

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING



At the **Board of Trustees meeting** on **14 Jun 2023** these minutes were **confirmed as presented**.

Name:	Maungaraki School Board of Trustees
Date:	Wednesday, 10 May 2023
Time:	6:00 pm to 7:50 pm (NZST)
Location:	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
Board Members:	Aaron Moore, Kim Webby, Lisa Agent, Lizzie Briscoe, Megan Hurley, Shane Robinson
Attendees:	Tania Potaka
Apologies:	Paul Matthews

1. Regular items

1.1 Prayer and Karakia

1.2 Present and Apologies

1.3 Interests Register

1.4 Confirm Minutes

Board of Trustees meeting 22 Mar 2023, the minutes were confirmed as presented.



Approved

Approved as presented

Decision Date:	10 May 2023
Mover:	Aaron Moore
Seconder:	Kim Webby
Outcome:	Approved

1.5 Action Item List

Due Date	Action Title	Owner
22 Mar 2023	Kahikatia Status: Completed on 22 Mar 2023	Shane Robinson
22 Mar 2023	Community Consultation Status: Completed on 22 Mar 2023	Shane Robinson
22 Mar 2023	Te Tiriti o Waitangi Status: Completed on 22 Mar 2023	Aaron Moore

Due Date	Action Title	Owner
22 Mar 2023	Reach out to new families Status: Completed on 22 Mar 2023	Megan Hurley
23 Mar 2023	Managing Challenging Behaviour Status: Completed on 23 May 2023	Shane Robinson
10 May 2023	PAT Data update Status: In Progress	Darian Schulz

1.6 Principal's Report

- Thank you for the opportunity to take the sabbatical.
- The teachers are in the midst of negotiations and are voting on a new offer from the MOE. Principals are also doing a work to rule strike, not working outside the hours of 8am - 5pm. Secondary Principals have settled, however secondary teachers are still working through their offer and have their own form of industrial action.
- We will be doing a Community survey. A staff wellbeing survey will also be done this term. We are talking to students about our school values.
- Staff movements -Trish has been successful in getting the DP position at Epuni school. Steph & Mandy will be taking parental leave in term 3
- Staff had the option of having a flu vaccination.
- Matariki celebrations will be a focus for us.



Approved

Approved Pincipal's report

Decision Date: 10 May 2023
Mover: Lisa Agent
Seconders: Lizzie Briscoe
Outcome: Approved

1.7 Finance Report

- The schools accounts are healthy
- We received a grant for \$4000 to purchase scooter racks.



Approved

Approved

Decision Date: 10 May 2023
Mover: Aaron Moore
Seconders: Lizzie Briscoe
Outcome: Approved

1.8 Policy

Darian & Lizzie have reviewed this policy. The name has been changed due to the new rules & regulations that have come in around restraints, so there has been alot of changes since it was initially presented by Wayne Church last year.

The updated tabled document is approved and there are no amendments required.

We would like to use 'School Docs' for our school policies and procedures. It's a good resource, will cost about \$1500 per year which could come from subscription budget line. It was agreed that we would like to move to using School Docs.



Approved tabled policy

Approved

Decision Date: 10 May 2023
Mover: Shane Robinson
Seconder: Lisa Agent
Outcome: Approved

1.9 Property Report

- Library defects - we await a door to arrive to replace temporary door. The Library has been used well for clubs at lunchtime. Classes are now going through.
- Entrance way project - we had a meeting with the HCC and MOE regarding completing this and finding the extra money to get it done.
- Asbestos removal - the cupboard in the admin area, boiler room wall and archive room have asbestos. The boiler room will be decommission as part of this removal.
- Drainage project - this is complete. This did not include resurfacing the field so there are many uneven areas which we now need to sort. Shane to follow up with the HCC writing a letter to find out why the field wasn't resurfaced and how it could now be sorted.
- MOE - they mentioned that our roll growth has slowed.



Approved

Approved as presented

Decision Date: 10 May 2023
Mover: Kim Webby
Seconder: Aaron Moore
Outcome: Approved



Field resurfacing

Shane to follow up with the HCC, writing a letter to find out why the field wasn't resurfaced and how it could now be sorted.

Due Date: 14 Jun 2023
Owner: Shane Robinson

1.10 Grant Application



Approved

Approved to apply for grant

Decision Date: 10 May 2023
Mover: Shane Robinson
Seconder: Megan Hurley
Outcome: Approved

2. Strategic Discussion/Decision

2.1 Strategic Aim 1

- There have been lots of activities that our students have been involved with. We have also had a lot of community activities such as the bike track & open day, Fire performance and meeting with parents.

- The Board would like to buy the staff morning tea to thank them for covering for Shane in term 1. Megan will purchase and bring in on Friday.



Morning tea

Purchase morning tea for the staff on Friday 12 May.

Due Date: 12 May 2023

Owner: Megan Hurley

2.2 Strategic Aim 2

Darian was unable to attend the meeting. Move this item to the next Board meeting.

3. External Updates

3.1 Home & School Update

- We had a successful term 1 raising \$4900 from the Easter raffle.
- There was a Pizza lunch held, which we will do again in term 2
- The MCA donated \$100 from the open day
- Megan will have a catch up with Shane in the near future to discuss fundraising priorities.

3.2 MCA Update

Paul was not in attendance at the meeting so we will get his update next time.

4. Public Excluded / In Committee

4.1 Staffing

Accept resignations and parental leave applications.

Approved extended leave application.



Approved

Approved

Decision Date: 10 May 2023

Mover: Shane Robinson

Seconder: Aaron Moore

Outcome: Approved

5. Close Meeting

5.1 Close the meeting

Next meeting: Board of Trustees meeting - 14 Jun 2023, 6:00 pm

Next meeting: 6pm, Weds 14 June 2023

Signature: _____

Date: _____