

# Maungaraki School

Minutes of the Meeting of the Board of Trustees

6:00pm on 21 June 2017

at Maungaraki School staffroom

## **Action Point Summary:**

<b>Date</b>	<b>Owner</b>	<b>Item</b>	<b>Status</b>
21/6	Paul	Share changes in the Education Act with BOT	
21/6	Shane	Rata Room Fire Alarm Installation: Contact Eric from Ashby Property Services to ascertain if 5YA funds from Dental Clinic project can be used against installing underground wiring.	
21/6	Shane	Health and Safety - Notifiable Incidents (part of Principals Report) <ul style="list-style-type: none"><li>- Shane to have another conversation with parent who had a near miss</li><li>- Change reporting table to show incidents in a month by month table (easier to compare)</li></ul>	
21/6	Shane	Term Deposits: Place \$50K in a one month term and another \$50K in a 3 month term deposit	
21/6	Janet	Strategic Aim 1: pull student data and provide detailed information at the next BOT meeting.	
21/6	Newton	Newton to see if MCA can store 2 more basketball hoops and 3 table tennis tables for school	
21/6	Shane	In the next school newsletter, let families know of the need for new team coaches / managers.	
21/6	Shane	Ask for feedback from parents around onsite music providers.	
21/6	Paul	Paul to shoulder tap a potential co opted BOT member	
21/6	Shane	Contact Korokoro kitchen re: loss of profits from lunch orders.	

The meeting commenced at 6:00pm.

### **Present:**

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

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

### **REGULAR ITEMS:**

- 1. Welcome:** Paul welcomed everyone to the meeting. BOT opened with a prayer and karakia.
- 2. Apologies:** Nil.
- 3. Declarations Of Interest:** There were no interests declared.
- 4. Grant Applications**

It was agreed at the Maungaraki Board of Trustees meeting on 21st June 2017 to apply to Pelorus Trust for a donation on \$4,000 for the cost of transport and accommodation for the year 5 & 6 Outdoor Education Camp to Camp Kaitoke, Upper Hutt.

It was agreed at the Maungaraki Board of Trustees meeting on 21 June 2017 to apply to Pub Charity Limited for a donation on \$4,500 towards the cost of activities for the yr 5 & 6 Outdoor Education Camp to Camp Kaitoke, Upper Hutt.

#### 5. Approval of Minutes from Previous Meeting:

**Moved:** That the previous minutes are an accurate account of the BOT meeting held on 24 May 2017.

**Moved:** *Shane/ Kaylee. Carried*

#### 6. Action Items From Previous Meeting:

Date	Owner	Item	Completed
22/3	Shane	Create a "commonality trend" for Health and Safety register as part of the Principals report.	Yes
22/3	Paul / Sam	Meet to discuss the process around policy review	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.	Yes
24/5	Sam	Review current policies / procedures to ensure a policy covers needs around "Vulnerable Childrens Act"	Yes
24/5	Shane	1-1 Device Rentals: Why is the budget \$900 down from expected? Shane to check.	Yes
24/5	Shane	Check \$3K lease expense - report back to BOT	Yes
24/5	Sam / Janet	Dashboard review - for target student data. Sam and Janet to meet. Shane to be invited	Yes
24/5	Lisa	Send BOT dates of activities in the next month	Yes
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.	Yes
24/5	Paul / Shane	Community of Learning Meeting. Shane and Paul to update BOT.	Yes
21/6	Paul	Share changes in the Education Act with BOT	c/f
24/5	Shane	Confirm the BOT have adequate funds under 'BOT expenses' to fund snack items at BOT meetings.	Yes

#### 7. Principals Report:

Items discussed included:

- Personnel - Lots of training for staff at the moment. Senior team, looking at other schools. Natalie and Trish on IYT course.
- Roll Growth - Normandale school will be seeking to be zoned. Ministry talking about Maungaraki schools roll growth. The Ministry

stated that there could be a possible announcement about Maungaraki Schools Roll Growth before September 2017.

- Fire Alarm Installation into Rata Room (Wormald Quote attached to Principals Report). Wormalds quote only provides for cabling to be by way of an overhead wire panel. BOT were concerned that this could be a hazard as this is the only way for trucks / dental clinic truck to access the main quad area.

**Motion:** approved expenditure of up to \$11K for the

*Moved: Sam/Kaylee. Carried*

- Health and Safety notifiable incidents - it was suggested that for the next cross country school training, the school could put a note in the neighbours mailboxes with a timeline around school cross country training sessions.
- Stand down. Working with an education team to support child and family.

**Moved:** That the Principal's Report dated Wednesday 21 June be accepted.

*Moved: Sam/Kaylee. Carried*

#### **8. Approval of Financial Report:**

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

Items discussed included:

Kaylee and Shane met with Darryl from Ed Services. A phase budget will be tabled at the next BOT meeting (phased budget means YTD vs budget).

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

*Moved: Phil/Newton. Carried*

### **STRATEGIC DISCUSSION / DECISION**

#### **9. Curriculum:**

Strategic Aim 1: Update (tabled).

Items discussed included:

- Do you think we will hit our target? Will have a better idea once we have data. Teachers are obtaining this information right now for student learning celebrations.
- Writing - using vcops (vocab, connectors, openers, punctuation,) gives a progression for students. A number of classrooms had taken it on board after recent PD. Programme is run effectively from juniors all the way through to senior school.
- Maths - looking at different options for online programmes.
- Feuerstein - staff being trained at a higher level and have been able to use this training successfully with the older children within the school.

PE & Sport (tabled).

Items discussed included:

- “Sports Start” programme was introduced at Maungaraki School at the beginning of 2017.
- There has been a change in zone structure (extra schools within our zone) could potentially impact how many of our students are able to attend interzone.
- Touch / Miniball / Netball - strong interest at school.
- Has been a challenge to find new managers / coaches (parents). We need to build up network of helpers.
- Next steps:
  - running another programme for teachers to solidify and extend knowledge of their “Sports Start” programme.
  - Staff utilising the online planning programmes.
  - Sets of resources for classrooms (a set for each two classes).
    - Replenishing PE gear.
- Change to zoning has also meant changes to fees per school. This year has all come under one fee 1,100 total fee in 2016, this year 1129.00.
- Kiwisport funding - limited to only a few schools.
- Sanitarium for schools - could we run this with PALs? Should we investigate?
- Chris investigating cost of purchasing a white line roller to mark out the school field.
- 3 Table tennis tables are going to be donated to the school from Wellington Table Tennis club, thanks for sourcing this Newton! School will need to purchase balls and bats.
- Home and School are looking at purchasing two more basketball hoops for the school.

#### The Arts (tabled).

Items discussed included:

- Band reintroduced this year
- Electives back in term 4.
- Te Reo - kapa haka performance group
- Dance programme has been run.
- Drama / production this year. How can BOT support the production? Daryl and Moira will be working with teachers for production.
- Jubilee is a focus for this year.
- Ukelele club is very strong within the school at the moment.
- Visual arts - Phil suggested getting a local artist to run a lunchtime programme? The school has found this costly in the past.

#### **10. Policies:**

##### Treaty of Waitangi.

Tabled.

Items discussed included:

- Point 7 change wording from: allocate a budget.... change wording to: ensure sufficient budget....

**Moved:** That the Treaty of Waitangi Policy be accepted with the above mentioned changes.

*Moved: Shane/Janet. Carried*

General Update.

- Sensitive expenditure policy (recent requirement noted from audit). This has been simplified and placed into the financial policy - will reissue to BOT and retable at next meeting.
- Governance policy - minor amendment (delegations were approved at the last meeting), there were duplicate policies (placed updated version back into governance policy)
- Vulnerable children - we do not have a vulnerable children policy (but do have in procedures), do we need to create a new policy or incorporate in Health and Safety? BOT supported incorporating this information under Health and Safety policy. Sam will add bullet points and share with the BOT for comment and approval.
- Appointment of staff policy. Minor word changes around appointment committee. Sam will circulate suggestions ready for BOT comment and approval.

**11. Property:**

Report from Lee Ashby (tabled)

Cyclical Maintenance (Document tabled)

Items discussed included:

5YA Funding

- This is for maintenance and upgrade projects over \$20k. Projects must sit under one of the following criteria areas: health and safety, infrastructure and innovative learning. If we use the three criteria stated above, then the school has access to a further 91K of top up funding.

10ypp - general maintenance fund and cyclical maintenance.

- Suggested Provision set by Auditor: \$18K for cyclical maintenance
  - The school makes the final decision on provision/calculation.
- Suggested changes going forward:
  - Moving painting of school moving it from 10 years to 8 years.
  - Increase our provision on a yearly basis to make a total of \$18K over the 10ypp, paint next year and every 8 years after.

**Moved:** That the tabled 10YPP proposal be approved. Increase the Cyclical Maintenance from \$3716 pa to \$4680 pa over the next 10 years. Move painting the school from every 10 years to every 8 years going forward as suggested by the School's property consultant.

*Moved: Shane/Janet. Carried*

Property meeting today with Ross Chalmers, MOE; Eric Ashby, Ashby Property Services; Kaylee Gibbs; Shane Robinson; Janet Evans; Sam Dungey in attendance.

A quick recap on what was discussed:

- Flooding issue (approx \$60K to fix).
- We can ask for assistance from the Ministry to renovate library due to roll growth and change this area into two classrooms. This will free up some money for flooding / storm water issues in the quad area.
- Conversations need to take place with MOE around the longer term classroom needs for children.

**Moved:** Paul and Shane to engage in discussions with the Ministry for financial assistance with the redevelopment of library into two classrooms & creating a longer term plan for classroom space.

*Unanimously supported.*

- There may be a need to have an extra meeting regarding “property” prior to August BOT meeting.

Do we approach the MOE to purchase the hall and council ground area?

**Moved:** Paul and Shane to approach MOE and HCC re: purchasing of Council Grounds (adjacent to school) and the Maungaraki Community Hall.

*Unanimously supported.*

## 12. 2016 Audited Financials (for approval)

Tabled.

Items discussed included:

- \$14K from a project back in 2014.
- \$22K final write off for a project.
- Ed services have a “D” code where they store money. We need to keep an eye on the ins and outs from these codes. The school has asked Ed services to review their audit process.  
Should we suggest a “dry run” prior to the next audit to ensure the information is clear?  
Reviews have been requested every December, February and June (going forward).

**Moved:** That the 2016 Audited Financials be accepted.

*Moved: Kaylee/Sam. Carried*

## 13. BOT Analysis for Co-option

Document tabled.

Where to from here? Can go out to for a consultation but not legally required. Paul to engage with a potential co-opt member.

**Quick Items:**

**14. Home and School (Phil)**

Items discussed included:

- Fun run financial result: \$7349.50 after prizes.
- Korokoro kitchen lunches
- Bakery lunches dropped by about 60%
- Fish and chip lunch (term 2: 6 July)
- Hot choc fundraiser is back
- Barn Dance on 30 June - 6.30 - 8.30pm. Photo booth & food on the night.

**15. MCA Update (Newton)**

Key points:

- First public toilets across crossing from school - approved by Hutt City Council.
- Hall: reviewing pricing - ongoing.
- Meet the Candidates night: planning in progress

**16. Jubilee Committee (Shane)**

- Possible online form, being circulated at the moment

**17. Board Talk Items**

- Working Bee (Shane)
- Property Update (Paul)
- Roll Growth (Shane / Paul)
- Teaching and Learning (Janet)
- Treaty of Waitangi (Sam)

**Next Meeting:**

9 August 2017 Meeting start time of 6.00pm

- Strategic Aims: 2 & 3
- Target Student Reports
- Curriculum: Student Support
- Policy: Health and Safety; ICT & Digital Tech
- Other Reports: Roll Return
- Other: NZSTA Conference

**Reminders:**

**BOT Meeting Dates for 2017:**

*13 September 2017*

*1 November 2017*

*6 December 2017*

The meeting concluded at 8:45pm.

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

Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_

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