

Maungaraki School

Minutes of the Meeting of the Board of Trustees
6:00pm on 20 February 2018
at Maungaraki School staffroom

Action Point Summary:

Date	Owner	Item	Status
6/12/2017	Sam / Shane	Sam to meet with Shane re: data on school donations	
20/2/18	Shane	Shane to make a note of all intended programmes, strategic aims link, budget links.	
20/2/18	Shane / Paul	Shane and Paul to sit down and make a plan for digital tech going forward to 2020.	
20/2/18	Shane	Container needed on site for library build possibility to look to see if this cost can be meet by the Ministry?	
20/2/18	Shane	What is HR self review?? Shane to investigate and feedback to Sam	
20/2/18	Shane	Shane to contact council, they have been non existent at our school.	
20/2/18	Sam	Sam to do some research around what other schools are doing about hiring out facilities.	

The meeting commenced at 6:00pm.

REGULAR ITEMS:

1. Present:

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

In Attendance: Jackie Sutherland (minute secretary), Micheline Evans

2. Apologies: Nil.

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 6 December 2017.

Moved: *Shane/Newton. Carried*

5. Action Items From Previous Meeting

Date	Owner	Item	Status
6/12/2017	Shane	Check insurance for sub-letting staffroom to Maungaraki After School Care.	Resolved
6/12/2017	Paul / Sam	Add a couple of of questions re: communities thoughts around sponsorship to the survey that will be sent to	Survey didn't

		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.	occur. Will run at end of term 1
6/12/2017	Sam / Shane	Sam to meet with Shane re: data on school donations	Didn't meet deferred
6/12/2017	Paul / Shane	Create school donation document and credit for etap	Now sending in 2 weeks (to those who haven't paid a donation)
6/12/2017	Kaylee	Talk to Education Services re: their dates around when they present financial information	complete
6/12/2017	Shane	National Standards - change the Writing target to 82% for 2018.	complete

6. Principals Report:

Items discussed included:

- 316 number to date at school. Need to go back to the MoE re numbers needing to be revised. Property pressure they are aware of. Confirmation for building consent has started.
- List of special programmes to date, looking at further maths to be added. Coding is part of classroom practice, with 2020 technology curriculum.
- Annual Plan, change with National Standards, looking at Government coming up with something for 2019 (as discussed at Principal meeting today). We have kept our aims and goals from last year, this ready to the MoE in March. Working hard on getting our reporting right. Currently looking at consultation with staff, then will look at parents, then BoT. Looking at getting through 2018 and moving forward. Trying to make our goals livable, sharing with families etc. Shane will be back to BoT around reporting to parents, will meet with parents at afternoon tea.
- Assessment - Shane looking into assessment alternatives and reporting about it. Still gathering data around best way to show progress for students.
- Preparedness for High School chat will continue another day.
- Staffing; roll growth classroom Amy Houlden will begin T2. Men 12% we are going well, we are at 20%. But will be mindful of gender balance.
- Professional Development around teacher practice. Unpacking Maths practice this week, next week we have an expert coming in.
- Leadership camp proposal tabled.

Moved: That the leadership camp proposal be accepted.

Moved: Shane/Chris. Carried

- Mindfulness programme - no risk to the school, so approved that they will run 3 sessions on a Saturday. Board are happy with this decision. Discussion around hireage of the school/property outside school hours.

Moved: That the Principal's Report dated 14 February 2018 be accepted.

Moved: Phil/Newton. Carried

7. Approval of Financial Report:

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

Items discussed included:

Financials for Feb, Budget and last years results.

Looking at contacting families about chucking down donations so we get more in.

Paul suggested: Proposal to increase grants by \$10,000 for each year (camp grants normally) then this will help balance the budget.

Shane to go back to Darian and look at TAs to check clarity around hours and \$ costs.

Capital: Kaylee talked about this in budget followed by Paul. Leave in \$20,000 takes us below Ministry accepted level. \$71,000 accepted level by MoE guidance. Agreed to leave in \$10,000 instead. Once actuals are in we will get a better idea. Home and School should be a separate legal entity because at the moment its all combined. We submit our budget to the MoE what happens if we want to change it later, can we resubmit? Audit at the end of year picks it up and budget submission.

At this stage we don't want to put down more than \$10,000 towards hard surfaces.

\$0 for hard surfaces and then \$10,000 in...pros and cons if we put it in we don't have to spend it...essentially \$155,000 project that we are putting in \$10,000.

Moved: To allocate \$10,000 of school funds towards the hard surfaces project.

Moved: Chris/Shane. Carried

Moved: That the financial report dated February 2018 be accepted.

Moved: Kaylee/Chris Carried

STRATEGIC DISCUSSION / DECISION

8. New Policy Schedule for 2018:

Tabled.

Sam - please feed into the doc I would love feedback. Sam happy to take charge and update the doc, if everyone just feeds into it. .

Moved: That the tabled Policy schedule for 2018 be implemented.

Moved: tabled. Carried

9. Enviroschool Strategic Plan:

Micheline Evans (Enviroschool strategic plan) attended the meeting to provide the BOT with a strategic plan for Maungaraki School.

Items discussed included:

- Micheline's presentation- take away points to create a GAP analysis for Enviroschools from Silver to Awards Paul elected to carry and Phil nominated and Sam seconded to continue with enviroschools move towards Green/Gold.

OTHER ITEMS

10. Finalised Financial Results 2017 (unaudited):

Financial Results tabled.

2017 actuals: over spend (still not final accounts) \$20,000 - actuals vs estimates need attention. Banked staffing question around can we lose it? No but we can be spend it on teachers only. Kaylee gave a snapshot re targets, bottom line...\$29,800 over therefore \$9,800 over over. Paul suggested looking at wiping out our contribution altogether due to budget set last year of overspend \$20000.

11. Finalised Budget for 2018

Budget tabled.

2018 budget: has been set. Looking at closing it to "0". \$5 k on values and vision for around the school. Kaylee (based on 2017 to 2018) needs to add \$1000 to cleaning and maintenance and \$1,500 to property and \$3000 personnel. Operationally need to add another \$8700 to cover it all. Furniture \$\$ needed for 2018 - should be covered by Ministry.

12. Property

Plans tabled.

Items discussed included:

Shane looked at getting conversion done asap. Getting a builder on board. Colour consultant using the same colours as before. Modular well on track to be here by June. Needs fire services down in front of the office pass the library. Also paraplegic car parks etc. Hall looks fantastic. Lighting is so much better. School paint went ahead over the holidays looking good, no complaints. Final measure done and timings interesting (first term holidays) pushing it. In front of Rooms 1-3 depends on contractors etc, gone out to tender. Looking at coming back after school hours to complete if it goes over time. Lots of action, complicated time...need to look after staff, working on communication and lessening anxiety. Sam - Q sump area does affect the tree. Q what happens with new hand rails and bits that are going out the staff room, will they do the cover between the two buildings.

Comm's towards community around chopping down the tree outside R4 Board report to send this out. Also National Standards Board report and Property. Shane happy to work with anyone from BoT on Board report.

Principals appraisal

Paul sat with external appraiser to work out goals. 2 performance and one learning goal. Does this capture/share the Boards view? Yes. Paul will share this if people are interested in reading it. 360 review stuff.

QUICK ITEMS:

13. Home and School (Phil)

Items discussed included:

- Phil feedback meeting; fundraising events in the pipeline for 2018 including quiz night, spelling-a-thon, fun run etc.

14. MCA Update (Newton)

Key points:

- Newton wasn't there. Shane was peacock trouble in Bushy Way. Hall review, Julia stepped down from hall looking to cross it over to our admin team. Council been non existent at the moment, Shane will get onto them.

Board Talk Items (newsletter)

- Property; new chair, National Standards, chopping down the tree.

The meeting moved into a public excluded forum at 8.55pm. Jackie Sutherland left the meeting.

Next Meeting: 16 May

Looking at changing the date to align with the financial stuff coming out; same number of meetings for the year

Reminders:

BOT Meeting Dates for 2018:

(looking at changing the dates due to financial meetings - 8 meetings per year)

20 June, 8 August, 12 September, 31 October, 5 December

The meeting concluded 9:15 pm.

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

Chairperson: _____

Secretary: _____

Date: _____ 2018.