

# CONFIRMED MINUTES

## BOARD MEETING



At the **Board Meeting** on **3 Aug 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Maungaraki School Board of Trustees
<b>Date:</b>	Wednesday, 22 June 2022
<b>Time:</b>	6:00 pm to 7:39 pm
<b>Location:</b>	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
<b>Board Members:</b>	Julie McDonald, Kim Webby, Lizzie Briscoe, Megan Hurley, Paul Matthews, Shane Robinson, Wayne Church
<b>Attendees:</b>	Tania Potaka
<b>Apologies:</b>	Kaylee Gibbs

### 1. Regular items

#### 1.1 Prayer and Karakia

#### 1.2 Present and Apologies

#### 1.3 Interests Register

#### 1.4 Confirm Minutes

**Board Meeting 11 May 2022**, the minutes were confirmed as presented.



#### Approved as presented

Approved as presented

<b>Decision Date:</b>	22 Jun 2022
<b>Mover:</b>	Shane Robinson
<b>Seconder:</b>	Wayne Church
<b>Outcome:</b>	Approved

#### 1.5 Action Item List

Due Date	Action Title	Owner
8 Dec 2021	Strategic Aims - Meet & discuss <b>Status:</b> Completed on 22 Jun 2022	Shane Robinson
9 Dec 2021	Board Self Assessment checklist <b>Status:</b> Completed on 22 Jun 2022	Julie McDonald
28 Feb 2022	2022 Koru Heart Camp RAMS <b>Status:</b> In Progress	Shane Robinson
11 May 2022	Meeting to discuss external assets <b>Status:</b> Completed on 15 Jun 2022	Shane Robinson

Due Date	Action Title	Owner
11 May 2022	Income in Advance <b>Status:</b> Completed on 11 May 2022	Shane Robinson
31 Jul 2022	Kahikatia - Action on Shane to have a community consult to includ... <b>Status:</b> Not Started	Shane Robinson

## 1.6 Principal's Report

### Covid

Illness around the school has put us under immense pressure. We are reviewing what we can do across the school to relieve the stress and look after staff wellbeing. We have employed extra staff for term 3 to help us carry the load. Relievers during this time are also hard to get. Swimming starts in week 9 which adds other pressures, we will look to see what we can do to support teachers through this.

### Staff Loss

Due to the sudden death of our cleaner staff have had picked up the cleaning while we look for a replacement. We have managed to get a temporary cleaner in from this week while we look for a permanent solution. There will be an impact to our budget due to this.

### Staff Appointments

We have appointed 3 new staff member. Holly & Matthew are due to start at the beginning of term 3 and Adam will start in week 3 as he is returning from teaching overseas. The Board discussed and approved an additional \$20k for staffing. This can be used, if required to provide additional staffing to cover illness across the school and relieve pressure where required.

### Support staff

Our support staff step up in many ways to support our school. We celebrated support staff week with a shared breakfast, gifts and cards.

### Wellbeing

BOT has approved the spending of up to \$700 to contribute to a staff lunch. This is to say thank you for the extra work staff have done during illness and staff changes.



### Principals Report

Carried

**Decision Date:** 22 Jun 2022  
**Mover:** Julie McDonald  
**Seconder:** Kim Webby  
**Outcome:** Approved



### Additional spending

The Board approved an additional \$20k of spending on staffing should it be required.

The Board has also approved spending of up to \$700 on a thank you lunch for staff.

**Decision Date:** 22 Jun 2022  
**Mover:** Paul Matthews  
**Seconder:** Megan Hurley  
**Outcome:** Approved

## 1.7 Finance Report

The schools finances are in a healthy position.

The 2022 Audit is nearly complete and final reports will be sent to the Board for comment.

Shane has reviewed the Edpay activity log along with Tania and signed the Edpay reports. Paul will also review and sign these.

Edpay released new guidelines on reviewing payroll. We will update our processes to align with this.



### Finance report

Carried

**Decision Date:** 22 Jun 2022  
**Mover:** Julie McDonald  
**Seconders:** Lizzie Briscoe  
**Outcome:** Approved

## 1.8 Property Update

### Library Project

Construction team appointed and contract has been signed. The areas will be fully fenced during construction and these fences will go up next week. Some carparks will need to be closed off, a full access plan has been provided. Detailed communications on the project have been released to the community.

### 10YPP

The plan is attached which includes modernisation of our areas. Most of the work will start in the next five years, however can't start until the building work is completed. Discussed and approved.



### Cyclical Maintenance 10YPP 2022

Carried

**Decision Date:** 22 Jun 2022  
**Mover:** Wayne Church  
**Seconders:** Julie McDonald  
**Outcome:** Approved

## 1.9 Grant Application



### Approved applying for Pelorus Trust for \$6,813.04 for the cost of...

Approved applying for Pelorus Trust for \$6,813.04 for the cost of the buses and accommodation for the year 7/8 camp.

Approved applying to Pub Charity for \$11,148.26 for the cost of the activities during camp.

**Decision Date:** 22 Jun 2022  
**Mover:** Paul Matthews  
**Outcome:** Approved

## 2. Strategic Discussion/Decision

### 2.1 Board Elections

The board discussed how the next elections will run. There are 3 options:

1. The board appoints an accredited provider as their returning officer to run electronic elections
2. The board appoints a returning officer to engage with an accredited provider and use their services to run electronic elections.

3. The board appoints a returning officer who will run paper elections and will not offer electronic elections.

The Board agreed:

- The election date will be the Wednesday 7 September 2022
- There will be 5 parent positions to be filled
- To appoint a returning officer to engage with an accredited provider and use their services to run electronic elections. However to provide paper voting for those who require it.
- Appoint Tania Potaka as the returning officer to run the parent and staff elections

The board will also look within our networks to see who would consider standing. Put out an update and promote the board elections in the next newsletters.

<https://www.schoolboardelections.org.nz/>



### Returning officer

Approved Tania Potaka as the election returning officer for the 2022 elections.

<b>Decision Date:</b>	22 Jun 2022
<b>Mover:</b>	Shane Robinson
<b>Seconder:</b>	Megan Hurley
<b>Outcome:</b>	Approved



### Election date & structure

Approved election date as 7th September 2022. Appoint the Returning officer to engage with an accredited provider.

<b>Decision Date:</b>	22 Jun 2022
<b>Mover:</b>	Paul Matthews
<b>Outcome:</b>	Approved

## 3. External Updates

### 3.1 Home & School Update

Movie Night: 1st July, H&S are supervising the evening.

Hot lunches: This is going well. The last hot lunch for this round is tomorrow. The school has been running this fundraiser.

Reo-a-thon: There has been some great prizes given to us to give out to the community. The kids are really engaged.

H&S Committee: We are getting new members which is great.

### 3.2 MCA Update

## 4. Public Excluded / In Committee

### 4.1 Staff Leave request

The Principal has the authority to approve extended leave up to 6 weeks as per the Board Delegations Authority.

## 5. Close Meeting

### 5.1 Close the meeting

**Next meeting:** Board Meeting - 3 Aug 2022, 6:00 pm

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

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