

# Maungaraki School

Minutes of the Meeting of the Board of Trustees

7pm on 16 March 2016

at Maungaraki School staffroom

## Action Point Summary:

Date	Owner	Item	Status
9/12/15	Phil/Paul	Meet with Hutt City council to talk around ways of supporting the MCA / Council / School	Ongoing
17/2	Lisa C	Make discussed corrections to Principal's Report and circulate via email for records.	C/F
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.	C/F
17/2	All	Parent feedback survey. BOT to send suggestions to Lisa C / Paul around how to rephrase classroom feedback.	C/F
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.	C/F
16/3	Greg	Provide Paul with a completed copy of the ' declaration of interest' form.	
16/3	Paul	Create Declaration of Interest Register	
16/3	All	NZSTA Conference: Register interest in attending with board chair. May be partially or fully subsidised by school, depending on the level of interest.	
16/3	All	Health and Safety: Review Health and Safety Document (link has been sent to BOT members)	
16/3	Newton	Newtown to provide Lisa C with contact details for another civil engineer	
16/3	Lisa / Paul	Work on two letters as outlined in (point 10) of health and Safety Documentation	

The meeting commenced at 7.00pm.

## 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), Caroline Wardle

**Apologies:** Nil.

- 2. Welcome:** Paul welcomed everyone to the meeting.  
 BOT opened with a karakia.

### 3. Previous Minutes

**Moved:** That the previous minutes are a true and correct record of the BOT meeting held on 17 February 2016.

*Moved: Phil/Kerry. Carried*

### 4. Declarations Of Interest:

There were no interests declared.

### 5. Grant Applications:

Nothing to report.

### 6. Principal's Report: Items discussed included:

#### New Appointments:

**Ratify:** the appointment of Paul Dooze (Teacher Aide) and Ana Pearson (Fixed Term Teaching Position for Terms 2-4, 2016)

*Moved: Paul from Chair. Carried*

#### Other items:

Stand down last Friday. Meetings with child and mother have taken place.

Signs going up soon, created by HCC, regarding soiling of dogs on grounds.

#### BOT Election.

There was a discussion around remaining within a 3-year cycle (as opposed to a split election every 1.5 years) and whether to remain with 5 parent representatives. Following discussion, there was no proposal to change from the status quo (3 year election, 5 voted parent representatives).

#### Brenda Schouten's Last Day

BOT wanted to formally acknowledge Brenda's hard work and years of service.

#### Parent Evening - Kia Kaha

Not a huge turn out but a very informative evening. A second parent evening is planned around managing devices at home. The Connected Learning Advisory and Netsafe are both supporting us with resources for this meeting in Term 2, week 3.

**Moved:** That the Principal's Report dated 23 March 2016 be accepted.

*Moved: Phil. Carried*

7. **Approval of Financial Report:** Lisa C presented the Financial Report for the month ending 29 February 2016. There was discussion and several questions.

**Moved:** That the financial report for January/February 2016 be accepted.

*Moved: Phil/Paul. Carried*

#### **STRATEGIC DISCUSSION / DECISION**

8. **Curriculum:** Feuerstein Presentation (Caroline)  
Caroline provided an overview of the Feuerstein programme to BOT members.  
Approximately 30 students are participating in this programme.  
3 sessions per week, approximately 45 minutes each.  
3 teachers and 2 teacher aides have completed training to run the Feuerstein programme.  
The programme focuses on the holistic view of each child.  
Positive results with children. It has also received positive feedback from parents.  
The Board were very impressed with the programme and thanked Caroline for the extensive presentation.
9. **Policies:** Alcohol Policy  
The proposed Alcohol Policy was discussed, with three sets of amendments pre-signalled and put by Phil.  
  
Prior to the vote, it was discussed whether (a) the policy should go out to the wider community for consultation, and (b) whether it should be adopted prior or after consultation (in both cases, with any substantial amendments as a result of consultation coming to the Board at the next meeting).  
  
It was agreed that the Policy, if passed, would not be formally adopted, but instead be adopted as the draft sent for consultation. Changes may be considered following significant themes in the consultation feedback, however the points already discussed and dealt with by the board would not be re-litigated at the next meeting.  
  
**Proposed Amendment Set A**, whether management approval should be required for alcohol consumption, was put and discussed. Phil was concerned about the

nature of the approval under the current wording, however it was agreed this was a matter for management to determine.

*Following discussion, the mover withdrew the amendment motion.*

**Proposed Amendment Set B**, several amendments to the points that may be considered by the board when considering an application for the sale of alcohol related to the school, was put and discussed.

*Following discussion, the proposed amendment set was adopted, 7 votes for, 2 against.*

**Proposed Amendment Set C**, a number of wording changes taken as a set, was put and discussed.

*Following discussion, the proposed amendment set was adopted, 7 votes for, 2 against.*

Additional minor wording amendments were discussed and agreed:

Point 2: *Ensure management approval is granted prior to the provision and/or consumption of alcohol at adult functions within the School.*

Point 5: change wording from “at all times” to “where relevant”.

Change Rationale to read: *Social functions will occur within the school and alcohol may be available. This includes both staff only functions and functions where parents / caregivers or the wider school community are involved.*

**Moved:** That the amended draft of the alcohol policy be approved for consultation with the community from the Board of Trustees.

*Moved: Unanimously approved*

### **Governance Policy - Deferred**

The changes to the Governance Policy Set A was deferred to give BoT members the chance to suggest further changes, and would be dealt with alongside Set B at the next meeting.

### **Health and Safety Document**

Tabled for BOT information. Overall, the school is very close to meeting the requirements of the new HoS Act, with good processes in place already.

Lisa and Janine have worked out items for action under three priority lists - priority 1 (by 4 april), priority 2 (the coming term) and priority 3 (six months) (as per tabled Health and Safety document).

Recommendations: review at each board meeting.

### **Health and Safety Policy**

Janine recommended that we adopt the Health and Safety Policy immediately.

Several amendments were put and accepted:

Point 12...add the word "and stress" after the word "bullying"

Purpose statement - Add the words "and well being" after the words "health and safety".

Point 1 add the word "integral" before the word "part"

Point 4 - add the word "and" after the word "reported"

Point 7- delete the word "and" after the word educate workers ..

**Moved:** That the amended health and safety policy be adopted.

*Moved: Janine/Phil. Carried*

## **10. Other Reports:**

### **Health and Safety Report**

Document disseminated prior to the BOT meeting.

#### **Property**

Hard surfaces: drainage planning quote: \$3 - \$4K (not including cctv footage).

#### **5YA Contingency**

Outlined in Principal's report - 3 suggested options (for board's information). BOT to think about before June.

## **11. Quick Items:**

### **Home and School**

#### Items discussed included:

- Gala wrap up meeting.
- Still in discussion as to when the next gala will be.
- 27 May - disco & meet the candidates.

### **MCA Update**

Key points:

- AGM - earned \$3K.
- Working closer with Council around hall maintenance.
- Elected - new president: Thomas Maharaj
- Newton will be editing "the views"

- Phil appointed as secretary for group
- Very dynamic, enthusiastic team
- First meeting 12th of next month.

#### **Board Talk Items**

- DRAFT Alcohol Policy/Consultation. Any changes to be emailed to Lisa Cavanagh.
- Feuerstein programme
- Health and Safety
- School Donation
- Elections

- 12. Next Meeting:** 18 May Meeting start time of 7.00pm
- Strategic Aims
  - Health and Safety Document Q & A
  - Alcohol Policy adoption following feedback from community
  - Governance policy
  - Discuss P & D for new BOT members vs what is budgeted.

- 13. Reminders:** **2016 Trustee Triennial Election Timeline:**
- o Select Returning Officer (27 April)
  - o Close main roll noon (4 May)
  - o Call for nominations by (6 May)
  - o Close supplementary roll (18 May)
  - 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/>

NZSTA Conference - based in Wellington 2016

#### **BOT Meeting Dates for 2016:**

*18 May*  
*Will be a BOT Training day for new members*  
*sometime between the May and June meetings.*  
*Date TBC.*  
*22 June*  
*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.