

Maungaraki School

Minutes of the Meeting of the Board of Trustees

6:00pm on 24 May 2017

at Maungaraki School staffroom

Action Point Summary:

Date	Owner	Item	Status
22/3	Shane	Create a "commonality trend" for Health and Safety register as part of the Principals report.	
22/3	Paul / Sam	Meet to discuss the process around policy review	
22/3	Shane	Check off Audited Accounts; will be ready for review at next BOT meeting. If not, take off as an agenda item.	
24/5	Sam	Review current policies / procedures to ensure a policy covers needs around "Vulnerable Childrens Act"	
24/5	Shane	1-1 Device Rentals: Why is the budget \$900 down from expected? Shane to check.	
24/5	Shane	Check \$3K lease expense - report back to BOT	
24/5	Sam / Janet	Dashboard review - for target student data. Sam and Janet to meet. Shane to be invited	
24/5	Lisa	Send BOT dates of activities in the next month	
24/5	Paul / Kaylee / Sam	RE: co opting of a new BOT member. Consider a "job description" / skill set / criteria list that the BOT is currently lacking. Review BOT priorities. Suggest: staff liaison portfolio. Sam create a google doc and share with BOT members.	
24/5	Paul / Shane	Community of Learning Meeting. Shane and Paul to update BOT.	
24/5	Shane	Share changes in the educations act with BOT	
24/5	Shane	Confirm the BOT have adequate funds under 'BOT expenses' to fund snack items at BOT meetings.	

The meeting commenced at 6:00pm.

REGULAR ITEMS:

1. **Welcome:** Paul welcomed everyone to the meeting.
BOT opened with a prayer and karakia.

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

4. Approval of Minutes from the previous meeting:

Moved: That the previous minutes are an accurate account of the BOT meeting held on 22 March 2017.

Moved: Paul. Carried

5. Action Items From Previous Meeting:

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.	Yes
21/2	Shane / Laurina	Investigate creating a school paypal account for credit card purchases.	Yes
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)	Yes
22/3	Lisa G	Correct "Ashby" on page 5 of the previous minutes dated 21 February 2017	Yes
22/3	Shane	Create a "commonality trend" for Health and Safety register as part of the Principals report.	c/f
22/3	Shane	Add to monthly finance report: Term Deposits Total Cash	Yes
22/3	Paul / Sam	Meet to discuss the process around policy review	c/f
22/3	Kaylee / Sam	Vulnerable Childrens Act. Do we need a policy? Kaylee to investigate further.	Yes
22/3	Shane	Explore 5YA. If we use all our \$\$ on one project, what % will the MInistry provide? Top Up Funding...	Yes
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.	Yes
22/3	Shane	Check off Audited Accounts; will be ready for review at next BOT meeting. If not, take off as an agenda item.	c/f
22/3	Shane	Strategic Aim 2: Change point three to read: "normalising IT" rather than "maximising IT"	Yes

6.

Principals Report:

Items discussed included:

- 293 children at school.
- Strategic Aim 4. Shane provided an update on actions.
 - Green / gold certification for Enviroschools:
 - Focusing on getting back to "silver status" before focusing on "green/gold" certification.
 - Dance for schools programme, was it compulsory? No, but we encouraged children to attend. The other option would be to attend a class with a teacher. We have had a 98% take up from children.
- Personnel.
 - New teacher appointed: Amy Head. Fixed Term Role until the end of term 4, 2017.

New Appointments

- Paul wanted BOT members consider the following (at a later date):
 - Do we need to have a BOT member as part of the appointment panel?
 - Do we need to review appointment policy? The appointment policy currently states that a BOT member/full board needs to be part of the panel for Principal / Senior Staff or Scale A Teaching Position for more than a 6 month appointment.

Suggested going forward we could change this to if a BOT member felt they could add value, but not compulsory.

Principal's Priorities

- Paul suggested setting priorities at the end of this year once Shane has had an opportunity to settle in. Mark Smith (Shane's former Manager at Papakowhai school) is going to be Shane's mentor.
- Health and Safety
 - Rata room (formerly dental clinic) has no fire notification system. We have asked Wormald to provide a quote. BOT stated, if the price was within our budget no need for approval, if it is a substantial cost, need to come back to the Board for approval.

Moved: That the Principal's Report dated Wednesday 24 May 2017 be accepted.
Moved: Phil/Kaylee. Carried

7. Approval of Financial Report:

Shane presented the Financial Report for the month ending 31 March 2017 and ran through discrepancies from budget etc.

Items discussed included:

- We have asked Education Services to track YTD Budget against YTD Actual going forward, this will make it easier to track at a glance.

Moved: That the financial report dated April 2017 and be accepted.
Moved: Newton/Phill. Carried

STRATEGIC DISCUSSION / DECISION

8. Curriculum:

Attendance.

Tabled.

9. Policies:

FINANCIAL: Theft & Fraud Prevention Policy.

Tabled.

The following agreed changes to be made to policy:

- Paragraph 5, under the heading guidelines:

- after the words “principal shall” add the words “advise the Board, and”
- Delete the words “and also notify the Board” at the end of paragraph 5, after the words “fraud procedure”

Delegations of Authority.

Tabled.

The following agreed changes to be made:

- Delete the first column titled “date of minuted delegation”
- Delete the column titled “date letter sent”
- Delete the column titled “term of delegation”
- Personnel policy column replace names with positions
- Final row in delegated authority, add the following words after “discipline committee” *as outlined in the stand-downs, suspensions and exclusions policy.*

Stand-downs, Suspensions and Exclusions Policy (stated as Discipline Policy on Agenda).

Tabled.

Moved: That the Financial - Theft and Fraud Prevention Policy; Delegations of Authority and Stand-downs, Suspensions and Exclusions policies be accepted with the above mentioned changes.

Moved: Phil/Kaylee. Carried

10. Other Reports:

Report from Ashby Property Services.

Tabled.

Items discussed included:

Focus: collaborative teaching spaces

Details of Cyclical maintenance of school plan

Needs and costings from 5YA budget:

- Roofing on A Block
- Path down side by admin block and down to room 4 (drainage)
- Some electrical boards needed updating
- \$260K, suggested areas of work:
 - Creating a 2 classroom collaborative space in current library area. Could move library into Room 1 or Room 6.
 - Opening up doors into other classrooms.
 - Ashby said the hard surfaces project was not an option for this money.

Personnel Report (Janet).

Tabled.

Target Student Report (Janet)

Tabled.

Items discussed included:

The conversations, unpacking with teachers around Target Students is the benefit of this report. With these results....what next discussions. Sam suggested making an “integrated report” rather than focus on “where we are today”.

“Pulse of the community” survey

Tabled.

Items discussed included:

Overall positive response from community.

Establishing a baseline.

The number of respondents is positive.

Frequency of consultation? BOT agreed to the end of Term 1 and end of Term 3 of each year.

BOT engagement in School

BOT discussed BOT members engaging more with activities / events within the school / lifting visibility.

Availability within working day can be hard.

Events eg. cultural evening - checking in with one another and seeing the availability.

It is about “relationships”

Would it be ok for BOT members to pop in informally to say hi at morning tea? Paul and Kaylee coming in next Monday for morning tea.

Board makeup discussion

The rules/regulations state that we cannot have a staff rep and DP on role (one would have to be a guest)

Gender diversity - consider co opting a female member that had skills that we require. First step to consider a “job description” / skill set that the BOT is currently lacking.

Letter re: Community of Learning

Shane and Paul will attend one meeting and bring back feedback to BOT (meeting is booked for next Thursday).

Roll Growth Meeting (Update)

Bruce Levick (Min Advisor) attended meeting with local schools. Ministry reps will be doing site visits with each school in cluster to confirm classrooms within each school site. Normandale are in the process of becoming a zoned school. Suggest liaison person from each board to get a strategy together so we give a strong/clear message to Ministry.

The BOT went ‘in committee’ at 8:30pm.

The public meeting resumed from “In Committee” at 8:40pm

11. Quick Items:

Home and School (Phil)

Items discussed included:

- Get a trolley for stereo in hall
- 17 June working bee
- More sand for school sand pit
- Fun Run \$7,500 - 8,000 raised.
- Sourcing coffee cups for hot choc fundraiser
- Spelling bee rescheduled until Term 1, 2018
- Sausage sizzle
- Noel Leeming fundraiser
- 30 June barn dance

MCA Update (Newton)

Key points:

- Submission for new public toilets by bus stop on dowse drive
- Hall review ongoing
- AGM: Tracey Coleman (President) Richard Papps (Vice President)
- Candidates talk with MP's being organised

Enrolment Scheme (Review)

- Unanimously support that we keep our enrolment scheme the same as it is.

Board Talk Items

- In Zone Students
- Pulse of Community Survey (Paul)
- Strategic Goals (Shane)
- Fun Run (Phil)

6:00pm starts

Food at school (budget line)

12. **Next Meeting:** 21 June 2017 Meeting start time of 6.00pm
- Strategic Aims: 1
 - Curriculum: Arts & PE/Sport
 - Policy: Treaty of Waitangi
 - Other Reports: Mid Year Budget Review
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 9:00pm.

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

Chairperson: _____

Secretary: _____

Date: _____ 2017.