

Maungaraki School

Minutes of the Meeting of the Board of Trustees
5pm on 9 December 2015
at Maungaraki School staffroom

Action Point Summary:

Date	Owner	Item	Status
18 November	Lisa C	Investigate with HCC if contractors "backfilled" behind slide area (new playground)	No response back yet.
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	Deferred
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.	Deferred
9 December	Phil / Paul	Meet with Hutt City council to talk around ways of supporting the MCA / Council / School .	
9 December	Lisa C	Provide a copy of the asset replacement plan in conjunction with the Final Budget for review at the February BOT meeting.	
9 December	Lisa C	Lisa C to confirm the final approved audit fees to BOT (make sure this is what is stated in 2016 budget figures)	

The meeting commenced at 7pm.

1. **Present:** Janine Foster, Lisa Cavanagh, Janet Evans, Phil Belcher, Kerry Ryan, Paul Matthews, Greg Hawkins, Newton King, Kaylee Gibbs
In Attendance: Lisa Grinling (minute secretary),
2. **Apologies:** Simon Williamson
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:
Special Programme
 - These programmes are about providing the opportunity to make a difference rather than measuring individual progress.

- Question – is it feasible to look at the special programmes in conjunction with the target student data?
- Smaller list of programmes than in the past. Maungaraki Eye programme has gone.
- Code club another programme available.

Observation Survey Data Analysis – End 2015 Report

- Focus on boys and literacy for school going forward. Good results.

DRAFT National Standards Data

- Analysis of variance reports provided for each area: Reading, Writing and Maths.
- Once targets are approved by the BOT, staff go back and discuss how they can meet the targets.
- Standard percentage across the three areas - aiming to increase by 2% from 2015's results. Also goal is to shift higher end students by 3%.
- Focus on Year 8 cohort and boys in literacy.

Charter Revision

Tabled and endorsed at BOT meeting. No further questions. Thank you to Paul for reformatting this document.

Draft Long Term Plan

Document tabled.

Long Term Plan is revised annually as part of Charter and sits alongside the school's annual plan.

Factor in that Puketiro/Maungaraki School turns 50 in 2017.

Motion: accept the school's 2016 National Standards target recommendation as outlined in the NAG2AB template for levels of achievement for students in 2016.

UNANIMOUSLY APPROVED

Motion: Approve priorities in draft long term plan attached.

UNANIMOUSLY APPROVED

13. Previous Meeting Actions

Listed on page two of BOT agenda.

**Three 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

November payments of \$34,288.28 as itemised in the November financial statements.

Motion: approval of November payments

Kaylee/Janet CARRIED.

2016 Draft Budget

What level are we budgeting for in 2016 for parent donations – wait until we get actuals for end of 2015 to make a call on the budgeted amount.

- 15. Principals Report** Staff Member – Out of Zone Enrolment
As per Principal’s report.

Motion: approve out of zone enrolment for a staff members child (as outlined in the December Principal’s report).

UNANIMOUSLY APPROVED

- 16. Home & School** Gala: 26 February 2016
Arrangements progressing well.
Reminder: Wine and cheese evening and school disco on 11 December 2015.
- 17. MCA Update** Key points:
- Rick Mooney resigning from MCA effective end of February (as part of the next MCA election).
 - There has been suggestion for the school to lease hall from HCC for \$1.00 per year.
 - Looking for community members to keep MCA group going.
- 18. In Committee** The BOT members went “in Committee” at 6.40pm. Lisa Cavanagh left the meeting (still in-committee) at 7:00pm.
- 19. Agenda Items for February Meeting** 17 February Meeting start time of 7.00pm
- Strategic Discussion
 - Policies: Nutrition and Alcohol
 - Curriculum
 - 2016 Budget
- 20. Reminders** ● Election date for 2016:
<http://www.trustee-election.co.nz/>

The meeting concluded 7.15pm.

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

Chairperson: _____

Secretary: _____

Date: _____ 2015.