

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **21 Sep 2022** these minutes were **confirmed as presented**.

Name:	Maungaraki School Board of Trustees
Date:	Wednesday, 3 August 2022
Time:	6:00 pm to 8:03 am
Location:	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
Board Members:	Kim Webby, Lizzie Briscoe, Megan Hurley, Paul Matthews, Shane Robinson
Attendees:	Julie McDonald, Kaylee Gibbs, Wayne Church, Darian Schulz, Tania Potaka
Guests/Notes:	Lisa Grant

1. Regular items

1.1 Prayer and Karakia

1.2 Present and Apologies

1.3 Interests Register

1.4 Confirm Minutes

Board Meeting 22 Jun 2022, the minutes were confirmed as presented.



Approved

Approved

Decision Date:	3 Aug 2022
Mover:	Wayne Church
Seconder:	Shane Robinson
Outcome:	Approved

1.5 Action Item List

Due Date	Action Title	Owner
8 Dec 2021	Strategic Aims - Meet & discuss Status: Completed on 22 Jun 2022	Shane Robinson
9 Dec 2021	Board Self Assessment checklist Status: Completed on 22 Jun 2022	Julie McDonald
28 Feb 2022	2022 Koru Heart Camp RAMS Status: In Progress	Shane Robinson
31 Jul 2022	Kahikatia - Action on Shane to have a community consult to includ... Status: In Progress	Shane Robinson

1.6 Principal's Report

ERO - visiting the school again today. It was a positive visit, we received a draft report following the review which will be sent in final version to the school

Springboard trust - I have been reviewing my focus and goals for 2023. The BOT discussed how these three areas came about as being areas to focus on. We will engage our community in next weeks Learning Conversation meetings with parents and get some feedback on via a survey. Bring this feedback back to the Board later in the year for further discussion.

Roll - our roll has stabilised due to losing some families who have moved out of the area.

Term dates - the term dates for 2023 were presented and agreed on.

Staffing - some staffing changes, new Teacher Aide to replace Chloe.

PD - unfortunately due to the bad weather Murray Gadd couldn't get in to the airport to facilitate our staff training in the holidays so this was postponed.

Accidents - there have been more due to the courts being a high usage area during the bad weather and field being closed.



Principals report

Approved Principals report.

Decision Date:	3 Aug 2022
Mover:	Kaylee Gibbs
Seconders:	Megan Hurley
Outcome:	Approved



Term Dates 2023

Presented term dates for 2023 approved

Decision Date:	3 Aug 2022
Mover:	Julie McDonald
Seconders:	Lizzie Briscoe
Outcome:	Approved

1.7 Finance Report

Discussed the Finance report.

Staff Expenses - this is tracking higher mainly due to the meal vouchers being given to isolating staff. The Home & School are supporting this initiative.

Cleaning contract - there will be an impact on this line at the end of the year. We are using a company while we go out to market.

Grants - these are hard to get in the current environment. We were successful in getting a grant for our end of year 7/8 camp of \$8000 which is due to come in.

Edpay report - these reports are being approved in line with the new Edpay process

Online Access Report - The Edpay report is attached. The Board confirms all authorised users listed on the report are employed by the school and have been authorised to access Edpay. This will be review again at the first board meeting in 2023.



Finance report

Approved

Decision Date:	3 Aug 2022
Mover:	Kaylee Gibbs
Seconders:	Wayne Church
Outcome:	Approved

1.8 Property Update

Library build - all current documents from these regular meetings are attached. The build is going well with significant progress made over the holiday break. They are on track to complete this on target at the beginning of the year.

Carpark entrance - this will begin at the end of the year.

Drainage on the field - due to be done in the term 3 holidays

1.9 Policy

Collaborative Copyright (Intellectual Property) Policy - agreed it is to remain as is, with only minor formatting changes.

Performance Management policy - it is recommended that this policy is removed as a separate policy. The performance management of staff is instead delegated to the Principal who does this with the support of NZSTA when needed. Propose adding points to the Personnel Policy, delegating responsibility to the Principal who provides assurance to the Board that performance reviews are completed annually. Agreed to the removal of the Performance Management policy.

Personnel Policy - Add in to expand number 10 to 'meet current employment legislation and any requirements under employment agreements'. Number 2 amend the word 'their' to 'have'. Agreed to the listed amendments.

Finance policy - this is to be amended to included the payroll suggestions. Agreed to the amendment of the policy to reflect these changes.

Managing Challenging behaviour - discussed the area of 'board delegations' on the policy. Wayne is to review the law and come back to the board with an updated recommendation to amend this policy.

Move - the modification of the amended personnel policy and finance policy to the suggested edits and the listed changes, and removal of the performance management policy.



Managing Challenging Behaviour

Wayne is to review the law and come back to the board with an updated recommendation to amend this policy.

Due Date: 30 Sep 2022
Owner: Wayne Church



Policy amendments

- Collaborative Copyright (Intellectual Property) Policy - approved to remain as is with minor formatting changes.
- Performance Management policy - approved the removal of this policy
- Personnel Policy - approved the listed changes as noted in the notes and proposed changes document.
- Finance policy - approved the amendment of the policy as noted.

Decision Date: 3 Aug 2022
Mover: Wayne Church
Seconder: Julie McDonald
Outcome: Approved

2. Strategic Discussion/Decision

2.1 Strategic Aims

The Board reviewed the aims and the mid year data presented. Each of the syndicates has reflected on where they are at in regards to the data.

Covid has impacted our results in the first 2 terms. We haven't managed to get to all of the programmes we wanted to.

Teams have been putting together plans to continue working in areas of need. The extra staffing that we have employed has provided us with protection to enable us to continue programmes during times when illness impacts.

2.2 HEART Camp - Koru



Approve proposed camp

Heart camp year 5/6

Decision Date: 3 Aug 2022
Mover: Megan Hurley
Seconded: Wayne Church
Outcome: Approved

3. External Updates

3.1 Home & School Update

- The movie night went well, it would be good to run this again as the format is in place. We raised about \$2500.
- Reoathon - this went really well, we raised about \$4000
- The planned market day at the end of the year will bring in a different group of families

3.2 MCA Update

Paul advised that the MCA are reviewing access to the hall to potentially move to a different type of entry access. They are supportive of the developments at school with the Library build.

4. Public Excluded / In Committee

5. Close Meeting

5.1 Close the meeting

Next meeting: Board Meeting - 21 Sep 2022, 6:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
1.9	Managing Challenging Behaviour Due Date: 30 Sep 2022	Wayne Church

Next meeting: 6pm, Weds 22 Sept 2021

Signature:_____

Date:_____