

Maungaraki School

Minutes of the Meeting of the Board of Trustees
6:00pm on 13 September 2017
at Maungaraki School staffroom

Action Point Summary:

Date	Owner	Item	Status
13/9	Paul / Kaylee	Investigate in detail the pros and cons of setting up a charitable trust. Provide an update to BOT at next meeting.	
13/9	Sam	Email health and safety policy out to BOT members for comment and more detailed review.	
13/9	Kaylee	Money from the Ministry at the beginning of the year - investigate - was it additional?	
13/9	Shane	Quotes for painting the school. Bring quotes to BOT meeting.	
13/9	Shane	Add \$\$ to (5YA?) for reallocation of the library.	
13/9	Newton	Newton to investigate funding from HCC	

The meeting commenced at 6:00pm.

REGULAR ITEMS:

1. Present:

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

In Attendance: Lisa Grinling (minute secretary).

2. Apologies:

Sam Dungey.

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 9 August 2017.

Moved: Phil/Shane. Carried

4. Declarations Of Interest:

There were no interests declared.

5. Grant

Applications: Nothing to report.

6. Principals Report:

Items discussed included:

- School roll currently sitting at 305.
- Strategic Aim 4 - kapa haka and te reo. Progress/growth apparent in the areas at the recent jubilee.

- Jackie meets with enviro team each week. Micheline from enviroschools also comes in regularly to meet with enviro team.
- Well being report
- Staffing - DP appointments.
- Paula Dooge - resigned.

Moved: The the Board duly accepts Paula's resignation with regret.

Moved: Unanimously approved.

- New Teacher Aide appointed.
- Staff PD going well.
- Fire Evacuation - engaging with Wormald to provide a service for \$250.00 per year to clean the sensors. Hoping that this will eradicate setting off the fire alarm in error.
- Attendance - high attendance rate.
- Term Dates 2018 - confirmed.
- Jubilee - amazing weekend. Thanks for all your hard work Shane.

Moved: That the Principal's Report dated 13 September 2017 be accepted.

Moved: Kaylee / Newton. Carried

7. Approval of Financial Report:

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

Items discussed included:

Home and School

Suggestion was made to have the Home and School funds as a separate trust. It was agreed to make a good amount of research prior to making a decision. Trust deed to be very detailed. Would mean separate audit each year.

Teacher Salaries / Bulk Staffing (Ministry Funding).

\$18K underspend on staffing.

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

Moved: Newton/Phil. Carried

STRATEGIC DISCUSSION / DECISION

8. Curriculum:

Well Being Survey.

Tabled.

Items discussed included:

Across the whole school, same five questions, indication on how students are feeling. Any concerns raised by students were unpacked with Janet. Then

any concerning comments raised by individual students were collated and discussed with staff. Overall results more positive than 2016.

Attendance.

Tabled.

Strategic Aim 4.

Tabled.

9. Policies:

Health and Safety Policy.

Tabled.

Items discussed included:

Alot more detail in the policy vs current policy due to health and safety

Deferred until November.

10. Other Reports:

Property

Special Needs Modification

Recommendations to make school accessible for student.

Works outline, tabled.

Motion: That the BOT approves the special needs modifications as outlined in the tabled documentation provided by the Ministry.

Moved: Unanimously approved.

Modular Building

Met with Shane last week. Timeframes (7 to 8 months)

Suggested sites:

Site 1 - behind room 6

Site 2 - where the sandpit is located.

Both sites are being tested.

The Boards preference is Site 2.

Belmont school have a modular building.

Library Conversion

Ashby quoted. Ministry have said they will pay. We will have it in writing by the end of the month. Timeframes - start work on conversion this year, ready to go early next year.

Need to plan where we relocate library and the funds and space required.

Normandale Enrolment Scheme Letter

Tabled. Overlaps slightly with Maungaraki but no issues.

Furnishings

There is an amount allocated for each new classroom that is built (approx \$15K).

11. Quick Items:

Home and School (Phil)

Items discussed included:

- Special projects / teacher projects - money hasn't been raised for these, as the focus has been the hard surfaces projects.
- Mural on white brick wall - has been paid.
- Disco - 3 November including a wine and cheese
- School fundraiser - school lunch for year 5 and 6 camp
- Tea and coffee will be sold at the school production
- School calendars are the end of year fundraiser
- Numbers on the home and school still low.

MCA Update (Newton)

Key points:

- Candidates evening - successful event
- Tracey Coleman - has been appointed as chair of western ward community panel as well as being the chair of MCA.
- Table tennis tables being delivered tomorrow.
- Shane and Paul meeting with MCA committee tomorrow.

Board Talk Items

- EnviroSchools (Shane)
- Wellbeing Survey (Janet)
- Property (Paul/Shane)
- Janet (Paul)

- 12. Next Meeting:** 1 November 2017 Meeting start time of 6.00pm
- Strategic Aims:
 - Policy: Health and Safety Policy, Complaints policy?
 - Other: Charitable Trusts (Kaylee/Paul), Feuerstein Report

- 13. Reminders:** **BOT Meeting Dates for 2017: 6 December 2017**

The meeting concluded 6.40pm.

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

Chairperson: _____

Secretary: _____

Date: _____ 2017.