

Maungaraki School

Minutes of the Meeting of the Board of Trustees
7pm on 17 February 2016
at Maungaraki School staffroom

Action Point Summary:

Date	Owner	Item	Status
17/2	Lisa C	Provide a copy of the asset replacement plan in conjunction with the Final Budget for review at the February BOT meeting.	Now to be sent via email.
17/2	Lisa C	Share alcohol policy with BOT members for feedback using google docs.	
17/2	Simon	Come back to Board at next meeting with a recommendation on whether the nutrition "policy statement" (currently the rationale in the draft nutrition policy) can fit within an existing policy, such as Health and Safety, or stand as its own	
17/2	Paul	Board Interests Register. Declaration of Interests Form will be circulated to board members. <i>Purpose is to provide confidence to board and school community that any real or perceived conflicts of interest are declared and managed appropriately (such as being on other committees, boards or directorships).</i>	
17/2	Lisa C	Roll number graph - change numbers on left (to a higher scale), makes roll look a lot lower than what it is in current view.	
17/2	Lisa C	Make discussed corrections to Principal's Report and circulate via email for records.	
17/2	Lisa C	add staffing content which is outlined in Principal's report to the next school newsletter	
17/2	Paul / Simon	create a short one page document, outlining the new approval and creation of policies process. Disseminate to the BOT members for feedback.	
17/2	Janine /Kerry	Check diaries and advise Lisa C if you are able to participate in interview process for Fixed Term Teaching Position. [urgent please]	
17/2	Janet	Janet to approach staff to get ideas for BOT / Staff function. Report back to BOT.	
17/2	Simon	Simon to email Lisa C the wording for a "Net Promoter" type question for parent feedback surveys, along the lines of... <i>How likely would you be to recommend this school to your friends / neighbours (scale of 1 - 10)</i>	
17/2	All	Parent feedback survey. BOT to send suggestions to Lisa C / Paul around how to rephrase classroom feedback.	
17/2	Paul / Kaylee	Discuss and produce a draft short outline of the roles and responsibilities of the Finance Committee and circulate for board feedback.	
17/2	Lisa G	add the finance committee and health and safety portfolios to the necessary members profiles on the school website.	
9/12/15	Phil/Paul	Meet with Hutt City council to talk around ways of supporting the MCA / Council / School	Ongoing

The meeting commenced at 7.10pm.

REGULAR ITEMS

1. **Present:** Janine Foster, Lisa Cavanagh, Janet Evans, Phil Belcher, Kerry Ryan, Paul Matthews, Greg Hawkins, Newton King, Kaylee Gibbs, Simon Williamson
In Attendance: Lisa Grinling (minute secretary),
2. **Apologies:** Nil
3. **Welcome:** Paul welcomed everyone to the meeting.
BOT opened with a prayer and karakia.

Moved: That the previous minutes are an accurate account of the BOT meeting held on 9 December 2016.

Moved: Phil / Janine. Carried

4. **Declarations of Interest:** There were no new interests declared.

Paul suggested creating a registry for committees members to list other boards / committees that they currently sit on (to ensure that real or perceived conflicts of interest are seen to be being dealt with appropriately).

The board agreed - Paul to circulate proposed form.
5. **Grant Applications:** Nothing to report.
6. **Principals Report:** Slightly different format for the Principal's Report. Paul (BOT chair) has asked that Lisa be given time in meetings to provide a quick verbal summary of the written report as a standard agenda item, to enable discussion on current issues facing the school.

Items for discussion as outlined in the Principal's report dated 17 February 2016 included:
Roll
Roll slightly down (by 7 students) new entrants and lower numbers in the senior syndicate.
New entrant classroom in Term 2
We will need to appoint a new teacher (as outlined on page 4 of Principal's report).
Timeline:
 - ad online tomorrow (18/2)
 - closing date (16/3).
 - shortlisting (17/3) (3 - 6pm)
 - interviews (22 or 23/3)

Lisa asked for volunteers from BOT to assist with interview process? Kaylee can't do thursday but could be a back up if no one else was available to attend interviews on 22 or 23 March.

ORRS Funding

Two new students.

25 hours increase in Teacher Aide time.

Looking to appoint a new teacher aide over the next few weeks.

BOT / Staff Social Event

Interested BOT members in organising?

Volunteered: Janet / Kaylee

Ideas for events?

Suggested Date: 1st April

Moved: That the Principal's Report dated 17 February be accepted, with amendments as discussed.

Moved: Janet / Kaylee. Carried

- 7. Approval of Financial Report** Lisa C presented the Financial Report and ran through discrepancies from budget etc.

Moved: That the financial report be accepted.

Moved: Simon/Kaylee. Carried

2016 Draft Budget

DRAFT budget tabled at 17 February BOT meeting.

Changes to tabled budget lines:

- Adjust insurance budget line from \$5K to \$5,200

The Finance committee will review the asset replacement schedule.

Moved: That the 2016 draft budget with amendments as discussed be approved, subject to provision of capital items breakdown.

Moved: Paul (from Chair). Carried

STRATEGIC DISCUSSION / DECISION

- 7. Curriculum** The following reports were presented:
2016 Annual Plan

Moved: That the 2016 Annual Plan be approved.

Moved. Janine / Newton. Carried

2015 Attendance Report

This report was tabled and discussed.

1:1 Device 18 Month Report

This report was discussed in detail, including:

- Nat standards results show a positive acceleration.

- Academic data not comparable for hard data at half year reporting. (agreed to conclude 6-monthly reporting now that the initiative was bedded into business as usual)
- Is there a need to monitor 1:1 in the same way going forward? There was some discussion as to whether to just use the national standards data, given it was the full senior school using devices now anyway, or stick with the separate report reporting 12 monthly as an initiative
- what do we agree on from here:
 - o Stop the 6-monthly report, as it was inconsistent and not comparable with the national standards data
 - o add results to end of year data (separate out 1:1 national standards data)
 - o report on now what do we need to do - add to strategic aim 2? At the end of the year (summary of “what do we need to do now”)
 - o bundle questions around 1:1 as part of end of year parent survey.

Moved:

1. That the school continues to monitor 1:1 progress, but via the school-wide national standards report rather than a separate 1:1 report;
2. That the school reports back to the Board on the recommendations from the previous 1:1 report at the end of 2016;
3. That the school bundles question(s) related to perceptions of learning with devices as part of the end of year parent survey.

Moved: Paul (from Chair). Carried (9 for, 1 against)

8. Policies

Paul and Simon outlined a suggested Process for Policy Development (going forward):

- determine what is being reviewed (agree members to be part of core review team)
- All board members invited to attend meetings to discuss the policy
- after meeting, provide summary of general outcomes of meeting. Send quick summary or sending through suggested changes (using google doc)
- Seek Board feedback on suggested policy wording.
- If appropriate and deemed necessary, consult school community on suggested change.

- Simon as policy lead will consider suggested amendments, but may or may not make changes. Circulate updated policy incorporating changes and clearly outlining alternatives where there is no consensus (ie change wasn't made).
- Policy brought back to meeting, alternatives debated then decision to approve or amend.

There was general agreement of new process, and Paul and Simon agreed to document and circulate.

Alcohol Policy (draft)

This report was discussed, and it was agreed to review via the process above, for a decision deferred to the next meeting.

Nutrition Policy (draft amended)

This was tabled and discussed. It was agreed that the "rationale" section would remain as a policy statement and either be incorporated into another policy (such as Health and Safety) or stand on its own. Simon will review and provide a recommendation one way or other to the next meeting.

The rest of the policy was referred to management for consideration of whether to incorporate into the school's Procedures. No further board action required.

OTHER REPORTS

9. Other Reports

Property

Playground Update

leveled out dirt

scuff pads have been added

height of swings lowered

beginnings of draining plan (far side of field and back of playground)

All taking place in the background

Roofing Project

A block work is complete.

WISNUP

upgrade of the network took place last week.

Mostly paid by the Ministry.

Hard Courts - Outdoor learning surfaces

Have spoken with an architect

Have sought various quotes - matting vs asphaltting

Still investigating other options

Will present community with various options for consultation.

Parent Feedback Survey Results (Lisa)

A detailed and summarised document was tabled.

- overall positive result, with some issues raised.
- suggested actions go a long way to supporting comments from community.
- BOT supported providing summary to community, including actions.
- Simon suggested adding a Net Promoter question in next leaver survey - eg *how likely would you be to recommend this school to your friends / neighbours (scale of 1 - 10)* .

Staff Exit Interviews (Janet)

This was tabled and discussed.

QUICK ITEMS

10.

Reconfirmation of Deputy Chair and New Portfolio

Proposed portfolio change:

- health and safety: NEW portfolio (Janine)
- finance committee - Kaylee, Kerry and Lisa, Kaylee remain as Chair.
- Reappointing Phil as deputy chair of the board.

Moved:

1. That Janine Foster be appointed the Health and Safety portfolio on behalf of the Board;
2. That a Board Finance Sub-Committee be established of Kaylee Gibbs, Kerry Ryan and Lisa Cavanagh, chaired by Kaylee Gibbs;
3. That Phil Belcher be re-appointed as Deputy Chair of the Board.

Moved: Paul (from Chair). Carried

Home and School

Gala: 26 February 2016

- Scouts helping to clean up at the end.
- Posters going up around the Hutt and online
- There are a number of major sponsors including MultiMedia (AV company), Professionals, Total Risk, Pak n Save, Z Energy and the Caci Clinic
- Trucks will need to be in by 3pm (for safety reasons).

MCA Update

Key points:

- Rick has resigned.
- four other long standing members have resigned.
- AGM on 22 March at 7pm in the Supper Room.

Board Talk Items

- Update on initial scoping for hard surfaces

- parent feedback survey (link to document)
- 1:1 survey (link to document)
- Portfolio changes - Finance / Health and Safety

11. Next meeting

23 March Meeting start time of 7.00pm

- Strategic Aims: 2, 3, 4
- Staff PLD and PG&D reports
- Governance Block A policies
- Complaints Policy

12. Reminders

- 2016 Trustee Triennial Election Timeline:
 - Select Returning Officer (27 April)
 - Close main roll noon (4 May)
 - Call for nominations by (6 May)
 - Close supplementary roll (18 May)
 - Nominations close (20 May)
 - Voting papers sent (25 May)
 - Close poll election (3 June - Noon)
 - Votes counted (9 June)
 - Board takes office (10 June)
 - More info:
 - <http://www.trustee-election.co.nz/>

The meeting concluded 9.44 pm.

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

Chairperson: _____

Secretary: _____

Date: _____ 2016.