

# Maungaraki School

Minutes of the Meeting of the Board of Trustees  
6pm on 26 October 2016  
at Maungaraki School staffroom

## Action Point Summary:

Date	Owner	Item	Status
22/6	Kerry / Kaylee	NZSTA Conference: share information with BOT members send by email	C/F
14/9	Newton	Talk to Kaumatua / Nga Kakano Puawai / Maori rep at MOE or NZSTA as to what a culturally responsive process would look like.	C/f
26/10	Janet	Janet to itemise capital expense items that need to be budgeted for in 2017.	
26/10	Janet	Janet to review teacher resourcing budget lines , that were over and under spent as part of the budgeting process for 2017.	
26/10	Janet	Enrolment scheme - Is Miromiro road part of our enrolment area? Janet to investigate.	
26/10	Janet	Advise BOT of the date for Staff / BOT Dinner	Complete
26/10	Janet	Email BOT members the recommendations for Dental Clinic Alterations (when available) for approval.	
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 6.00pm.

## REGULAR ITEMS:

### 1. Present:

Janet Evans, Phil Belcher, Paul Matthews, Greg Hawkins, Newton King, Kaylee Gibbs, Jackie Sutherland

**In Attendance:** Lisa Grinling (minute secretary), Sam Dungey

### 2. Apologies:

Nil.

### 3. Welcome:

Paul welcomed everyone to the meeting. A special welcome to Sam Dungey who is in attendance.  
BOT opened with a prayer and karakia.

**Ratify:** The selection of Sam Dungey to the Board of Trustees as a casual vacancy, under section 105 of the Education Act, following Kerry Ryans' resignation.

**Moved:** Phil /Kaylee. Carried

**Moved:** That the previous minutes are an accurate account of the BOT meeting held on 14 September 2016.

**Moved:** Phil /Janet. Carried

**4. Declarations**

**Of Interest:** There were no interests declared.

**5. Grant**

**Applications:** Nothing to report.

**6. Principals Report:**

Items discussed included:

- Staffing: There has been significant movement within key roles over 2016. Unpacking this through exit interviews with staff who have departed has shown that departures have been for personal reasons and not concerns with working within the School.
- Eric Pampalones resignation letter (tabled correspondence item) was provided to Janet after Principal's report had been sent. Suggested Interview Panel: Jackie, Natalie, Janet, & one BOT member. Timeline for appointment will be shared with BOT once confirmed.
- Teacher appointment closes tomorrow for Junior position (Thursday 27 October).
- Special needs funding and plans for 2017: no significant changes from 2016.
- Curriculum document review (including beliefs and future focussed pedagogy): now unpacking how this looks within the classroom and supporting documents. Plan will be to share curriculum review with Board early 2017.
- Reading Together workshops. Very successful, a good model to look at with other curriculum areas.
- TLIF Presentation: feedback some data compiled within the last two years.
- Health and safety: We had a fire evacuation at 8:50am. This was not planned by the School but showed that the processes were in place for this evacuation to run smoothly.
- Cricket sessions: 45 minutes.
- Other tabled documents as part of the Principal's report included:
  - Parent survey (FYI- tabled)
  - Fireside chat (FYI - tabled) This report is shared with staff.

**Moved:** That the Principal's Report dated 26 October be accepted, with amendments as discussed.

*Moved: Phil/Paul. Carried*

**Ratify:** the appointment of David Appleyard as the Principal's Appointment Advisor.

*Moved: Phil / Kaylee Carried*

**7. Approval of**

**Financial Report:** Janet presented the Financial Report for the month ending September 2016 and ran through discrepancies from budget etc.

**Moved:** That the financial report dated October 2016 be accepted.

*Moved: Newton/Kaylee. Carried*

**Move:** the that expenditure of up to \$2500 for the Principal's appointment be approved.

**Moved:** Paul /Phil. Carried

### **STRATEGIC DISCUSSION / DECISION**

**8. Curriculum:**

Target student data (tabled):

Suggested to add Reading Plus and Reading Eggs programmes to stationery list (provide information as to what the programme is when we first add the stationery list as a required item).

Interim Analysis of Variance (tabled):

Shared with staff.

BOT wanted to formally acknowledge the value the detail and effort that staff members have provided as part of the report.

**9. Policies:** policies deferred until 2017.

**10. Other Reports:**

Dental Clinic

Update:

Still awaiting to hear back from Lee from Ashby Property Services as to their recommendations after going to tender. Janet will email out recommendations to BOT as soon as they are available. Janet requested approval by email from BOT members once recommendations are reviewed to eliminate any further delays.

**11. Quick Items:**

**Home and School:**

Items discussed included:

- No update

**MCA Update**

Key points:

- Quiz night pushed back to next year
- Focus - more part of community activities

**Nga Kakano Puawai**

Key points:

- evolving into an ethnic group, last cultural evening went really well.

**Jubilee Committee**

Key points:

small focus group at the moment, looking at doing some shoulder tapping to increase group. Friday get together and welcome, Saturday including kids as well, night dine and dance. Graph tabled as part of Principals report.

**Parent Donation levels**

**Move:** to set Parent donation levels for 2017 to the following: \$200 first child and \$180.00 second child with a maximum 380.00 per family.

**Moved:** *Phil /Paul. Carried*

**Board Talk Items**

- Sam Dungey appointment
- Principal Appointment - Update
- Parent Donation Levels for 2017
- Strategic Aim - Progress Review
- Jubilee Update

**12. Next Meeting:** 30 November Meeting **start time of 6.00pm**

- Strategic Aims: 2/3/4
- OTJ
- 6Yr Net and 5Yr Assessment
- Review Long Term Strategic Plan
- Draft Budget
- Curriculum: Inquiry

**13. Reminders:** **BOT Meeting Dates for 2016:**  
*11 December - Xmas dinner, short meeting prior to dinner*

The meeting concluded 9:15 pm.

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

Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_

Date: \_\_\_\_\_ 2016.