) was acknowledged as the best option available.

Leave Request

5 weeks leave – Nicola Prichard (part time teacher)
Term 3, 2016.

Recommendation to approve request.

Motion: Approve leave request for Nicola Prichard – effective Term 3, 2016.

9. PolicyChild Protection Policy (New)

Document tabled.

- Formulated from sample templates provided by www.childrensactionplan.govt.nz

Motion: approval of tabled Child Protection Policy.

UNANIMOUSLY APPROVED

Nutrition Policy

Document tabled.

Recommended as no longer a need for a nutrition policy.

Following discussion around keeping the policy or an extra line in health and safety policy, it was agreed that maintaining healthy nutrition policy would be in line with the schools strategic aims.

Re-add as an agenda item once re-work of existing policy has taken place.

Alcohol at School

Discussion paper disseminated.

Following discussion agreed that a policy should be drafted considering the following:

- The school must comply with the 'Sale and of Alcohol Act 2012'.
- Consumption of alcohol on the school site must have the approval of the Principal.
- Sale of alcohol on the school site must have the approval of the Board

Complaints Policy and Procedures Documentation

Given a number of recent approaches by parents direct to Board members the current approach was discussed. A copy of the procedures are available on the school website:

http://www.maungaraki.school.nz/Site/Board_of_Trustees/School_Procedures_of_Interest_for_Families.ashx

The process:

1st point of contact: teacher

2nd point of contact team leader

3rd point of contact the Principal.

4th stage, a letter in writing to the Board via the chair.

Consideration is to be given to distinguishing between concerns and complaints.

Delegation of Authority Document

Require formal endorsement that this document has been updated to incorporate the names of the new co-opted members.

It was suggested that the names are taken out of the document. Change to roles rather than specific people e.g. Principal, Chairperson, Deputy Principal. This way, the documentation would not need to be changed each time a new member is appointed.

Motion: approve the new copy of the 'delegation of authority' document with the above mentioned changes.

UNANIMOUSLY APPROVED

- 10. 2015 ERO Visit** Meeting with board at 4-5pm tomorrow.
Positive feedback has been provided to the school to date.
- 11. Hautu Self Review – Accountability** Document disseminated to board. Ratings discussed and agreed as indicated.
- 12. Health And Safety** Electronic document emailed to Board titled: Effective Governance – Health and Safety at Work Act. Please read it! Key differences – due diligence and extension of coverage to workers (rather than staff)
- 13. Previous Meeting Actions** Listed on page two of bot agenda.
**Two outstanding items action points have been added to the to the "actions list" on page one of these minutes.
- 14. Approval of Financial Expenses** Payments for Approval
October payments of \$33,744.85 as itemised in the October financial statements.

Motion: approval of October payments

(Paul/Kerry) CARRIED.

- 15. Property** Playground update
The playground is finished!
Gardens have been planted behind the playground.
- 16. Home & School Update** Gala: 26 February 2016
Reminder: Wine and cheese evening and school disco is booked to take place on 11 December 2015.
- 17. MCA Update** Key points:
- New signs about dogs are being organised and will be placed on the council grounds.
 - Home and school representatives provided MCA

with an update on the school gala in 2016.

18. BoardTalk Items

- Student achievement data
- ERO feedback
- The completion of the slide
- Complaints / concerns procedure documentation

19. Agenda Items for December Meeting

9 December Meeting **start time of 5.00pm**

- Strategic Discussion
- Curriculum – Targets and Draft ROV
- Draft Budget
- Principal’s Appraisal

20. Reminders

- 19 November @ 4:00pm ERO findings
- December meeting starting at the earlier time of 5:00pm followed by Christmas dinner at Mr Ji’s Kitchen at 7:00pm, 285 Jackson Street, Petone.
- Election date for 2016: <http://www.trustee-election.co.nz/>
- BOT / Staff morning tea booked in for: Monday 14 December @ 10.30am

The meeting concluded 9.15pm.

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

Chairperson: _____

Secretary: _____

Date: _____ 2015.