

Maungaraki School

Minutes of the Meeting of the Board of Trustees
5:00pm on 11 December 2016
at Maungaraki School staffroom

Action Point Summary:

Date	Owner	Item	Status
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	Itemise capital expense items that need to be budgeted for in 2017.	Complete
26/10	Janet	Review teacher resourcing budget lines, that were over and under spent as part of the budgeting process for 2017.	Complete
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.	Complete
11/12	Sam	Check delegations document re: whether it explicitly states whether the BOT need to ratify new appointments. Update BOT at first BOT meeting of 2017.	
11/12	Janet	Financial: <ul style="list-style-type: none"> ● Discuss with Education Services / Laurina the \$28K (under budget figure) for Operations budget. ● Investigate why \$7K for extra curricular activities was lower than expected - could the income come from grants in December? Report back to BOT.	
11/12	Janet / Shane	Auditor Recommendations: <ul style="list-style-type: none"> ● Create a sub committee to review policies ● Review procurement 	
11/12	Phil	Add suggested changes to wording in the tabled strategic aims documents in the "commentary" side of google doc.	
11/12	Kaylee	ACC finance line out by -\$13,500. (Kaylee to check with accountant and update BOT in January)	
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 5.00pm.

REGULAR ITEMS:

- 1. Present:** Sam Dungey, Jackie Sutherland, Janet Evans, Phil Belcher, Paul Matthews, Newton King, Kaylee Gibbs,

In Attendance: Lisa Grinling (minute secretary), Shane Robinson.

- 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 26 October 2016.

Moved: *Paul / Janet. Carried*

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

5. **Grant Applications:** Nothing to report.

6. **Principals Report:**
Items discussed included:
- Do we need ratification for staff appointments?
 - Check in 'Delegations document' whether we have stated that explicitly? Board discretion? Sam to check and come back next year.

Moved: That the permanent appointments of Patricia Cherry and Alison Pollard as Teaching staff members at Maungaraki School is approved.

Moved: Paul Matthews (Chair). Carried

Moved: That the permanent appointment of Brian Peck as the School Caretaker and the fixed term appointment of Tania Potaka as Office Administrator is approved.

Moved: Paul Matthews (Chair). Carried

Moved: That the Principal's Report dated 30 November and 14 December be accepted.

Moved: Newton / Kaylee. Carried

7. **Approval of Financial Report:**
Janet presented the Financial Report for the month ending 31 October and 30 November 2016 and ran through discrepancies from budget etc.

Available Funds Forecast

- \$28,000 funds under Operation budget - do we need to follow up?
- Expenses are lower than expected.
- Check why \$7K for extra curricular activities was lower than expected (Janet to check budget line) - could the income come in december from grants?

Recommendations by Auditor

Policies:

Look at as a sub committee next year (as recommended by auditors).
Suggested to look at procurement at the same time.

Asset replacement register

Education Services own this. Have passed on recommendations directly to Ed Services from the Auditor.

The BOT will use the tabled financial report for November as an interim report, until final figures for December are provided.

Recommendation: \$10K contingency put aside to be disbursed based on this years financial report.

Moved: Paul Matthews (chair) Carried

Moved: That the financial report dated 31 October 2016 and 30 November 2016 be accepted.

Moved: Kaylee/Phil. Carried

STRATEGIC DISCUSSION / DECISION

8. Curriculum:

Inquiry (Jackie)

Document tabled.

TLIF Academic paper will be provided to the board.

Annual Plan for 2017

Document tabled.

Comments and suggestions to the Strategic Aim documents included:

Strategic Aim 2:

Reworded to; "putting out to community"

Suggested: Change word "Scope" to "Develop and/or Implement"

Strategic Aim 3:

"Pride of community"

What are we actively doing to have "pride of community"?

Strategic Aim 4, Te Reo Maori ...4 and 5 are missing. Add a multicultural component going forward.

Look at professional development piece as part of the annual budget

Moved: the the strategic aims 2, 3, and 4 are approved on the provision that the wording can be tweaked eg. scoping to "develop and implement" actions. Commentary will be made within the google doc (as outlined on page one of the Minutes of Meeting action points)

Moved: Paul / Sam Carried

Annual Plan for 2017

Suggested areas of focus:

- Leadership development

- Team & Personal Development
 - Professional Development opportunities for staff
 - Re-worked targets in light of what was achieved in 2016.
- BOT agreed that next year will be a “consolidation” year.

Agreed targets for 2017:

- Reading: 87% target and above students 46%
- Writing: 85% target and above students 25%
- Maths: 85% target and above students 25%

Moved: that the he amended annual plan for 2017 (with amendments outlined above) be approved.

Moved: Paul Matthews (Chair) Carried

Analysis of Variance & OTJ

Document tabled.

Where to next?

Feuerstein programme: Extending resources and further training (a week of training is required for certification)

Numicon: Running information evenings around our curriculum for families

Areas of Focus for Staff 2017:

Staff meetings focus for next year: tap into areas of expertise within staff and target PD around areas that need development.

Add to school wide actions: leadership development; exploring best practice and sharing with other members of staff.

9. Policies:

deferred until 2017.

10. Other Reports:

2017 Budget

Suggestions:

- Increasing staff expenses by \$1K for team building events
- Increasing BOT expenses bt \$1K
- Hall charges increase \$1k
- Staff training increase \$5K add the extra \$2,500 for suggested increase to come from Principal PD line
- Leadership PD to \$6K plus \$9640 contingency amount.
- Principal PD - leave at \$3,500

Projected \$22,500K deficit.

Potential \$10,000 surplus amount (2016 finalised BOT numbers need to be verified before a \$10,000 surplus is available for 2017).

ACC line of -\$13,500 (Kaylee to check with accountant and update BOT in January)

Moved: That the 2017 budget (with the above suggested recommendations) be approved.

Moved: Sam / Newton. Carried

Break down of Teacher Aide costs discussed at the meeting.

6 Year Observation Survey data analysis end of 2016 report and 5 Year Entry Test 2016

Documents tabled.

11. Quick Items:

Hard Surfaces Project

Home and School will be transferring \$7K out of Home and School account towards the Hard Surfaces Project. This will take place after 9 January 2017.

Dental clinic

Work has started, completion beginning of next year.

Home and School

Items discussed included:

- Plan for fundraising going forward
 - Adidas fun run
 - Incorporated a plan for 2017 in conjunction with School.

MCA Update

Key points:

- Coordinating/reviewing hall bookings and charges
- New President - Tracy Coleman (President Elect)
- New website
- Ownership of community hall (information given to Janet).
Information provided by Rick Mooney.

Jubilee Meeting

- Lack of people to help with jubilee.
- Will need a budget line for expenses which will be offset from costs.

Board Talk Items

- Jubilee (Sam)
- Approved budget with focus on team development / Annual Plan (Paul)
- National Standards

12. Next Meeting: 15 February 2017 Meeting start time of 6.00pm

- Strategic Aims:
- Policy:
- Jubilee:

- Final Results - Financial (2016).
Finalise budget 2017
- Exit Interviews

13. Reminders:

BOT Meeting Dates for 2017:

*22 March 2017
17 May 2017
21 June 2017
9 August 2017
13 September 2017
1 November 2017
6 December 2017*

The meeting concluded 7:45pm.

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

Chairperson: _____

Secretary: _____

Date: _____ 2016.