

Maungaraki School

Minutes of the Meeting of the Board of Trustees
7pm on 14 September 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
22/6	Kerry	NZSTA Conference: Kerry to share information around 'inclusive education' with Janet	Swipe off
14/9	Lisa G	Run report of who have paid first / second and third for school donation	Complete
14/9	Lisa G	Code of Conduct Policy - load on website and take out of Governance Policy on website	C/F
14/9	All	Trustees attend NZSTA training as it becomes available around Ka Hikitia and Tataiako	ongoing
14/9	Principal	Principal to provide BOT with a summary of intent of Ka Kikitia and Tataiako and how these are evident in school practice and procedures	Swipe off
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
14/9	Lisa G	Arrange curry for next meeting	Complete
14/9	Paul	Provide staff with an update on the appointment process for a new Principal.	complete
14/9	Lisa G	Add a note in the next newsletter advising families that the school has a facebook page that families can join.	complete
14/9	Phil	To find another provider for a CCTV quote as part of hard surfaces project.	complete
14/9	All	Send Newton any ideas for focus projects for MCA by Friday 23 September.	complete

The meeting commenced at 7.00pm.

REGULAR ITEMS:

1. **Present:** Lisa Cavanagh, Janet Evans, Phil Belcher, Kerry Ryan, Paul Matthews, Newton King,
In Attendance: Lisa Grinling (minute secretary).
2. **Apologies:** Kaylee Gibbs
3. **Welcome:** Paul welcomed everyone to the meeting.
BOT opened with the school karakia.

Moved: That the previous minutes are an accurate account of the BOT meeting held on 16 August 2016.

4. Declarations

Of Interest: There were no interests declared.

5. Grant

Applications: Nothing to report.

6. Principal's Report:

Items discussed included:

New Principal Appointment

- Lisa has asked BOT to provide staff with information and assurance about the process of new appointment.

Paid Union Meeting

- Key themes paid union meeting: global budget and bulk funding.

Health and Safety

- Sean is currently testing electrical appliances / points as part of the health and safety requirements

Roll Growth

- A potential change in how teams classes may be grouped in 2017 (as per Principal's report).
- Recommendation: that the BOT agrees to prioritise funds during the 2017 budget process in the area of teacher staffing as outlined in the Principal's report dated 10 August 2016.

The board are not prepared to commit to a figure at this point until budgets for next year are reviewed. It is the BOT 's intention to treat as a high priority as part of the budget review process.

Budget Over Spend

- School seeking legal advice (not budgeted for).

Moved: The request to overspend to a total of \$5K for professional and legal advice be accepted.

Moved: Unanimously supported. Carried

Parent /Donation Level

- Discuss how we structure donations for 2017 at the next meeting once more information is provided to the Board.

Moved: That the Principal's Report dated 10 August be accepted.

Moved: Unanimously supported. Carried

7. Approval of Financial Report:

Lisa C presented the Financial Report for September 2016 and ran through discrepancies from budget.

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

Moved: Unanimously approved. Carried

STRATEGIC DISCUSSION / DECISION

8. Curriculum:

Future Focused Teaching and Learning (document tabled)

BOT reviewed tabled document and watched the video placed on the school website in relation to Future focused learning:

http://www.maungaraki.school.nz/Site/About_Us/Our_Teaching_Beliefs/Future_Focused.ashx

Strategic Aim 2,3,4 Interim AOV (document tabled)

Suggested putting a note in the next newsletter that the school has a facebook page that families / parents can join.

9. Policies:

Policies discussed:

- Code of Conduct changes to tabled document:
 - Point six to read as follows:
 - *I will make every effort to discuss significantly contentious issues with the chairperson before raising them at meetings.*

Moved: That the amended Code of Conduct policy (with the above mentioned changes) be adopted.

Moved: Phil / Kerry. Carried

10. Other Reports:

Maungaraki School Hautu Self Review 2016/2017 Action Plan
(document tabled)

Moved: To adopt Maungaraki School Hautu Self Review Action Plan.

Moved: Lisa / Phil. Carried

Well Being Survey Evaluation August 2016 (document tabled)

Staff have unpacked the feedback in more detail.

Positive results.

Property

Hard surfaces

Phil is going to find someone new to provide us with a CCTV quote.

Dental Clinic

Scope has been approved. In contact with Lee Ashby who will be getting quotes from contractors. Lee will review quotes and bring back recommendations to the school. BOT happy to approve recommendation via email if quote given prior to next BOT meeting.

11. Quick Items:

Home and School

Items discussed included:

- Teacher's wish list - Macrocapa bench and rebuilding sand pit
- Calendar fundraiser vs tea towel fundraiser
- Family Fun Fiesta on Friday 2nd December
- Adidas fun run next year
- Appointed official roles

MCA Update

Key points:

- 14 members
- Next meeting in a fortnights time
- Focus on quiz night
- Developing a new focus project. Newton would like to hear any thoughts BOT may have for projects for MCA.
 - Some projects suggested included:
 - Hard surfaces
 - Spot lights (outside) focussing on playground area

Jubilee Committee (Janet)

- Meeting held last week. Small group attended. Brainstorming session. Week of Jubilee will be 3 September 2017.

Board Talk Process and Items:

Process

- Each BOT member owns a heading
- Document has been shared.
- Add content by the Friday (of Board Meeting) and then everyone does a final check by Sunday. School to send out the following Monday.

Items for BoardTalk

- Final Meeting with Lisa C (Phil/ Paul)
- Student Well Being Survey (Janet)
- Property (Lisa C)
- Curriculum (Phil)

12. Next Meeting: **26 October Meeting start time of 6.00pm**

- Food: Curry
- Strategic Aim 1

13. Reminders: **BOT Meeting Dates for 2016:**

30 November

14 December - Xmas dinner, short meeting prior to dinner

The meeting concluded 8:30 pm.

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

Chairperson: _____

Secretary: _____

Date: 26 October 2016.