

# Maungaraki School

Minutes of the Meeting of the Board of Trustees

6:30pm on 21 February 2017

at Maungaraki School staffroom

## Action Point Summary:

Date	Owner	Item	Status
21/2	Shane	Shane to investigate lead times with Bruce Levick re: prefabs	
21/2	Shane	Shane to call Ed services to confirm the "actual" operations grant entitlement, update BOT.	
21/2	Shane	Go back to senior team, prioritise extra funds from operation grant. Bring back findings to BOT	
21/2	Shane / Lisa	Book a meeting with Eric Ashby and BOT. Information sharing meeting on 5YA.	
21/2	Shane	Update Tri-ennial Review programme, update and circulate to BOT	
21/2	Shane / Jane / Paul	Hard Surfaces, Priority One: <b>What is it?</b> <ul style="list-style-type: none"> <li>- Talk with children within the school to see what they would like to see in the hard surfaces area within the school. Arrange visits to other schools for a visual reference for children (Shane / Janet).</li> <li>- Establish what could be covered by 5YA (Shane)</li> <li>- Terms of Reference document Draft (Paul)</li> </ul>	
21/2	Shane	Notify families of the earlier end date to the 2017 school year (Thursday 14 December).	
21/2	Shane / Laurina	Investigate creating a school paypal account for credit card purchases.	
21/2	Shane / Lisa	Fill out necessary forms with Helen from ASB to obtain two more school credit cards as outlined in the minutes	
21/2	Policy Committee	Create a policy around BOT papers, stating what can be sent electronically and what can be sent paper copy (add policy under governance policies)	

The meeting commenced at 6:30pm.

## REGULAR ITEMS:

### 1. Present:

Sam Dungey, Janet Evans, Phil Belcher, Paul Matthews, Newton King, Kaylee Gibbs, Shane Robinson

**In Attendance:** Lisa Grinling (minute secretary).

### 2. Apologies: Nil.

### 3. Welcome:

Phil welcomed everyone to the meeting. Welcome to Shane (first meeting as the Principal). Nominations called for Board Chair. Kaylee nominated Paul Matthews. This nominations was seconded by Sam Dungey. Carried.  
BOT opened with a prayer and karakia.

**Moved:** That the previous minutes are an accurate account of the BOT meeting held on 11 December 2016.

**Moved:** *Phil / Sam. Carried*

**4. Declarations**

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

**5. Grant**

**Applications:** Nothing to report.

**6. Principals Report:**

Document tabled.

Student Enrolments

- 41 more students enrolled that at the same from last year.
- Ministry contact confirms we are running above capacity.
- 28 more anticipated enrolments for this year.
- Shane engaging with MInistry and Property services re: options for teaching spaces.
- Extra provisioning will be needed when Senior classes are above 34 students.
- Going forward:
- Shane Robinson, Principal and Brian Levick from Ministry are planning to meet with relevant people within Ministry to escalate our situation.

Professional Development - Staff

- Took place over Teacher only days prior to the start of Term 1. Development is ongoing throughout the year.

Meet the Teacher Evening

- Good turn out from families.

One to one meetings with staff

- Shane met with each member of staff. Meeting with small groups of students.

Year 7 & 8 Leadership Camp Proposal

- Proposal tabled.

**Moved:** that the Y7/8 Leadership Camp Proposal be approved.

**Moved:** *Paul. Carried*

Term Dates 2017

Due to a small error in our half day count, we are currently at school for too many days in 2017, 1 full day longer than Ministry guidelines.

**Moved:** That the BOT approves Thursday 14 December as the final day of our school year.

*Moved: Newton / Sam. Carried*

Gate: \$675.00 (lower field).

A quote has been provided to supply a gate for the lower field.

**Moved:** That the Principal's Report dated 19 February 2017 be accepted.

*Moved: Newton / Kaylee. Carried*

**7. Approval of Financial Report:**

Shane presented the Financial Report for the month ending December 2016 and ran through discrepancies from budget etc.

2016 Financial Statement

As at 31 December Surplus of \$18,000 (financial statement for December 2016 "draft copy").

2017 Budget

Document tabled.

Items discussed included:

- Increasing caretakers budget
- Increasing support staff hours for Tania from 9:00 - 10:30, extending to 9:00am- 12:00pm
- If the \$50K Ops grant is correct, how do we best invest this money? Suggestions: Teacher Aide hours / surfaces / extra teacher hours/ special programmes.
- Leave 2017 budget as is, until ops grant is confirmed. If we have extra in the Operations budget, come back to the BOT with a recommendation of how we spend.

**Moved:** 2017 budget approved.

*Moved: Kaylee / Newton. Carried*

Credit Card Owners

It is recommended that the School obtains two new credit cards to help with the everyday running of the School. Owners and amounts as follows:

\$2,000 credit card (Lisa in the school office)

\$5,000 credit card for Shane (Paul Matthews to sign off Shane's expenses)

\$5,000 credit card for Janet.

Total of \$12,000 limit.

**Moved:** establishing two new credit cards

*Moved: Phil/Sam. Carried*

Term Deposits

After meeting with Helen from ASB, it was recommended that we move some of the school funds into a term deposit. It is suggested to move a minimum of \$100K or a maximum of \$200K into a 60 day deposit at a rate of 2.3%.

**Moved:** that the Board agrees to four term deposits of \$50,000 each.

*Moved: Paul. Carried*

**Moved:** That the financial report dated February 2017 be accepted.

*Moved: Sam/Phil. Carried*

## **STRATEGIC DISCUSSION / DECISION**

### **8. Curriculum:**

No tabled items.

#### **Appointment of Policy Sub Committee**

Sam Dungey nominated as chair for the policy sub committee. Nomination was seconded by Janet. Carried (Phil).

Other members of Sub Committee:

- Janet
- Shane
- Phil
- Paul Matthews (ad hoc when needed).

#### **New Policy Schedule**

Re-allocation of policy reviews deferred.

Policies Carry forward from 2016:

- Complaints
- ICT / Digital Citizenship
- Personal Attendance

Policies to be added to Review List:

- Procurement Policy
- Theft and Fraud Policy
- Sensitive Expenditure Policy

Suggest:

- Review in March Personnel Attendance and safety policies
- Review of financial policies (April / May)
- Review discipline / treaty and health / ICT / Digital Citizenship in June/July/August

### **9. Policies:**

Deferred until March meeting.

### **10. Other Reports:**

Finalised Financial Results 2016 (unaudited)

Tabled.

Finalised Budget for 2017  
Tabled.

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

*Moved: Sam / Newton. Carried*

#### Property

##### ***Hard Surfaces (Scoping Report)***

- Map tabled (incl man holes and elevation). Information useful when we look at drainage.
- H & S have provided \$7K towards scoping of this project.
- Suggestion, bring back in matting, asphaltting, drainage providers to provide us with recommendations, now that we have a scoping report.
- The tree (affecting piping)

##### How do we move forward?

- Finalise plan (rubber matting vs turf).
- Confirm area from the gate to the main quad area.
- Architect to come in.
- Contact Burgess matting to provide us with a quote.
- Contact Asbhy Property services to find out their role.
- 5YA could cover some areas that are Health and Safety concerns for pathways.
- Would be great to have a group of children involved in the project.
- Suggest looking at other schools.

##### ***5YA - Dental Clinic (Shane)***

End of next week it should be completed. Just waiting to finish one more hours week (installing some blue vinyl)

##### Electronic Distribution of BOT Papers

Outlined in the Principals' Report dated 19 February 2017.

##### *Format?*

- Agreed to zip up folder and send as an email.
- Number agenda items and use the same number on the tabled documents

**Moved:** That BOT papers will be distributed electronically from the next BOT that is being held on 22 March 2017.

*Moved: Sam / Newton. Carried*

- 11. Quick Items:**  
**Home and School (Phil)**  
Items discussed included:

- Fundraiser this term: adidas fun run
- Wishlist request from Home and School has been sent to staff

### **MCA Update (Newton)**

Key points:

- Suggested new toilet block (by basketball courts). HCC looking to fund this project.
- Hall roof. Will be confirmed tomorrow if work is completed.
- Community notice board, being renewed at bottom of Dowse Drive.
- Car break ins on the hill. Meeting with local police to see what our community can do.
- Shane featured in Maungaraki views.

### **Jubilee Committee (Shane)**

- New members
- Friday and Saturday plans are building momentum.
- Time capsule...create a new one, find the old ones!

### **Board Talk Items**

- Roll growth
- Jubilee
- Hard Surfaces
- Dental Clinic

The Board went to 'In Committee' discussions at 9:00pm.

- 12. Next Meeting:**            22 March 2017 Meeting start time of 6.00pm
- Strategic Aims: 2 & 3
  - Policy: Curriculum Delivery and Personnel Policy
  - Jubilee Update
  - Finalised Budget 2017 (including recommendations for Ops Grant money)

- 13. Reminders:**            **BOT Meeting Dates for 2017:**
- 17 May 2017*  
*21 June 2017*  
*9 August 2017*  
*13 September 2017*  
*1 November 2017*  
*6 December 2017*

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: \_\_\_\_\_ 2017.