

# CONFIRMED MINUTES

## BOARD OF TRUSTEES MEETING



At the **Board of Trustees meeting on 13 Sept 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Maungaraki School Board of Trustees
<b>Date:</b>	Wednesday, 26 July 2023
<b>Time:</b>	6:00 pm to 6:55 pm (NZST)
<b>Location:</b>	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
<b>Board Members:</b>	Mr Aaron Moore, Kim Webby, Lizzie Briscoe, Paul Matthews, Shane Robinson
<b>Attendees:</b>	Tania Potaka
<b>Apologies:</b>	Lisa Agent, Megan Hurley

### 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 14 Jun 2023**, the minutes were confirmed as presented.



#### Carried

Carried

**Decision Date:** 26 Jul 2023  
**Mover:** Shane Robinson  
**Outcome:** Approved

#### 1.5 Action Item List

Due Date	Action Title	Owner
10 May 2023	PAT Data update <b>Status:</b> Completed on 16 Jun 2023	Darian Schulz
2 Aug 2023	Available funds <b>Status:</b> Completed on 19 Jul 2023	Shane Robinson
2 Aug 2023	Activity Donation update <b>Status:</b> Completed on 26 Jul 2023	Shane Robinson
30 Aug 2023	Community Consultation <b>Status:</b> In Progress	Megan Hurley

## 1.6 Principal's Report

### Principal's report

- Matariki evening tomorrow night which we look forward to seeing our families.
- Roll - there is a pattern of families moving out of the area and others moving in. We will open a new entrant class in Term 4 which will increase to approximately 13 new entrant students. The decision on where they will be as a class will be made this Friday by the leadership team.
- Term dates 2024 - discussed the options on when to start and end the year. Consider the 7 February start through to the 20 December subject to discussions with Kelly Club and Hutt Intermediate.
- Shane & Lizzie are working on the School Docs transition with a questionnaire to complete.
- Archive room - all documents were destroyed due to the asbestos contamination except for a few photos.

### Strategic Aim 4 Reflection

- Waihanga centre - alot of cooking happening. We are wanting to increase the Science focus. This centre has been very successful.
- New Classroom block - looking at making it workable for all areas of the school. Student survey to get ideas.



### Principals report

Carried

<b>Decision Date:</b>	26 Jul 2023
<b>Mover:</b>	Lizzie Briscoe
<b>Seconder:</b>	Mr Aaron Moore
<b>Outcome:</b>	Approved

## 1.7 Finance Report

We met with Education Services last week. We discussed what available funds the school should hold. There are three formulas used, all of these formulas would put the range between \$160k - \$240k. The Ministry of Education would advise us if we dropped below the threshold of available funds to hold.

Repairs & Maintenance - has been a well-used budget line, continue to monitor.

Other MOE grants - In 2023 we budgeted \$50k in this budget line. We don't think the grants will come in this year, in the past this has included Covid grants. It's likely the \$50k will be recoverable in other lines due to some Pay Equity and other MOE grants being given. The school is in a good position and won't need to hold off on anything due to this.

Car Park entrance - The \$40k (excluding GST) that we had agreed to contribute to the car park has been refunded back to the school.



### Finance report

Carried

<b>Decision Date:</b>	26 Jul 2023
<b>Mover:</b>	Kim Webby
<b>Seconder:</b>	Lizzie Briscoe
<b>Outcome:</b>	Approved

## 1.8 Property Update

- Bike Track - the signs are here and will be installed
- Library - we currently have a sketch club & adult weaving classes have started. Some external signs have been ordered.
- Car park - the Council has agreed to pay for the car park
- New classroom block - earthworks have begun
- Field - we have met with the council, once the 3 classroom block is complete they will resurface this area.
- Bike storage garage - will be installed in August
- Asbestos - all cleared, the electrical panel cannot have any additions without disturbing this area which will require it to be cleaned again. The MOE is aware of this
- Archive room - cleaned out, we will set this up again for document storage
- The 5YA agreement - has been formally signed off, this was delayed from last year.

## 1.9 Policy

As we are moving to School Docs we will complete all policy reviews once we have transitioned over.

## 2. Strategic Discussion/Decision

## 3. External Updates

### 3.1 Home & School Update

The movie night worked well with the three spaces. Consider staggering the start and end times to avoid congestion at pick-up time.

### 3.2 MCA Update

The MCA decided that it is not appropriate to set up a soup kitchen in the hall. There will be no change to the usage of the hall that will effect the school.

## 4. Staff

### 4.1 Staff Resignation



#### Resignation accepted

With regret, we accept the resignation.

**Decision Date:** 26 Jul 2023

**Outcome:** Approved

## 5. Close Meeting

### 5.1 Close the meeting

**Next meeting:** Board of Trustees meeting - 13 Sept 2023, 6:00 pm

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

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