

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **22 Jun 2022** these minutes were **confirmed as presented**.

Name:	Maungaraki School Board of Trustees
Date:	Wednesday, 11 May 2022
Time:	6:00 pm to 8:18 pm
Location:	Maungaraki School - Waihanga Centre Rm 8, 137 Dowse Drive, Maungaraki
Board Members:	Julie McDonald, Kaylee Gibbs, Kim Webby, Lizzie Briscoe, Megan Hurley, Paul Matthews, Shane Robinson, Wayne Church
Attendees:	Darian Schulz, Tania Potaka
Guests/Notes:	Hazel Andis, Jen Long, Brigitte Fergusson,

1. Regular items

1.1 Prayer and Karakia

1.2 Present and Apologies

Welcome Hazel Andis, Jen Long, Brigitte Fergusson & Ben Young

1.3 Interests Register

1.4 Confirm Minutes

Board Meeting 6 Apr 2022, the minutes were confirmed as presented.



Approved minutes

Carried

Decision Date:	11 May 2022
Mover:	Shane Robinson
Seconder:	Lizzie Briscoe
Outcome:	Approved

1.5 Action Item List

Due Date	Action Title	Owner
8 Dec 2021	Strategic Aims - Meet & discuss Status: Completed on 22 Jun 2022	Shane Robinson
9 Dec 2021	Board Self Assessment checklist Status: Completed on 22 Jun 2022	Julie McDonald
4 Feb 2022	Budget Status: Completed on 6 May 2022	Shane Robinson

Due Date	Action Title	Owner
28 Feb 2022	2022 Koru Heart Camp RAMS Status: On Hold	Shane Robinson
31 Mar 2022	Property Meeting update Status: Completed on 6 Apr 2022	Shane Robinson
11 May 2022	Meeting to discuss external assets Status: Completed on 15 Jun 2022	Shane Robinson
11 May 2022	Income in Advance Status: Completed on 11 May 2022	Shane Robinson
11 May 2022	Head injuries at Kelly Club Status: Completed on 6 May 2022	Shane Robinson
18 May 2022	Meeting with ESL Status: Completed on 6 May 2022	Shane Robinson

1.6 Principal's Report

Strategic Aim 3

- Ben provided an overview of the Waihangā centre and the different areas in the room.
- Covered the learnings from term 1 and some areas they want to build on or refine.
- We will get the juniors to start using the area.
- Review the progression through the years and hopefully get the space being used to compliment what's going on in class.
- We want to maximise the time it is used.

Strategic Aims 2 - see the Strategic Aims 2 review.

Goal setting meetings - Due to Orange alert setting we were able to welcome families back on site. We had a high percentage of parents attend which was great.

We have moved back to shared breaks across the school and staff are together again in the staffroom.

With 3 staff going on parental leave we have appointed more staff across the school to support our programmes. There are many familiar names who have worked here before. The Board would like to meet the new teachers as it has been a while since they have been in to school. We will organise a function on a Friday evening to do this. ACTION

We opened our roll growth classroom in room 9.

PD continues with some disruptions caused by Covid.



Approved Principal report

Carried

Decision Date: 11 May 2022
Mover: Megan Hurley
Seconder: Julie McDonald
Outcome: Approved

1.7 Finance Report

- Our staffing line is healthy. In term 1 we had teachers out of the classroom who were able to fill in for illness and we were awaiting the start of our new DP
- We use Staff Sync to fill reliever rolls.
- We have another teacher role being advertised.
- Water rates are high due to a leak. This was due to a delayed cost on the leak however we do think there may still be some issues which we will continue to monitor.



Approved Principals report

Carried

Decision Date: 11 May 2022
Mover: Julie McDonald
Seconder: Kim Webby
Outcome: Approved

1.8 Policy

Board Self review checklist

- Julie covered the report
- Build an induction document
- Discussed keeping a register of Board training attended and succession planning
- Actions to include a piece where BOT are available to discuss the next elections, being on the Board and decided to tie this in to a school event such as the movie night on the 1st July

Enrolment Policy review

- Wayne covered the current and required changes
- Bring up to the current education Act.
- Approved as presented

Complaints procedure

- Covered off some extras to add.
- Amend the notes...When necessary the BOT will form a discipline committee and sit to....
- Add in notes to advise...'Provide complainants with a copy of the policy'



Kahikatia - Action on Shane to have a community consult to includ...

Kahikatia - Action on Shane to have a community consult to include in the charter.

Do another Survey on the Charter - review the current Charter similar to the survey last year

The date of the next Board elections

1 July - add in a Board meet and greet on to the Movie. Find out about the Board. In conjunction tpo the H7 S Movie night. Get to know about the board and - Shane in conjunction to the current BOT chair.

SHANE to start a google folder for BOT related information.

Due Date: 31 Jul 2022
Owner: Shane Robinson



Approved Policy changes

Changes approved and incorporate the notes...

Decision Date: 11 May 2022
Mover: Wayne Church
Seconder: Kaylee Gibbs
Outcome: Approved

2. Strategic Discussion/Decision

2.1 Strategic Aims 2

- The school has moved to the new SMS 'Hero'. This has meant some extra work has gone into entering data and some more manual entries which has caused some anomalies.
- We have reviewed the data as a leadership team and taken time to discuss this and what the results mean for us.
- MISSING PIECE ON THE DOC UNDER YEAR 5 - we believe we can shift that data ADD THE NEW DOC
- Year 1 data has been trending down due to changes in society and busy families. Many children are arriving at school with some gaps in foundation areas such as holding a pencil.
- Our year 4 cohort has some students who have special programmes and these are included in the data
- Working with Christine our PD coordinator to work on the writing in the year 7
- Sentence structure we need to work on in both year 7&8

3. External Updates

3.1 Home & School Update

- Movie night on the 1st July
- Disco will move to term 3
- Working through the idea of a cook book
- Tea Towel - profit will be \$1500 with some spare towels to sell.

3.2 MCA Update

4. Public Excluded / In Committee

4.1 Staffing



Out of Zone enrolment

Carried

Decision Date:	11 May 2022
Mover:	Wayne Church
Seconder:	Lizzie Briscoe
Outcome:	Approved

5. Close Meeting

5.1 Close the meeting

Next meeting: Board Meeting - 22 Jun 2022, 6:00 pm

Next meeting: 6pm, Weds 24 May 2021

Signature: _____

Date: _____