

Maungaraki School

Minutes of the Meeting of the Board of Trustees
6:00pm on 22 March 2017
at Maungaraki School staffroom

Action Point Summary:

Date	Owner	Item	Status
21/2	Shane / Laurina	Investigate creating a school paypal account for credit card purchases.	
21/2	Policy committee	Create a BOT papers policy which outlines what documents can be sent electronically / paper copy (add policy to governance policies).	
22/3	Shane	Contact "Dave" as a potential Principals Appraiser	
22/3	Lisa G	Correct "Ashby" on page 5 of the previous minutes dated 21 February 2017	Complete
22/3	Shane	Create a "commonality trend" for health and safety register as part of the Principals report.	
22/3	Shane	Add to monthly finance report: Term Deposits Total Cash	
22/3	Paul / Sam	Meet to discuss the process around policy review	
22/3	Kaylee / Sam	Vulnerable Childrens Act. Do we need a policy? Kaylee to investigate further.	
22/3	Shane	Explore 5YA. If we use all our \$\$ on one project, what % will the MInistry provide? Top Up Funding...	
22/3	Shane	Tues 9 May - meet with Eric from Ashby Services re: 5YA 6-8pm - All BOT. Review property as a whole. Future for property.	
22/3	Shane	Check if Audited Accounts; will be ready for review at next BOT meeting. If not, take off as an agenda item.	
22/3	Shane	Strategic Aim 2: Change point three to read: "normalising IT" rather than "maximising IT"	

The meeting commenced at 6:00pm.

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: 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 21 February 2017.

Moved: Paul. Carried

4. **Declarations Of Interest:** There were no interests declared.
5. **Grant Applications:** Nothing to report.
6. **Principal's Report:**
Items discussed included:
 - Roll Count
 - Job Descriptions
 - Professional Development
 - Property
 - \$5,200 contract fee for 10YP (Ashby Property Services)
 - Finances
 - 2017 Budget (tabled)
 - Health and safety - add a commonality trend to the finance report.

Moved: That the Principal's report dated 21 February 2017 be accepted.

Moved: Paul. Carried

7. **Approval of Financial Report:**
Shane presented the Financial Report for the month ending January/February 2017 and ran through discrepancies from budget etc.

Moved: that the financial report dated March 2017 be accepted.

Moved: Kaylee/Newton. Carried

STRATEGIC DISCUSSION / DECISION

8. **Curriculum:**
Strategic Aims 2
Tabled.
Items discussed included:
Future focussed pedagogies
Strategic Aims 3
Tabled.
Items discussed included:
Restorative practises
Jubilee / school production
9. **Policies:**
Process: email draft changes through google doc, bring any contentious items to the next BOT meeting for discussion.
Curriculum Delivery Policy

Tabled.

Items discussed included:

Change: Therefore the Principal shall not fail to

Change to: Therefore the Principal will

Personnel Policy

Tabled.

Items discussed included:

Change: Therefore the Principal shall not fail to

Change to: Therefore the Principal will

Moved: That the Curriculum Delivery and Personnel Policies be accepted with the above mentioned changes.

Moved: Kaylee/Shane. Carried

10. Other Reports:

Finalised Budget for 2017

Tabled.

Items discussed included:

Priority for BOT is prof development component for 2017.

Do We Increase Library Hours?

Anticipated \$20K deficit EOY

Suggested changes:

Decrease prof devp by \$5K

Increase Librarian hours by \$5K

If there are any changes to the tabled budget, Shane will be email to BOT members tomorrow for approval (Thursday).

Moved: 2017 tabled budget approved.

Moved: Kaylee/Newton. Carried

Property

Hard Surfaces (Scoping Report)

Drainage contractor make sure they are clear, any diversions needed.

5YA - Dental Clinic (Shane)

Clinic has been refurbished. Teacher Aides are using it everyday. They love it. New name for building is "Rata".

Moved: That the Board approves the appointment of Ashby Services as the Property Manager for the next 10YP as per quote outlined in Principal's report.

Moved: Paul. Carried

11. Quick Items:

Home and School (Phil)

Items discussed included:

- Prep for Fun Run on 31 March

- Teachers wish list
- Caz re-elected as chair
- Angela - finance
- Korokoro Kitchen (school lunch provider)

MCA Update (Newton)

Key points:

- Reviewing Hall hireage fees
- Change to Community boards

Jubilee Committee (Shane)

- Friday: school activities, plant a tree, assembly, drinks in the evening
- Saturday: school open 2- 4.30pm, tea and cakes and photo opportunities, evening meal at Petone Workings Mens Club

Board Talk Items

- Best Practise Visit
- Policy Update
- Budget
- Next Steps Hard Surfaces / 5YA

- 12. Next Meeting:** 24 May 2017 Meeting start time of 6.00pm
- Curriculum: The Arts
 - Policy: Attendance; Theft and Fraud Prevention.
 - Other Reports: Health Consultation; NZCER Staff Culture Survey; Target Student Reports
- 13. Reminders:** **BOT Meeting Dates for 2017:**
21 June 2017
9 August 2017
13 September 2017
1 November 2017
6 December 2017

The meeting concluded 8:00pm.

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

Chairperson: _____

Secretary: _____

Date: _____ 2017.