

CONFIRMED MINUTES

BOARD MEETING



At the **Board of Trustees meeting** on **30 Nov 2022** these minutes were **confirmed as presented**.

Name:	Maungaraki School Board of Trustees
Date:	Wednesday, 26 October 2022
Time:	6:00 pm to 7:30 pm (NZDT)
Location:	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
Board Members:	Kim Webby, Lizzie Briscoe, Megan Hurley, Paul Matthews, Shane Robinson, Lisa Agent, Aaron Moore
Attendees:	Tania Potaka

1. Administration

1.1 School Karakia

1.2 Present and Apologies

1.3 Interests Register

1.4 Confirm Minutes

Board Meeting 21 Sep 2022, the minutes were confirmed as presented.



Minutes

Approved

Decision Date:	26 Oct 2022
Mover:	Shane Robinson
Seconder:	Kim Webby
Outcome:	Approved

1.5 Action Item List

Due Date	Action Title	Owner
26 Oct 2022	2022 Koru Heart Camp RAMS Status: Completed on 21 Oct 2022	Shane Robinson
26 Oct 2022	Kahikatia Status: In Progress	Shane Robinson
26 Oct 2022	Finance report to be approved Status: Completed on 26 Oct 2022	Shane Robinson
26 Oct 2022	Review Governance reports Status: Completed on 26 Oct 2022	Shane Robinson

Due Date	Action Title	Owner
26 Oct 2022	Car Park plan Status: Completed on 2 Oct 2022	Shane Robinson
26 Oct 2022	Update Interest Register Status: Completed on 21 Oct 2022	Aaron Moore
26 Oct 2022	Update Interest Register Status: Completed on 24 Oct 2022	Lisa Agent
26 Oct 2022	Te Tiriti o Waitangi Status: In Progress	Shane Robinson
27 Oct 2022	Managing Challenging Behaviour Status: In Progress	Shane Robinson

2. Reports

2.1 Principal's Report

ERO Report - Shane covered the ERO report. This needs to be added to the school website once it has been signed and returned to us from ERO. See agenda item.

School Structure 2023 - discussed the recommendation for 2023 school structure and classroom numbers. This was approved as presented to the board.

Sabbatical - Shane will be out for Term 1 of 2023. Some of the challenges for this period may include property and the start of the school year. Darian will have good support from Brigitte, along with Trish who will be Acting Assistant Principal and the Lead team.

Strategic Aim - Shane covered off what we are doing in Te Ao Maori. We continue to build on our Mihi Whakatau each time we have one.



Principals report approved

Carried

Decision Date: 26 Oct 2022
Mover: Lizzie Briscoe
Seconder: Lisa Agent
Outcome: Approved

2.2 Finance Report

Shane covered his Finance Report.

Maungaraki After School Care - the bank accounts have now all been closed off. (Figures added in - the final amount of \$3200.51 was credited to the Maungaraki School bank account \$3216.76 less \$16.25 which was the final Xero payment). This was the last item to complete the closure of Maungaraki After School Care. We will hold their documentation in our archive room for the required 7 years.

ASB have not required the additional Credit Cards to be approved by the Board. We will apply for credit cards for Brigitte and Darian with a \$3000 limit each.



Finance report approved

Carried

Decision Date: 26 Oct 2022
Mover: Lizzie Briscoe
Seconder: Aaron Moore
Outcome: Approved

2.3 Property Update

We would like to furnish the new Library in a modern and multi purpose way. The MOE has provided us with a grant to furnish our new areas and we will start to purchase items.

New Classroom build - the contract has going out to tender and will go to Preyer as first right of refusal. Consent has been granted by the council for the building.

Field Drainage - Laurence from HCC is the lead on this project. There is alot of work to be done on the field which is out to tender. He is coming in to meet us tomorrow and will give us an update.

Carpark plan - discussed the new proposed plan which was given to us. They are of the strong opinion that we don't use the side street as an exit. Need to allow space for the bins. Our feedback will be taken back to the HCC.

Report tabled.

2.4 ERO report

We will respond to the email to sign off the report.



ERO report

Reply to ERO email to confirm the report.

Due Date: 30 Nov 2022

Owner: Shane Robinson



Add completed ERO report to the website

Add the signed off report to the school website once it has been returned from ERO

Due Date: 30 Nov 2022

Owner: Shane Robinson

2.5 Koru Camp



Camp & RAMS approved

Carried

Decision Date: 26 Oct 2022

Mover: Shane Robinson

Seconder: Megan Hurley

Outcome: Approved

3. External Updates

3.1 MCA Update

At the last MCA meeting it was discussed 'what next'. Some ideas included:

- The Basketball hoop, raising this to the official height, however there was a large cost to this.
- Cricket nets.
- Digital comms board, there was also a large cost to this.
- Expansion of the hall, this is a Long Term Plan.

If there was some good ideas they would like to hear these.

3.2 Home & School update

We had the school Disco and a Pizza lunch. On the agenda for term 4 is the Market Day, we will try to put in another Movie Night and Pizza lunch in.

We will now look to see how we can get our community back in to school next year. Discussed Christmas in the Park, Shane will see if we can get this back in.



Christmas in the Park

Contact Nick Tansley to see if we can get him in for Christmas in the Park back again.

Due Date: 7 Nov 2022

Owner: Shane Robinson

4. Public Excluded / In Committee

4.1 Staff Resignation

She has made huge contributions to the school and supporting our children. She has also been very active in the NZEI.

Acknowledged resignation.

5. Close Meeting

5.1 Christmas Function

The Board have agreed to a contribution to the staff end of year Christmas lunch to a reasonable amount.

5.2 Close the meeting

Next meeting: Board Meeting - 7 Dec 2022, 6:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
2.4	ERO report Due Date: 30 Nov 2022	Shane Robinson
2.4	Add completed ERO report to the website Due Date: 30 Nov 2022	Shane Robinson
3.2	Christmas in the Park Due Date: 7 Nov 2022	Shane Robinson

Next meeting: 6pm, Weds 30 November 2022

Signature: _____

Date: _____

