

# CONFIRMED MINUTES

## BOARD MEETING



At the **Board Meeting** on **24 Feb 2021** these minutes were **confirmed as presented**.

|                       |   |
|-----------------------|---|
| <b>Name:</b>          | Maungaraki School Board of Trustees   |
| <b>Date:</b>          | Tuesday, 15 December 2020   |
| <b>Time:</b>          | 6:00 pm to 9:51 pm  |
| <b>Location:</b>      | School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki  |
| <b>Board Members:</b> | Chris Cowman, Lizzie Briscoe, Julie McDonald, Kaylee Gibbs, Megan Hurley, Paul Matthews, Shane Robinson, Wayne Church |
| <b>Attendees:</b>     | Caro Wills, 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 28 Oct 2020**, the minutes were confirmed with the following changes:

*Carey from the MOE has replaced Shelley Govier*



#### Approved

Confirmed with the amendment: Carey has replaced Shelley Giver from the MOE

|                       |                |
|-----------------------|----------------|
| <b>Decision Date:</b> | 15 Dec 2020    |
| <b>Mover:</b>         | Julie McDonald |
| <b>Seconder:</b>      | Wayne Church   |
| <b>Outcome:</b>       | Approved       |

#### 1.5 Action Item List

| Due Date    | Action Title   | Owner          |
|-------------|--|----------------|
| 27 Oct 2020 | Privacy Policy - Update Website & Enrolment form<br><b>Status:</b> In Progress                   | Shane Robinson |
| 20 Nov 2020 | Send out last months Financial reports to BOT members<br><b>Status:</b> Completed on 15 Dec 2020 | Shane Robinson |
| 15 Dec 2020 | Policy Documents<br><b>Status:</b> Completed on 10 Dec 2020                                      | Wayne Church   |

## 1.6 Principal's Report

- ERO - have contacted Shane to advise they will be coming in to do a review from 7 Feb 2021. It will be a longer review over approximately 6 months as they will come in to meet and discuss then come back on several occasions following each review. Last time they did talk to the Board so we anticipate this should be the same for the up and coming review. It has been well over 5 years since our last review.
- Adventure playground - will be installed in January and completed by 27th
- Zone Review - every year the Board need to consider the zone and if this should be changed. Following discussion the Board have agreed there is still the need for an enrolment zone and this will continue as it currently stands for 2021. The supporting figures provided by the MOE were questioned, these were as at the July 2019 role count which had our role at 357 showing 16 teaching spaces and a capacity of 385. Board Chair to sign off the documents relating to this decision.
- Role - we finish 2020 with a role of 384. Our smallest cohort is our year 8's who leave at the end of 2020. We will start 2021 with the largest role in 10 years
- Staffing - we will begin 2021 fully staffed welcoming Jayne & Cheryl who join Ben as new teachers. Jen Long will open the new entrant class mid year.
- Shane thanked the BOT, Home & School and staff for their amazing work in a tough year.



### Principals report

Approved

**Decision Date:** 15 Dec 2020  
**Mover:** Julie McDonald  
**Seconder:** Chris Cowman  
**Outcome:** Approved



### Enrolment Scheme Review

The Board agreed the school has an ongoing need for an enrolment scheme and that the home zone in the present scheme should be retained without amendment.

**Decision Date:** 15 Dec 2020  
**Outcome:** Approved



### Zone Review

Sign 2021 Review of the Enrolment Scheme and return back to MOE by 1/5/21

**Due Date:** 30 Apr 2021  
**Owner:** Paul Matthews

## 1.7 Finance Report

- 2021 Parent Donations discussed to formally set for next year. Decision to leave as it currently stands which is \$200 for first child, \$180 for second child with a maximum of \$380 per family. Agreed to review again when we begin to set the 2022 budget around the October 2021 BOT meeting.
- November financials are looking healthy. Discussed if there is anything pressing we needed due to the surplus and are aware these are all covered off in the 2021 budget.

### Budget

- MOE estimate our 2021 Operations grant will be \$465k. Due to role growth this should be closer to \$485k

- Increase Teacher Aide line from \$150k to \$170k due to pay negotiations increasing cost. Still some questions about what the MOE will be giving us to cover the TAPE & on going cost increases so some risk on this line. Darian is managing this line well.
- Have received great benefits with having Julie Roberts here, this will continue to the end of Term 1 2021 and was a big saving for the school. Where there is an opportunity we will try to get more PD funds support. Term 1 we will be carrying on with Team Leader capability in running some PD. The PD line is increasing for 2021.
- Wellbeing line to continue with the same funding
- Furniture & Fittings - we have allowed for \$35k Furniture & Fittings, \$15k for IT, \$4k for new Office computers
- Consider some funding for a new Projector for the hall as a joint cost with MCA. Estimated cost is around \$12k. Propose putting \$5k towards this which was agreed to.



### Finance Report

Approved

**Decision Date:** 15 Dec 2020  
**Mover:** Wayne Church  
**Seconder:** Lizzie Briscoe  
**Outcome:** Approved



### Budget 2021

The Board approved the 2021 Draft budget with amendments to:

- Furniture & Fittings - change from \$20k to \$35k
- Add a new line allowing \$5k for the purchase of a new projector for the hall.

**Decision Date:** 15 Dec 2020  
**Mover:** Paul Matthews  
**Outcome:** Approved



### Budget 2021

- Amend the Furniture & Fittings line fo the 2021 budget from \$20k to \$35k
- Add 5k to support the purchase of a new projector for the hall.

**Due Date:** 26 Feb 2021  
**Owner:** Shane Robinson

## 1.8 Property Update

- Adventure Playground - all set to be installed 18/1/21 - 22/1/21
- Special Needs fencing - is ready to be installed following the completion of the Adventure Playground.
- New Library Build - we are still working with the MOE around the entrance and using this opportunity to address the safety areas we currently have in this area. They may split the entrance off from the Library build if this area hasn't been resolved by the time they are ready to begin work on the build. There is an easement for school to use on the drive way entrance but it was discovered not on the exit drive way. Easement do take some time, the MOE is to sort this.

## 1.9 Review of 10YPP Property Plan

- Reviewed and considered changes to the 10YPP with only one change required which was to the Exterior Painting line for 2026 to be changed to \$60,000.



### 10 Year Property Plan

10 Year Property plan has been approved by the Board with the following amendment:

- Adjust the Exterior Painting line to \$60k for 2026

**Decision Date:** 15 Dec 2020  
**Mover:** Wayne Church  
**Seconded:** Kaylee Gibbs  
**Outcome:** Approved



### 10 year Property Plan adjustment

Advise ESL to amend the 10 Year Property Plan, Exterior Painting in 2026 to \$60,000

**Due Date:** 26 Feb 2021  
**Owner:** Shane Robinson

## 1.10 Policy

### Governance Policies:

Code of Conduct - No. 6 - Paragraph 2: Remove 'Principal' from this line.

Delegations - Page 14 - Process: remove the word 'made' from this line to read 'will be available...'

Governance - Act 'Vulnerable Children's Act - Megan to check if we should include this in the Governance and Health & Safety Policies.

### Board Self Review Policy:

Move the Self review to the third meeting of the year. Consider doing the Self Review every year rather than every second year.



### Approved

Carried, subject to Megan checking recent amendments to the Vulnerable Children's Act

**Decision Date:** 15 Dec 2020  
**Mover:** Wayne Church  
**Seconded:** Julie McDonald  
**Outcome:** Approved



### Check vulnerable Children's Act

Megan to check if we should include this in the Governance and Health & Safety Policies.

**Due Date:** 24 Feb 2021  
**Owner:** Megan Hurley



## **Board Self Review**

Proposal to change the Self Review to annually.

**Due Date:** 24 Feb 2021

**Owner:** Paul Matthews

## **2. Strategic Discussion/Decision**

### **2.1 Strategic Aim Review**

#### **Strategic Aim 1**

Kiva - still waiting on the data to come back

#### **Strategic Aim 3**

- In 2021 dig deeper into the values
- Extend culture group
- Heart Values - continue to integrate in to assemblies
- Well done to Tim on completing the Wellbeing Garden and Kim for her work on this
- Enviro schools were out on Monday and looked at the last review. Confident we are still a Silver. Some changes required to get to Gold. a Unit will be allocated for this in 2021

#### **Strategic Aim 4**

- Facebook is a big draw. Lots of engagement from the community with Seesaw and Newsletters
- Collaboration from community is high, keep growing this connection
- Covid impacted us going out to the community and people coming in to us. Improve this in 2021
- Continue involvement in MCA

### **2.2 Data Review - Strategic Aim 2**

Darian presented the data. All students are included - no ESOL or ORRS students were removed from the data. We are tracking progress with students. The current year 2 cohort was a concern with a larger number of students with high needs. Maori students are over represented in our below expectation data.

Tabled report - thanks given.

### **2.3 Intermediate Development & Camp Proposal**

#### **Intermediate Development**

Caro presented to the Board the Intermediate Development update. She covered off what they have done in the Intermediate syndicate in 2020. Student feedback was received to see what students liked about the syndicate this year and what they would change. Board discussed the assessment results.

Some of the changes that were made in the Syndicate came from feedback received from the Community Consultation in 2019. Board discussed if the changes should be communicated with the community and how this could be shared.

#### **Koru Camp Proposal**

Approved by the Board subject to the RAMS being viewed and approved by the Board. Raise any concerns within 2 days of the RMAS being received, otherwise approved.



### **Koru Camp - RAMS**

Shane to send out the Koru Camp RAMS details in the first week of Term 1 for viewing and raising of any issues by the Board

**Due Date:** 12 Feb 2021  
**Owner:** Shane Robinson



### **Koru Camp**

Koru Camp approved subject to viewing and approval of the RAMS being circulated at the beginning of Term 1 2021

**Decision Date:** 15 Dec 2020  
**Mover:** Kaylee Gibbs  
**Seconder:** Chris Cowman  
**Outcome:** Approved

## **2.4 Board Self review - Self Assessment checklist**

### **Leadership**

5. We don't have much of an induction for new trustees to the board. The Board to work on this in 2021 as a group so we can complete this one

19. Not much self development going on, or use of this budget line. Drill in to this further next year.

### **Representation**

5. & 6. Send out a survey to the school community regarding this. Following on from the last one that we sent to see if we are fulfilling these two areas

### **Accountability**

4. Ka Hikitia, Success for all and the Pacifica Education Plan - We need to look in to these  
Give feedback to Paul if you have any others that need to be worked on.

Wayne, Julie and Paul to work on the first steps of what this will look like.



### **Board Self Assessment checklist**

Paul, Wayne and Julie to work on this.

**Due Date:** 24 Feb 2021  
**Owner:** Paul Matthews

## **2.5 Principals Appraisal**

Discussion raised following the Board Self Review. Usually by now there is a Summary report for the last BOT meeting. However the meeting with Laura, Paul & Shane has just been held. Paul will send out a summary to look at. For your eyes only, not to be shared. We can have a discussion at the next BOT meeting about the points.



### **Principals Appraisal Summary Report**

Paul to send out the Principals Appraisal Summary report once he has this so it can be viewed and any points raised discussed at the next meeting.

**Due Date:** 26 Feb 2021  
**Owner:** Paul Matthews

### 3. External Updates

#### 3.1 Home & School Update

Lizzie gave an update.

QUIZ NIGHT - raised \$4000

CALENDAR ART - about \$1500 raised

An email was sent out to the committee about where we see the H & S heading next year in the hope we can start the year with more of a plan for the year.

It is a challenge getting new entrant parents involved, discussed this and cultural challenges happening in the school.

#### 3.2 MCA Update

##### Hall Fire Alarm

Building application is in. The council has come back and we have to do public use form that needs to go in and plans for the building. Max & Dave Briscoe has been good in assisting, we are making progress on this. Did discover that the current number it is fire rated for is 360 people not the 300 we were thinking it was.

### 4. Public Excluded / In Committee

### 5. Close Meeting

#### 5.1 Close the meeting

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

#### New Actions raised in this meeting

| Item | Action Title  | Owner          |
|------|---|----------------|
| 1.6  | Zone Review<br><b>Due Date:</b> 30 Apr 2021                         | Paul Matthews  |
| 1.7  | Budget 2021<br><b>Due Date:</b> 26 Feb 2021                         | Shane Robinson |
| 1.9  | 10 year Property Plan adjustment<br><b>Due Date:</b> 26 Feb 2021    | Shane Robinson |
| 1.10 | Check vulnerable Children's Act<br><b>Due Date:</b> 24 Feb 2021     | Megan Hurley   |
| 1.10 | Board Self Review<br><b>Due Date:</b> 24 Feb 2021                   | Paul Matthews  |
| 2.3  | Koru Camp - RAMS<br><b>Due Date:</b> 12 Feb 2021                    | Shane Robinson |
| 2.4  | Board Self Assessment checklist<br><b>Due Date:</b> 24 Feb 2021     | Paul Matthews  |
| 2.5  | Principals Appraisal Summary Report<br><b>Due Date:</b> 26 Feb 2021 | Paul Matthews  |

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

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