

Maungaraki School

Minutes of the Meeting of the Board of Trustees
7pm on 18 May 2016
at Maungaraki School staffroom

Action Point Summary:

Date	Owner	Item	Status
18/5	Lisa C	Provide board with a Breakdown of fundraising deficit YTD (9884)	
18/5	Lisa C	Have Home and School Been Audited In the Past?	
18/5	Lisa C	Do they revalidate green / gold awards with enviroschools award?	
18/5	All	Enviroschool appendix 3 - send your thoughts through to Jackie by the end of May.	
18/5	Lisa and Lisa	Typos to enrolment scheme letter Talk to ministry change map (red lines on map) and update.	
18/5	board	Bring forward the review of complaints policy to september 2016	

The meeting commenced at 7.00pm.

REGULAR ITEMS:

1. Present:

Janine Foster, Lisa Cavanagh, Janet Evans, Phil Belcher, Kerry Ryan, Paul Matthews, Newton King, Kaylee Gibbs, Simon Williamson

In Attendance: Lisa Grinling (minute secretary).

2. Apologies:

Greg Hawkins

3. Welcome:

Paul welcomed everyone to the meeting.
BOT opened with a karakia.

4. Approval of Minutes from the Previous Meeting

Amendments:

Change the movement of "alcohol Policy" to "unanimously passed"

Moved: That the previous minutes are an accurate account of the BOT meeting held on 16 March 2016 with the above mentioned changes.

Moved: *Unanimously Approved*

4. Declarations Of Interest:

There were no interests declared.

5. Grant Applications:

Nothing to report.

6. Principals Report:

Items discussed included:

- Lockdown drill. Purpose to identify any issues. Nikau Syndicate have no curtains - estimated cost - \$5K. Phone system, going to be reviewed as part of capital items.
- Health and Safety Registers - new formats to consider (as outlined in Principal's Report).
- 4b2 - contingency sum - three options tabled.
Option 1 and 2: two priorities supported by BOT, with the dental clinic being priority one. Suggested a working bee for building deck.

Moved: That the Principal's Report dated 18 May be accepted.

Moved: Janet / Kaylee. Carried

7. Approval of Financial Report:

Lisa C presented the Financial Report dated May 2016 and ran through discrepancies from budget etc.

Moved: That the financial report dated May 2016 be accepted.

Moved: Simon/Kaylee. Carried

STRATEGIC DISCUSSION / DECISION

8. Curriculum:

Enviroschools Report (Tabled): May 2016

- Aim to go for green / gold award. First priority to consolidate knowledge and values embedded throughout school.
- How can we involve BOT / Community / Enviroschools in projects going forward? It was suggested to provide green / gold checklist to BOT when making decisions to buildings / green areas within the school.
- BOT wanted to formally acknowledge that the tabled report was detailed and an informative read.

Arts Curriculum Report (Tabled): May 2016

- BOT suggested elaborating on "business as usual" items as well as "above and beyond" items.
- BOT wanted to acknowledge that this report was thorough and a great read.

Target Student Data (Tabled): End Term 1, April 2016

- Value comparing with same time over previous years? No significant trends over the past four years. Different cohorts each year. This is a new baseline for the year.

Interim Analysis of Variance 2016 (Tabled): Strat Aim 1 -
At Maungaraki School We Excel In Literacy and Mathematics.

- Feuerstein and special programmes timetables have changed so that children are not taken out of class at the same time every day of the week.
- Hosting Numicom training, which will give school new kits.
- It was suggested balancing actions out with “what they are doing well” vs “problems / issues”.

9. Policies:

Summary of results of Alcohol Policy Consultation Maungaraki School Alcohol Policy - Proposed Amendments (Tabled)

Alcohol Policy: Amendment 1: Tabled

Changes: (point 2 in the notes at bottom of page),
change the words “Health and Safety” and replace with
“Health and Safety at Work”.

Motion: to pass Amendment 1 with above mentioned changes

Moved: 2 members opposed. Carried

Alcohol Policy: Amendment 2: Tabled

Motion: to pass Amendment 2 as tabled.

Moved: Unanimously agreed

Alcohol Policy: Amendment 3: Tabled

Point 3: places a full stop after “basis” - **1 member Opposed suggestion**

Motion: to pass Amendment 3 with above mentioned changes.

Moved: 2 members opposed. Carried

Alcohol Policy: All Amendments: Tabled

Suggested Changes:

Point 3: delete after the word “basis”

Add the following words under point 2 titled “points BOT should take into Account...”

Words to be added:

Is this a family oriented or child focused function or Event?

Motion: to pass ‘All Amendments’ document with above mentioned changes.

Moved: 2 members opposed. Carried

Governance Block A and B: Tabled

Changes:

Add the item “karakia” to the meeting agenda format
on page 9.

Add the following to the delegations of authority (page 13 the tab that relates to discipline committee): *three members to be from the following list of BOT Members - list names*

Motion: to pass tabled Governance Block a and B with above mentioned changes.
Moved: Unanimously approved.

Complaints Policy - deferred until September 201

10. Other Reports:

Review of Enrolment Scheme

No motion to change from the existing scheme.

Advisement to MOE will be sent to notify the School's position.

EOTC Activity Proposal: Tabled

Coordinated effort with fundraising initiatives school / and home and school committee

Moved: EOTC Proposal approved.

Moved: Paul Carried

Ratification of leave for Nicola Prichard - unanimously approved.

11. Quick Items:

Home and School

Items discussed included:

- AGM held.
- Caz guard chairperson
- Jo Rodwell secretary
- Working on fundraising ideas for 2017
- Naila , Ange and Rachel, standing back from roles.

MCA Update

Key points:

- Entrance to belmont park - park ranger came to talk to MCA group
- Bathroom update - boys and girls are being upgraded in mid june.
- Reviewing hall rental costs
- Newtown taking on Maungaraki Views
- MCA focussing on community based

Board Talk Items

- Home and School Changes / acknowledgements
- Four curriculum items
- Two policies that have been approved
- Thank board for their feedback re: policy, etc
- Last meeting for this board

12. Next Meeting:

22 June Meeting start time of 7.00pm

13. Reminders:

2016 Trustee Triennial Election Timeline:

- o Nominations close (20 May)
- o Voting papers sent (25 May)
- o Close poll election (3 June - Noon)
- o Votes counted (9 June)
- o Board takes office (10 June)
- o More info: <http://www.trustee-election.co.nz/>

BOT Meeting Dates for 2016:

- 10 August*
- 14 September*
- 26 October*
- 30 November*
- 11 December - Xmas dinner, short meeting prior to dinner*

The meeting concluded 9:30 pm.

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

Chairperson: _____

Secretary: _____

Date: _____ 2016.