

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **23 Jun 2021** these minutes were **confirmed as presented**.

Name:	Maungaraki School Board of Trustees
Date:	Wednesday, 19 May 2021
Time:	6:00 pm to 7:23 pm
Location:	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
Board Members:	Chris Cowman, Julie McDonald, Kaylee Gibbs, Lizzie Briscoe, Megan Hurley, Shane Robinson, Wayne Church
Attendees:	Darian Schulz, Tania Potaka
Apologies:	Paul Matthews

1. Regular items

1.1 Prayer and Karakia

1.2 Present and Apologies

Paul Matthews is away so Kaylee is chairing the meeting

1.3 Interests Register

1.4 Confirm Minutes

Board Meeting 31 Mar 2021, the minutes were confirmed with the following changes:

The next Board meeting is the 19th May 2021

Megan: Moved
Lizzie: Seconded



Approved

Approved

Decision Date:	19 May 2021
Mover:	Megan Hurley
Seconder:	Lizzie Briscoe
Outcome:	Approved

1.5 Action Item List

Due Date	Action Title	Owner
24 Feb 2021	Board Self Assessment checklist Status: In Progress	Paul Matthews
24 Mar 2021	Governance Policy review Status: Completed on 31 Mar 2021	Wayne Church
24 Mar 2021	Strategic Aims - Meet & discuss Status: On Hold	Paul Matthews
19 May 2021	Variance report Status: Completed on 19 May 2021	Shane Robinson
19 May 2021	Amend Finance Policy Status: Completed on 20 Jun 2021	Wayne Church
19 May 2021	Board Policy Planner Status: Completed on 18 May 2021	Wayne Church
19 May 2021	Home & School MOU Status: Completed on 12 May 2021	Megan Hurley

1.6 Principal's Report

- Jen Long is doing some great work in Structured Literacy. There will be some reporting on Literacy (not specifically Structured Literacy) later in the year
- Wellbeing - the URF funding has been used and the Wellbeing program has come to an end. Heather is still working with a few families in the school.
- Heather has talked to teachers and shared some resources with Shane.
- We have applied twice more for funds, however both applications were declined.
- Ian Crabtree trust is a Charitable trust that assists students in wellbeing. We could considering applying for funding if we want to consider doing more wellbeing programmes.
- ESOL - this is a growing area of the school
- ERO - the Board and the school need to chose an evaluation focus. Christine would like to come out and review some areas with the Board. Shane will send out a date when Christine can meet about this
- Flu vaccinations were held yesterday
- Accidents & Incidents were high for the last period.

MATHS report

- Darian gave an overview of the report. Over all we were pleased with the results.
- PAT - standardised assessment across NZ. The boxes with grey are across NZ; the colours are Maungaraki school.
- Suggested that we consider using adaptive testing. This is where we get the children in a year group to do the next year up test
- There are some pockets of challenges, however many of our students are working at a higher level.
- Julie Roberts has done a good job of setting our leaders and teachers up with skills to keep the consistency of maths learning going.

ATTENDANCE REPORT

- Shane delivered report
- Advised that families taking children out of school for trips is an area that affects our attendance the most.



ERO Review with Board

Shane to send out details of meeting dates & times once they have been agreed to.

Due Date: 9 Jun 2021
Owner: Shane Robinson



Moved

Moved

Decision Date: 19 May 2021
Mover: Julie McDonald
Seconder: Chris Cowman
Outcome: Approved

1.7 Finance Report

Shane delivered the report

- We received a large grant of \$46k from Bikes on NZ for the Bike Track. Our grant budget line is therefore exceeding the budgeted amount by a considerable sum.
- Our Curriculum Activity spend is offset by our Activities Donation. We will make some amendments in the Budget lines to reflect this



Kaylee has moved, as acting chair.

Kaylee has moved, as acting chair.

Decision Date: 19 May 2021
Mover: Kaylee Gibbs
Outcome: Approved

1.8 Grants



Approved

Approved

Decision Date: 19 May 2021
Outcome: Approved

Approval was given to apply for:

- \$10,000 from Pub Charity for the costs of accommodation, catering and activities for the Year 5/6 camp to El Rancho from 27th - 29th October
- \$2700 from Pelorus Trust for cost of the transport to and from El Rancho for the year 5/6 camp



Grants application x 2

Approval given to apply for the 2 the Pub Charity & Pelorus Trust grants.

Decision Date: 19 May 2021
Outcome: Approved

1.9 Property Update

- Paul is presenting a submission to the Hutt City Council - Long Term Plan on Friday on behalf of the MCA in partnership with the school. This will cover the front entrance, drainage and bike track. See the separate attachment for details. The Board acknowledges all of the hard work that has gone in to the submission and appreciates this

- Discussed the Community Library project and the options around opening for longer hours.
- LIBRARY & 3 CLASSROOMS - Shane has a zoom meeting with Alex Hamlyn from the MOE tomorrow regarding this project.
- 5YA update - Shane has discussed our 5YA with Ashby's who are working on an updated plan. Shane will send this out for approval once it has been received.
- The new Hall Projector due to be installed in the next week.



Approved

Approved

Decision Date: 19 May 2021
Mover: Shane Robinson
Seconder: Julie McDonald
Outcome: Approved



5YA

Shane to share the new 5YA document once this has been completed by Ashby's.

Due Date: 23 Jun 2021
Owner: Shane Robinson

1.10 Policy

Personnel Policy

- See an outline of the Summary of the Proposed Changes to the Personnel Policy and the Suggested Changes document.
- Propose adding some responsibility for the Board to account for the safety and wellbeing of staff when making decisions.
- Discussed the Smoke free section. Add in Vape free as well. As a school we can police this within the school grounds. However the field will be harder to police as it's council land. It would be more a request rather than saying they can't do.
- The Board agreed to the proposed changes as outlined in the documents.

Next time we will be looking at the Stand-downs and The Treaty of Waitangi policies. Please let Wayne know if you have any feedback on these.



Approved the proposed changes to the Personnel policy.

Approved the proposed changes to the Personnel policy.

Decision Date: 19 May 2021
Mover: Wayne Church
Seconder: Julie McDonald
Outcome: Approved

2. Strategic Discussion/Decision

3. External Updates

3.1 Home & School Update

- The Home & School have committed \$10k to the Bike Track project.

- Resources for winter have been purchased, including games.
- The Disco coming up which has been organised with the Koru Syndicate.
- Read-a-thon is underway which has been organised
- Hot lunches fundraiser is being organised with the Fern Syndicate.
- We are on target to raise the amount we were hoping to get for the year.

3.2 MCA Update

Paul's main focus has been the submission to the council.

4. Public Excluded / In Committee

5. Close Meeting

5.1 Close the meeting

Next meeting: Board Meeting - 23 Jun 2021, 6:00 pm

Next meeting: 6pm, Weds 24 May 2021

Signature:_____

Date:_____