

# CONFIRMED MINUTES

## BOARD MEETING



At the **Board Meeting** on **26 Oct 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Maungaraki School Board of Trustees
<b>Date:</b>	Wednesday, 21 September 2022
<b>Time:</b>	6:00 pm to 9:07 pm (NZST)
<b>Location:</b>	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
<b>Board Members:</b>	Paul Matthews, Lisa Agent, Lizzie Briscoe, Megan Hurley, Aaron Moore, Shane Robinson, Kim Webby
<b>Attendees:</b>	Tania Potaka

### 1. Administration

#### 1.1 School Karakia

#### 1.2 Present and Apologies

#### 1.3 Election of Board Chair

Shane called for nominations for Board Chair. Paul Matthews was nominated and no further nominations were received.

As only one nomination is received no vote is required and Paul Matthews is the new presiding chair. As Paul previously held the role prior to the triennial elections no updates are required.

#### 1.4 Welcome and Introductions

We welcome our new members and those re-elected.

#### 1.5 Interests Register

#### 1.6 Confirm Minutes

**Board Meeting 3 Aug 2022**, the minutes were confirmed as presented.



#### Approved as presented

Approved as presented

**Decision Date:** 21 Sep 2022  
**Mover:** Shane Robinson  
**Second:** Lizzie Briscoe  
**Outcome:** Approved

## 1.7 Action Item List

Due Date	Action Title	Owner
26 Oct 2022	2022 Koru Heart Camp RAMS <b>Status:</b> Completed on 21 Oct 2022	Shane Robinson
26 Oct 2022	Kahikatia <b>Status:</b> In Progress	Shane Robinson
27 Oct 2022	Managing Challenging Behaviour <b>Status:</b> In Progress	Shane Robinson

## 2. Reports

### 2.1 Principal's Report

- School Structure - we are working on our structure for 2023 meeting with staff.
- Shanes sabbatical application was successful - see agenda item for approval by the board.
- The dropping of mandatory masks has helped us move on with a few things around school an we look forward to this.



#### Carried

Carried

**Decision Date:** 21 Sep 2022  
**Mover:** Lizzie Briscoe  
**Seconder:** Kim Webby  
**Outcome:** Approved

### 2.2 Finance Report

- Shane covered the Finance Report - the school is in a good financial position.
- Paul & Shane explained how the finance works for a school including budgets and staffing.



#### Finance report to be approved

Report tabled. Approve at the next board meeting once the full Governance report has been reviewed.

**Due Date:** 26 Oct 2022  
**Owner:** Shane Robinson



#### Review Governance reports

Governance reports for the September Finance Report are now attached. All board members please review these ready to approve this Finance Report at the next board meeting.

**Due Date:** 26 Oct 2022  
**Owner:** Shane Robinson

### 2.3 Property Update

The Library build: This is on track despite the weather disruptions.

Car Park & Entrance: A discussion was held on the pros and cons of this plan and the reasons for the draft being as it was. It was felt there are some areas to be refined including the drop off zone -

was this needed inside school grounds; existing exit - why was this not used to relieve congestions on the main road; the new exit - possibly interfering with the zebra crossing; access for emergency vehicles and services such as bins. Paul shared some details from the council including the need to exit traffic on to a main road, no kids and vehicles in the same zone, reduce congestion during pick up and drop off.

Shane & Paul to go back to the design team with our concerns to get a revamp of the car park plan done.

The Ninja Warrior course to go in on the bottom field over the next month.

Report was Tabled.



### **Car Park plan**

Take the boards feedback on the car park plan back to the design team.

**Due Date:** 26 Oct 2022  
**Owner:** Shane Robinson

## **2.4 Camp**

We have a great student to adult to child ratio for this camp.

Amend pg 37 which mentions Brookfield.



### **Camp Approved**

Camp Approved

**Decision Date:** 21 Sep 2022  
**Mover:** Shane Robinson  
**Seconder:** Lizzie Briscoe  
**Outcome:** Approved

## **3. Board Induction**

### **3.1 Board discussion**

- Paul covered the roll of the Board of Trustees and its members.
- Discussed scenarios, the policies are there to support us.
- The Board is directly responsible for the Principal. The staff are employed by the school report directly to Shane. The Board ensures the school is being a good employer.
- Discussed Property: ownership - what is owned by the MOE (school), by MCA (council) and how maintenance is split.
- Covered off the Interest Register and the need to keep this up to date. All board members can update their own in Board Pro, or send these to Tania to update.
- Code of Conduct covered. Everyone had consensus view to maintain the Board Code of Conduct.
- Te Tiriti o Waitangi: getting engagement with iwi has been a challenge for the school. Aaron will have a discussion with Shane on where the school is at and what we are doing. He will bring this back to the Board to discuss and where we see the gaps are.
- Disciplinary functions: Day to day is not the responsibility of the Board. Policy states when this comes to the board. We can get support from NZSTA when required.
- Stakeholder groups: Home & School - is a sub committee of the Board. They have a fundraising aspect & also bringing community together. MCA - we have a good relationship with them.

- NZSTA - check out the courses available for board members. Advise the board at each meeting if a course was attending and and useful training.



### **Update Interest Register**

Add any Interests to the Register or email these to Tania as Board secretary to add.

**Due Date:** 26 Oct 2022

**Owner:** Aaron Moore



### **Update Interest Register**

Add any Interests to the Register or email these to Tania as Board secretary to add.

**Due Date:** 26 Oct 2022

**Owner:** Lisa Agent



### **Te Tiriti o Waitangi**

Shane to lead a discussion with Aaron on where the school is at and what we need to do from here.

**Due Date:** 26 Oct 2022

**Owner:** Shane Robinson

## **3.2 Portfolios**

Discussed the Portfolios, what each may do and who could look after each one:

- Personal Development - Kim will take the lead on this. Ask that all members feedback to the board if they do any PD.
- Strategic Relationships - Paul will keep this portfolio as board chair
- Finance - Lizzie will take over the Finance Portfolio
- Property - Lisa to take over Property
- Policy - Lizzie to pick up Policy on an interim basis
- MCA Liaison - Paul to feedback as he is on the MCA committee
- Home & School & Engagement - Aaron & Megan
- Te Tiriti o Waitangi - Aaron

We will review these again at the beginning of next year.

## **3.3 Discussion on Board Co-options**

The board will reconsider if we need to co-opt anyone once we have had time to identify any gaps. Review again before the end of the year.

## **3.4 Meeting time/frequency**

The board agreed to keep the meetings at 2 per term being held at 6pm. We can revisit this if we find this is not working for us.

It was agreed to move the last meeting of 2022 from 14 December to the 7 December due to this being the last week of the term - updated by board secretary.

## 4. External Updates

## 5. Public Excluded / In Committee

### 5.1 Sabbatical Application

Move to public excluded - Carried.

Before leaving the meeting Shane gave an overview of his study sabbatical application which was accepted. He now needs this to be approved by the board after consideration of how this may impact the school. Shane's sabbatical project will be investigating ways in which kura are working with their whenua to implement and teach the New Zealand Histories Curriculum which is due to be launched in to schools in 2023. There is no financial impact to the school as the MOE cover the cost.

Shane & Tania to leave while this is discussed.



#### Study Sabbatical

Approved by the board for Term 1 of 2023.

**Decision Date:** 21 Sep 2022  
**Mover:** Paul Matthews  
**Outcome:** Approved

## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** Board Meeting - 26 Oct 2022, 6:00 pm

Approved decisions made between meetings



#### Approval of safety contribution

That the Board approves a contribution of up to \$40,000 towards the entrance safety project subject to an acceptable final layout;

**6 Supported:** Kaylee Gibbs , Kim Webby , Lizzie Briscoe , Megan Hurley , Paul Matthews , Wayne Church

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 3 Sep 2022  
**Outcome:** Approved

## New Actions raised in this meeting

Item	Action Title	Owner
2.2	Finance report to be approved <b>Due Date:</b> 26 Oct 2022	Shane Robinson
2.2	Review Governance reports <b>Due Date:</b> 26 Oct 2022	Shane Robinson
2.3	Car Park plan <b>Due Date:</b> 26 Oct 2022	Shane Robinson
3.1	Update Interest Register <b>Due Date:</b> 26 Oct 2022	Aaron Moore

Item	Action Title	Owner
3.1	Update Interest Register <b>Due Date:</b> 26 Oct 2022	Lisa Agent
3.1	Te Tiriti o Waitangi <b>Due Date:</b> 26 Oct 2022	Shane Robinson

Next meeting: 6pm, Weds 26 October 2022

Signature: \_\_\_\_\_

Date: \_\_\_\_\_