

# CONFIRMED MINUTES

## BOARD OF TRUSTEES MEETING



At the **Board of Trustees meeting** on **22 Mar 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Maungaraki School Board of Trustees
<b>Date:</b>	Wednesday, 8 February 2023
<b>Time:</b>	6:00 pm to 7:33 pm (NZDT)
<b>Location:</b>	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
<b>Board Members:</b>	Aaron Moore, Darian Schulz, Kim Webby, Lisa Agent, Lizzie Briscoe, Megan Hurley, Paul Matthews
<b>Attendees:</b>	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 7 Dec 2022**, the minutes were confirmed as presented.



#### Carried

Carried

<b>Decision Date:</b>	8 Feb 2023
<b>Mover:</b>	Aaron Moore
<b>Seconder:</b>	Lizzie Briscoe
<b>Outcome:</b>	Approved

#### 1.5 Action Item List

Due Date	Action Title	Owner
26 Oct 2022	Te Tiriti o Waitangi <b>Status:</b> Completed on 7 Dec 2022	Shane Robinson
7 Dec 2022	Amended car park plan <b>Status:</b> Completed on 7 Dec 2022	Paul Matthews
7 Dec 2022	Meet with Aaron Moore <b>Status:</b> Completed on 7 Dec 2022	Shane Robinson
9 Dec 2022	Working Capital <b>Status:</b> Completed on 8 Feb 2023	Shane Robinson

Due Date	Action Title	Owner
15 Dec 2022	Newsletter Item <b>Status:</b> Completed on 15 Dec 2022	Paul Matthews
16 Dec 2022	Car Park delay <b>Status:</b> Completed on 15 Dec 2022	Paul Matthews
16 Dec 2022	Strategic Goal 2 - Ako <b>Status:</b> Completed on 8 Feb 2023	Shane Robinson
22 Mar 2023	Kahikatia <b>Status:</b> In Progress	Shane Robinson
22 Mar 2023	Managing Challenging Behaviour <b>Status:</b> In Progress	Shane Robinson
22 Mar 2023	Community Consultation <b>Status:</b> In Progress	Shane Robinson



### Te Tiriti o Waitangi

Aaron will meet with Trish Cherry & Sam Blandford to discuss how the year has started and their plans for this year.

**Due Date:** 22 Mar 2023

**Owner:** Aaron Moore

## 1.6 Principal's Report

- We Invited the families of our new students to join us at the Mihi Whakatau on our first day which went well. Some of these families were new to NZ. We use these opportunities to make connections to new families and foster relationships.
- We are still working through the risks associated with the new Library and the set up
- Shane is away this team which has made for a busy start, however staff have stepped up really well.



### Reach out to new families

Megan to discuss with Home & School about creating opportunities on welcoming new families

**Due Date:** 22 Mar 2023

**Owner:** Megan Hurley



### Principals Report

Carried

**Decision Date:** 8 Feb 2023

**Mover:** Lisa Agent

**Seconder:** Aaron Moore

**Outcome:** Approved

## 1.7 Finance Report

- The Draft Governance report is attached. We are working through the final Audit checklist before the final accounts for 2022 can be issued.
- Included in the end of year outstanding invoices is around \$36k which we are waiting on from the MOE. When the new Library build was approved our Property adviser at the MOE agreed to cover the cost of a temporary library in the form of a Portable Building and the Energy tester set up. We have raised this with them to see if we can get it resolved.



## Carried

Carried

**Decision Date:** 8 Feb 2023  
**Mover:** Lizzie Briscoe  
**Seconder:** Kim Webby  
**Outcome:** Approved

## 1.8 Property Update

- The Flying Fox has had some maintenance done on it to tighten the wire.
- Staff room has had some new furniture and a spruce up
- We will have a blessing on the new Library before the actual opening which we are hoping will be in mid March
- The pricing on the car park has come in at about \$650k which is significantly above budget. Paul should be able to update the BOT in the next week on the outcome.
- The 3 classroom block is now a focus. The consenting has been done and site plans are being worked on. The intention is to start the middle of 2023. This has also come in over budget and we are hopeful this doesn't hold up the build.
- The original plan for the field was to add drainage and improve the surface. Drainage has been done however Paul has gone back to check on the re-surface which is not yet complete.
- The Bike Track quotes are being worked on.
- A meeting has been set up with Lee Ashby's to discuss the 5YA which should include items such as toilets and porches.

## 2. Strategic Discussion/Decision

## 3. External Updates

### 3.1 Home & School Update

The first Home & School meeting of the year is on Monday night. They are keen to have our school community come together at an event so this will be discussed.

### 3.2 MCA Update

The MCA are about to consult with the community around what things in our community they should focus on such as replacing the seats at the shops. The locks on the hall & community rooms will be discussed.

#### 4. Public Excluded / In Committee

#### 5. Close Meeting

##### 5.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.

#### Approved decisions made between meetings



##### **Adoption of Library Management Proposal**

That the school adopts the proposed plan for library management and enters into the attached MOU to partner with Hutt City Council;

**6 Supported:** Aaron Moore , Darian Schulz , Kim Webby , Megan Hurley , Paul Matthews ,

Lisa Agent - Provided we ask to be able to keep a portion of books if either party exits the agreement, so we still have a library.

**0 Opposed:**

**1 Abstained:** Lizzie Briscoe

**Decision Date:** 25 Jan 2023

**Outcome:** Approved

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

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