

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING



At the **Board Meeting** on **7 Dec 2022** these minutes were **confirmed as presented**.

Name:	Maungaraki School Board of Trustees
Date:	Wednesday, 30 November 2022
Time:	6:00 pm to 7:49 pm (NZDT)
Location:	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
Board Members:	Aaron Moore, Kim Webby, Lisa Agent, Lizzie Briscoe, Megan Hurley, Paul Matthews, Shane Robinson
Attendees:	Darian Schulz, Tania Potaka

1. Regular items

1.1 Prayer and Karakia

1.2 Present and Apologies

1.3 Interests Register

1.4 Confirm Minutes

Board Meeting 26 Oct 2022, the minutes were confirmed as presented.



Approved

Approved

Decision Date:	30 Nov 2022
Mover:	Shane Robinson
Seconder:	Lizzie Briscoe
Outcome:	Approved

1.5 Action Item List

Due Date	Action Title	Owner
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
26 Oct 2022	Te Tiriti o Waitangi Status: Completed on 7 Dec 2022	Shane Robinson

Due Date	Action Title	Owner
27 Oct 2022	Managing Challenging Behaviour Status: In Progress	Shane Robinson
7 Nov 2022	Christmas in the Park Status: Completed on 26 Nov 2022	Shane Robinson
30 Nov 2022	ERO report Status: Completed on 25 Nov 2022	Shane Robinson
30 Nov 2022	Add completed ERO report to the website Status: Completed on 25 Nov 2022	Shane Robinson

1.6 Principal's Report

- We had a great visit from Hutt city Libraries to discuss the support they can provide for our new Library.
- Additional Funding for staff was approved
- Team Leader position advertised and we are interviewing this week.
- PLD covered



Carried

Carried

Decision Date: 30 Nov 2022
Mover: Lisa Agent
Seconder: Lizzie Briscoe
Outcome: Approved

1.7 Draft Budget - 2023

Shane will provide a full Finance report in next weeks Board meeting. The November Governance report from ESL has been attached. One thing to note before next weeks Finance Report is the water usage which has been caused by a leak. We thought this had been sorted however there is still a leak somewhere at school. We have some leak experts coming in to school prior to Christmas, once the school is empty, to try and locate the problem.

Draft Budget - Shane covered off:

- We are holding a large portion of funds for the big projects that are still to be completed, including the Bike Track and the Car Park projects.
- Our School Donations to remain the same for 2023 which is \$200 for the first child, \$180 for the second child with a maximum of \$380 per family.
- We will increase the Admin staff line in 2023 due to the Pay Equity settlement. This is to be covered by the MOE, however have yet to receive a figure on what this will be.
- The new Library will be restocked with new books. We are looking at how to staff the library during school hours, this has been covered in the draft budget.
- Additional teacher staffing will be set at \$135k. As previously mentioned we have received \$50k of additional funding from the MOE.
- The Teacher Aide budget will be down \$10k due to a change in needs. We have merged the Library aide budget in to this line as well.

Amendments proposed:

- To increase the ICT budget from \$10k to \$15k
- Increasing library books from \$3k to \$8k

Moved that the amended budget for 2023 is approved.



Approved amended 2023 Budget

Approved amended 2023 Budget

Decision Date: 30 Nov 2022
Mover: Lizzie Briscoe
Seconders: Aaron Moore
Outcome: Approved

1.8 Property Update

Library Build - they have an estimated build completion date of 9 February 2023. We hope to take over from this date.

Carpark Plan - we have just received an updated car park plan, therefore it has not been included in this pack. Paul has shown this to the Board. He will email this to the Board for feedback and share with the MCA for consultation.

Field Drainage - Not included in this pack as there was a discussion on when the field drainage can start. They gave us two options to begin, January 2023 or April 2023. The hope is that it can be done over the January break. We will need to water the field once the new grass has been laid. Shane will share any further information on this once he receives it.



Amended car park plan

Email to the Board and MCA

Due Date: 7 Dec 2022
Owner: Paul Matthews

1.9 Policy

Report tabled for your information.

2. Strategic Discussion/Decision

2.1 Draft 2023 Strategic Plan

Shane covered the Draft Strategic Plan. This was discussed along with changes to be made before it is presented back to the Board next week.

Actions on Shane to investigate and amend:

- Strategic Goal 1 - Initiative 2: take out 'in core areas' on page 1 (and pages 64 and page 66 of the full document)
- Strategic Goal 1 - Initiative 3: have a look through Well-being and the measure of success
- Page 3 - spelling of Turangawaewae
- Strategic Goal 4 - Success Statement: review the wording of bi-cultural nature of Aotearoa.

Shane will require some time to review and make changes. The next board meeting is in a week on Wednesday 7 December and we would like this included in the board pack so it can be reviewed again. We will therefore send the board pack for the next meeting out on Monday or Tuesday of next week. All members agreed to this.

We will have a working draft that we will utilise for planning etc. and revisit any fine tuning at the beginning of 2023.

Tabled. Will have the finalised version at the next meeting.



Meet with Aaron Moore

Shane to set up a meeting with Aaron prior to the end of the year to discuss Te Tiriti o Waitangi and where the school is at.

Due Date: 7 Dec 2022

Owner: Shane Robinson



Community Consultation

Meet with local iwi regarding our Strategic Plan and initiatives.

Due Date: 8 Feb 2023

Owner: Shane Robinson

2.2 2022 Strategic Aim Review

3. External Updates

3.1 Home & School Update

Market Day - was a big success.

Pizza Lunch - last item of the year in week 9.

Their main focus in 2023 will be to bring the community together a few more times.

3.2 MCA Update

New Treasurer Sarah. Paul will get her to meet with the office staff at school to understand hall invoicing.

Community enjoying the progress of the Library and look forward to the Carpark.

4. Public Excluded / In Committee

4.1 Staff changes

Move to Public excluded at 7:48am - accepted.

5. Close Meeting

5.1 Close the meeting

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

New Actions raised in this meeting

Item	Action Title	Owner
1.8	Amended car park plan Due Date: 7 Dec 2022	Paul Matthews
2.1	Meet with Aaron Moore Due Date: 7 Dec 2022	Shane Robinson
2.1	Community Consultation Due Date: 8 Feb 2023	Shane Robinson

Next meeting: 6pm, Weds 7 December 2022

Signature: _____

Date: _____