

# Maungaraki School

Minutes of the Meeting of the Board of Trustees  
6:00pm on 1 November 2017  
at Maungaraki School staffroom

## **Action Point Summary:**

Date	Owner	Item	Status
1/11/17	Newtown and Shane	HCC Funding - improvements to the community projects - need to review criteria. Look at a community project.	
1/11/17	Shane	Amend names in Health and Safety report (part of Principals report)	
1/11/17	Shane	Term investment - put money back in.	
1/11/17	Shane	Send a document for comment to BOT re: suggested changes for Feurstein programme.	
1/11/17	Darian and Sam	Looking at improvements on the target student data reports are tabled, present, ready for Term 1 next year.	
1/11/17	Paul	Request the Ministry to provide a written outline of their expectations around the schools \$62K contribution for the library conversion.	
1/11/17	Paul	Contact the Auditor requesting changes to the Management Audit Document around credit card / bank reconciliations and cash collection.	

The meeting commenced at 6:00pm.

## **REGULAR ITEMS:**

### **1. Present:**

Sam Dungey, Paul Matthews, Newton King, Kaylee Gibbs, Shane Robinson, Chris Cowman

**In Attendance:** Lisa Grinling (minute secretary), Darian Schulz, Jackie Sutherland

### **2. Apologies:**

Phil Belcher

### **3. Welcome:**

Paul welcomed everyone to the meeting.  
A special welcome to three people today; Chris Cowman who has been appointed as the staff representative, our two new DP's - Jackie Sutherland and Darian Schulz.

BOT opened with a prayer and karakia.

**Moved:** That the previous minutes are an accurate account of the BOT meeting held on 13 September 2017.

**Moved:** *Chris /Newton. Carried*

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

**5. Grant Applications:** Nothing to report.

**6. Principals Report:**

Items discussed included:

- 312 students
- Roll projections
  - Mgmt team reviewing staffing to see we having adequate resourcing for students. We have plans in place for the children who are already enrolled. We do have new families coming into the community on a regular basis for example: we have had 6 new children who have started in the last two weeks who have just come to the community.
- Strategic Aims
  - Updated regularly, cumulative data throughout the year.
- Staffing Updates
  - Amy Head - will continue teaching at our school next year.
  - Helen Joyce - resignation letter tabled today.

**Moved:** Accept with regret Helen's resignation.

*Moved: Newton / Kaylee. Carried*

- Ashley Chesterfield has accepted a role today as the Y7/8 teacher for 2018.
- Leanne Ballantyne was recently appointed as a teacher aide.
- PD
  - Laura Snowden - PD ongoing
  - AFL training for teachers
  - Shane attended two conferences - Nat Principals conference in Queenstown and First Time Principals Conference over the school holidays.
- Document Destruction
  - That the request for destroying files from 2010 (as per ministry guidelines) be actioned. BOT supported this action but requested that journals or historical items of significance are retained.
- Whakatauki
  - Shane suggested a school whakatauki (as part of the tabled Principal's report). We are not formally adopting this yet as this will need to be discussed as part of the next strategic review. BOT did however, support using the suggested whakatauki within the classrooms.

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

*Moved: Newton / Kaylee. Carried*

**7. Approval of Financial Report:**

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

New finance report dated 30 September 2017, tabled at the BOT meeting.

Items discussed included:

Journalled \$5K of capital items

#### Laundry and Sanitation (over budget)

We have been paying toilet paper and sanitation items in the hall. Shane spoke with MCA Committee last night. MCA has agreed in principle, to reimburse the school for the above mentioned items for the calendar year.

#### Bulk Grant Funds

Currently sitting at \$16K

#### End of Year Figures

Looking for a \$0 variance against budget for the end of the year. We had budgeted for -\$21K. With roll growth our funding has increased. May be a -\$5 to -\$10K, but do not anticipate bottom line to reach -\$21k.

#### Staff Development

A few more courses before the end of the year.

#### Draft Budget

Shane and Kaylee have met with Education services to start the process for a budget for 2018. Once the content has been reviewed in more detail, the budget will be shared with BOT.

#### Management Audit Report

Document tabled.

Kaylee wanted Paul to go back to auditor and request they amend their findings re: credit card expenditure, monthly bank reconciliation and cash collection procedures.

**Moved:** That the financial report dated 30 September 2017 and be accepted.

*Moved: Sam/Chris. Carried*

## **STRATEGIC DISCUSSION / DECISION**

### **8. Curriculum:**

#### Feurstein Programme.

Tabled.

Items discussed included:

- School has put a lot of energy into this programme over last few years.
- Data suggesting we are not getting the results that we would like.
- Really good parts of programme
- Not sure if the measurement is working
- Need to review the students that we are targeting.

*Recommendation: keep programme working on a smaller scale. Adjust how we identify students. Look how we test kids at the start and at the end of the year.*

*Doesn't align well with National standards data.*

- What would be the scale of the programme? Two groups: maybe a senior group and middle group.
- Need to define factors /criteria
- What's the next step? Do we ask, what is our criteria for extending our advanced students and our target students? Need to discuss this as part of the strategic aims review in 2018.

BOT have asked to receive an update on the above mentioned changes, once Management have had a chance to review steps going forward in more detail.

### Target Student Data (Darian).

Amended Copy Tabled.

Items discussed included:

Question to BOT: How much emphasis do you want on group based programmes vs individual students?

Group sessions - a funding top up would be required on top of individual funding.

Something to consider, If you looked at another TA coming in, then they could structure group work and individual student times with 45 minute sessions. This is something that you can review as part of the budget for 2018.

### **9. Policies:**

#### Health and Safety Policy

Tabled.

Items discussed included:

Did we investigate school docs? \$2,500 cost.

We have nearly caught up with policies that had been deferred due to changes in Management.

Change review dates on Health and Safety policy to: November 2017 and November 2020

**Moved:** that we adopt the modified Health and Safety Policy.

*Moved: Sam/Kaylee. Carried*

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

#### Strategic Aims Update

Tabled.

Items discussed included:

Mathematics Strategic Aims:

- With the cusp of 14.7% sitting below on Maths - why such a large number in that circumstance? This is quite a low number compared to other schools.
- School wide monitoring - do teachers feel they have improved due to the support? This is ongoing.
- Weekly communications - a great way of engaging parents / school. BOT really appreciates the regular communication between teachers/parents.
- Positive impact with intervention programmes? Yes.

#### Property

##### ***New classroom***

Heaps of scoping on the new classroom. Viable site behind room 6. The Ministry wanted to have a site that had the provision to add another classroom if needed.

##### ***Hard surfaces - changes***

Ashby Services going to tender for the work for amendments to hard surfaces through ACC.

##### ***Library conversion***

Still waiting on the rubber stamp from the Ministry.

New 5YP tabled (provided by Ministry today).

The Ministry will fund \$138K for library conversion the other \$62k will have to come from the schools 5YP.

**Moved:** that the BOT approve the tabled 5YP.

*Moved: Paul/Newton. Carried*

### **Hard Surfaces**

Looking at options with various suppliers.

### **Full School Paint**

Suppliers can repaint over the xmas break. Resene coming up to look at the colour scheme. 3 quotes have been requested. Quotes will be sent to BOT with recommendations once the final quote has been provided.

## **11. Quick Items:**

### **Home and School (Phil)**

#### Items discussed included:

- Nothing to report.

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

Key points:

- Looking at refurbishing the interior of the hall. Received funds from Pelorus Trust Grant (\$100K).
- Looking at a new website build.

### **Board Talk Items**

Is this the right way or should we use the school newsletter?

- Newton will be the owner of the BoardTalk, ensuring authors create content in a timely fashion (finalised contact Monday morning - the week of the school newsletter).
- Content for 16 November:
  - Pathways for children, review on how we extend kids that are challenged and those that need a challenge (Shane)
  - Painting of the school (end of 2017) (Shane)
  - Health and Safety Policy (Sam) - send the link to Newton.

### **National Standards**

What are the BOT's thoughts around assessment, going forward, with the dropping of National standards?

Need to keep it as status quo, until the Government advises schools of any changes on how we review student data.

## **12. Next Meeting:** 6 December 2017 Meeting **start time of 5.30pm**

- Strategic Aims:
- Policy:
- **Dinner at 7:45pm at Sopranos.**

## **13. Reminders:** **BOT Meeting Dates for 2018:**

The meeting concluded 8:15pm.

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

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

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

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