

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING



At the **Board of Trustees meeting** on **26 Jul 2023** these minutes were **confirmed as presented**.

Name:	Maungaraki School Board of Trustees
Date:	Wednesday, 14 June 2023
Time:	6:00 pm to 7:10 pm (NZST)
Location:	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
Board Members:	Kim Webby, Lisa Agent, Lizzie Briscoe, Megan Hurley, Paul Matthews, Shane Robinson
Attendees:	Brigitte Ferguson, Tania Potaka
Apologies:	Aaron Moore

1. Regular items

1.1 Prayer and Karakia

1.2 Present and Apologies

Paul will be arriving late.
Arrived at 6:18pm

1.3 Interests Register

1.4 Confirm Minutes

Board of Trustees meeting 10 May 2023, the minutes were confirmed as presented.



Approved

Approved without changes

Decision Date:	14 Jun 2023
Mover:	Lizzie Briscoe
Seconder:	Shane Robinson
Outcome:	Approved

1.5 Action Item List

Due Date	Action Title	Owner
23 Mar 2023	Managing Challenging Behaviour Status: Completed on 23 May 2023	Shane Robinson
10 May 2023	PAT Data update Status: Completed on 16 Jun 2023	Darian Schulz

Due Date	Action Title	Owner
12 May 2023	Morning tea Status: Completed on 8 Jun 2023	Megan Hurley
14 Jun 2023	Field resurfacing Status: Completed on 8 Jun 2023	Shane Robinson

1.6 Principal's Report

Principals report:

- Our new ERO contact would like to meet and have a look around the school. They will come back later in the year to come through the classrooms.
- Written reports are due to go home to Families in week 10.
- There has been some recruitment at school & one resignation
- NZEI resolution, teachers have settled their collective agreement. The NZEI AGM is next week.
- Health & Safety - Lockdown drill held

Strategic Aims - covered off by Shane.

Community Consultation - Megan covered of the timeline to have this sent out to our community and when it needs to be back in by. It will need to go out in term 3 and feedback to be back before the end of term 3 so results can be published early term 4. This will go out to the whole community. Megan will share a pack of the previous consultation information for the Board to view.

Wellbeing Survey - Shane covered the results of the Staff Wellbeing survey. Some good feedback was given.

Library update - Shane covered the details in the report.



Principals report

Tabled

Decision Date: 14 Jun 2023
Mover: Lisa Agent
Seconded: Lizzie Briscoe
Outcome: Approved



Community Consultation

Megan to send out details regarding the Community Consultation.

Due Date: 26 Jul 2023
Owner: Megan Hurley

1.7 Finance Report



Available funds

Check with ESL regarding what ratio of available funds we should hold in the school bank accounts.

Due Date: 2 Aug 2023
Owner: Shane Robinson



Activity Donation update

Send out some communications in one of the next couple of Newsletters regarding what we use the Activity Donations funds for.

Due Date: 2 Aug 2023
Owner: Shane Robinson



Finance report

Accepted

Decision Date: 14 Jun 2023
Mover: Megan Hurley
Seconders: Lizzie Briscoe
Outcome: Approved

1.8 Property Update

- The clean-up of the Electrical cupboard is complete and signed off.
- Asbestos work continues while they finish cleaning out the Boiler room and Archives room.
- Bike track signs will be here next week and will be put up. They have given us some stencils to spray some signs onto the track
- More Library Shelves are going up
- The Car Park is still being worked on. We are trying to get the extra funds from the council and MOE to complete this work.
- The new classroom block is planned to start in the term 3 holidays.
- There are a few changes to the 5YA with regard to rotten windows in rooms 6 & 7. These are worse than initially thought so the glass has been removed and they are boarded up for safety reasons. This will now be an urgent fix.

1.9 Policy

The Board discussed the use of 'School Docs' and can see some good benefits in using it. Templates and recommendations are given, amendments can be made as necessary and a final document can be presented for sign-off by the Board.

It was agreed to move the using School Docs.



School Docs

The BOT has approved using School Docs for the Processes & Policies for Maungaraki School.

Decision Date: 14 Jun 2023
Mover: Lizzie Briscoe
Seconders: Megan Hurley
Outcome: Approved

2. Strategic Discussion/Decision

3. External Updates

3.1 Home & School Update

- We have the Movie Night coming up this Friday
- A Pizza Lunch is to be held at the end of Term 2
- The Home & School have completed the majority of the items they are fundraising for. Some more items to consider may come up after the community consultation. Consider these as they are highlighted.

3.2 MCA Update

Nothing new to report

4. Public Excluded / In Committee

5. Close Meeting

5.1 Close the meeting

Next meeting: Board of Trustees meeting - 26 Jul 2023, 6:00 pm

Approved decisions made between meetings



School closure due to Union Meeting

THAT Maungaraki School close on Wednesday 31 May, from 12pm until the end of that day, due to a paid union meeting;

5 Supported: Aaron Moore , Lisa Agent , Lizzie Briscoe , Megan Hurley , Paul Matthews

0 Opposed:

0 Abstained:

Decision Date: 28 May 2023

Outcome: Approved

Signature: _____

Date: _____