

Maungaraki School

Minutes of the Meeting of the Board of Trustees
5:30pm on 6 December 2017
at Maungaraki School staffroom

Action Point Summary:

Date	Owner	Item	Status
6/12/2017	Shane	Check insurance for sub-letting staffroom to Maungaraki After School Care.	
6/12/2017	Paul / Sam	Add a couple of questions re: communities thoughts around sponsorship to the survey that will be sent to community at the end of the year. State we will not use tobacco /sugar or alcohol. Sam to email BOT some content that will help with questioning.	
6/12/2017	Sam / Shane	Sam to meet with Shane re: data on school donations	
6/12/2017	Paul / Shane	Create school donation document and credit for etap	
6/12/2017	Kaylee	Talk to Education Services re: their dates around when they present financial information	
6/12/2017	Shane	National Standards - change the Writing target to 82% for 2018.	

The meeting commenced at 5:30pm.

REGULAR ITEMS:

1. Present:

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

In Attendance: Lisa Grinling (minute secretary).

2. Apologies:

Chris Cowman.

3. Welcome & Declarations of Interest:

Paul welcomed everyone to the meeting.
BOT opened with a prayer and karakia.

4. Approval of Minutes from Previous Meeting

Moved: That the previous minutes are an accurate account of the BOT meeting held on 1 November 2017.

Moved: Sam/Newton. Carried

5. Action Items From Previous Meeting

Date	Owner	Item	Status
1/11/17	Newton and Shane	HCC Funding - improvements to the community projects - need to review criteria. Look at a community project.	c/f

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

6. Principals Report:

Items discussed included:

- 319 children.
- Reports to go out next week.
- A lot of activity at school - after school meetings (keeping parents informed)
- Juniors have visited local playcentre.
- Kapa Haka sharing, school wide was successful.
- Staffing
 - Term 2 teaching position vacancy has been advertised.
- Ops Grant has been reviewed by the Ministry and increased.
- Library will not be ready by end of Term 2.
 - Two options being considered: rata room or potential team teaching in Room 5 until conversion complete.
- Y7/8 - big classroom next year. Jackie will work into the hub “mornings” running workshops.
- PD - been busy, various courses for staff.
- Maungaraki After school care. Have requested working out of staffroom for three weeks over holiday period. They will have an alarm which deactivates the staff room (only) and two keys which two members of staff will be responsible for. The Board supported the request with the following checks:
 - Check insurance for sub-letting
 - Check for Indemnity cover for accidents / hazards
 - Request that MASC clean the carpets after use at their own cost
 - Do an inventory of cups / plates and utensils.
- School Tracksuits
 - A Sponsorship request has come from a family. They would like to pay for the sports suits. In return for sponsorship, they would like to add a small copy of their companies logo to the jacket.
 - Ask communities thoughts on sponsorship to create a defined criteria. Add to end of year survey.
- Digital Technology.

Compulsory from 2020 for years 1-10. We as a school are ticking a lot of boxes already. Celebrate our successes to our community as part of our “BoardTalk” and future comms.
- National Standards.

Nothing definitive about any changes from the Minister yet.

Will become clearer soon.

Board still supportive of national standards data.

School setting goals next year using National Standards.

Standards do not show progress very well.

Going forward, the school wants to look at the ways we can report a child's progress using graphs as well as providing national standards data - "at", "above" "below" or "well below".

Board supported putting "meaningful" data with the National Standards data

Moved: that the school still provides national standards data for next year and incorporates more "meaningful" data which graphs a child's progress over the year.

Moved: Phil/Sam. Carried

- School Donations

Paul suggested sending a form to parents on ways they can pay their donation eg. automatic payments for a specified period.

Payment of Activities

Board also discussed providing an option where parents can pay lump sums over the year which the school can use against activities. Need to discuss in more detail.

Moved: That the Principal's Report dated 6 December 2017 be accepted.

Moved: Phil/Sam. Carried

7. Approval of Financial Report:

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

Items discussed included:

Numbers for October (due to meeting dates).

November numbers will be in soon.

Year Ended Figures

Forecasted (20K deficit) but looking at (-44K). This is just an estimate until we have a confirmation from Ed Services.

ACC Payment - 10 - 15K expected before the end of this year

Ed Services budget report should have actuals up to October 2017 and then budget for rest of year for each budget line.

Having a deficit takes away with our cash flow.

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

Moved: Kaylee/Phil. Carried

Draft Budget 2018

Kaylee, Shane and Daryl from Ed Services met to work through budget for 2018.

Items discussed included:

- Reduction in staff development - down to \$25,700
- Review how we are allocating monies on budget line
- Aim to break even budget.
- \$7K maybe a bit optimistic from H & S next year.
- Change to 75% of income for school donations.
- Review budget again in February once final numbers are provided through Education Services.
- Remove - Hard surfaces number of \$60K. This can be reviewed once we have final figures

Moved: that the tabled “working” 2018 budget be approved and will be reviewed once the final numbers are provided at Februarys meeting when the 2018 budget will be finalised.

Moved: Kaylee/Phil. Carried

STRATEGIC DISCUSSION / DECISION

8. Curriculum:

National Standards Report.

Tabled.

Items discussed included:

Mathematics

Decrease in Mathematics. Nat Average 75%

Decrease in Reading by 1%

Writing

Target for writing - change percentage to 82%.

Moved: That the tabled targets for National standards be accepted with the above mentioned change for the writing target to 82%.

Moved: Kaylee/Phil. Carried

Historic pattern reports as an average rather than comparing one cohort from the previous years. What is the life cycle for that cohort?

Area of focus for next year is “moderation” and how we moderate data.

Focus on small quality group teaching.

Charter Report.

Tabled.

This will not change until next 2019.

Annual Plan Update (emailed to BOT on Monday).

Will be emailed to BOT.

Aim 2: Teaching as enquiry / Assistant Leaders

Aim 3: Pride of our community / Te Ao Maori / Outdoor play space / Celebrations of success

Aim 4: Green/Gold School / Sporting Academy (by Chris on Fridays) / Buddy system / Arts - choir and dance splash

9. Policies:

Appointment of Staff Policy.

Policy reviewed at the meeting.

Items discussed included:

Minor change: Remove "shall not fail" from Principal and change the date.

Move Sam/Newton.

Complaints Policy.

Tabled.

Items discussed included:

Opportunity to recirculate complaints policy and deal with this next year.

10. Other Reports:

Property.

Items discussed included:

Library conversion: Plans have been drawn up.

New classroom: Coming to see Shane tomorrow re:concerns around incorporating fire services for new classroom. Still reviewing whether they make this into two additional classrooms, this is with the Ministry at the moment.

Need to provide regular updates on progress for families.

2018 Budget

Refer to financial approvals section.

11. Quick Items:

Home and School (Phil)

Items discussed included:

- Created a plan for next year. Finalising how they reallocate funds next year.
- Gala next year? Need to ask H & S

MCA Update (Newton)

Key points:

- Hall maintenance over the holidays
- Percy reserve reclassification submission
- Pricing for hall for users - still progressing
- New website development
- New objectives for 2018

Board Talk Items (final newsletter of 2018)

- Digital Technologies - 2020. Where Maungaraki School is at right now.
- National Standards results
- School Donation and Fees
- School Paint over the holidays
- Survey around sponsorship

The meeting moved into a public excluded forum at 7:50pm. Lisa Grinling left the meeting.

12. Next Meeting: 14 February 2018 Meeting start time of 6.00pm

- Strategic Aims:
- Policy:
- Other: Final Expenditure report for 2017, 2018 budget

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

21 March, 16 May, 20 June, 8 August, 12 September, 30 October, 5 December.

The meeting concluded 8:00 pm.

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

Chairperson: _____

Secretary: _____

Date: _____ 2017.