

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **23 Sep 2020** these minutes were **confirmed as presented**.

Name:	Maungaraki School Board of Trustees
Date:	Wednesday, 19 August 2020
Time:	6:00 pm to 8:04 pm
Location:	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
Board Members:	Kaylee Gibbs, Chris Cowman, Elizabeth Briscoe, Julie McDonald, Megan Hurley, Paul Matthews, Shane Robinson, Wayne Church
Attendees:	Caro Wills, Darian Schulz, Tania Potaka

1. Regular items

1.1 Prayer and Karakia

1.2 Present and Apologies

1.3 Interests Register

Board members can update their interests in Board Pro

1.4 Confirm Minutes

Board of Trustees Meeting 24 Jun 2020, the minutes were confirmed as presented.

Approved



Approved

Approved

Decision Date: 19 Aug 2020
Mover: Shane Robinson
Seconder: Wayne Church
Outcome: Approved

1.5 Grant application

Tabled: New Grant from Four Winds

Motion: That Maungaraki School applies for a new Grant from Four Winds to pay for Education Perfect for the year 7 & 8s in 2021.



Board agrees to support grant application

Board agrees to support grant application

Decision Date: 19 Aug 2020

Outcome: Approved

1.6 Action Item List

Due Date	Action Title	Owner
17 Jun 2020	Fire Alarm in Hall. Status: Completed on 25 Jun 2020	Shane Robinson

1.7 Principal's Report

Shane presented his Principal's report and highlighted the following:

- Nicola was successful in getting \$12000 for the camp in Term 4.
- Parent/Student updates held - 92% attendance from families
- ERO are in tomorrow 20/8/20. New process changing how they do these, we may be a pilot for this.
- Principal's mid-year appraisal completed
- Huge roll growth being experienced will have huge impacts on classroom makeup. Looking at options for new entrants at the end of 2020. New classrooms will be needed by the middle of next year. Options discussed
- Parking in Barberry - still experiencing problems. Some options discussed
- Document Destruction - request to dispose of items over 7 years old.
- Suggested term dates for 2021 - these align with schools in our area. Includes 2 NZEI teacher only days.
- Some accidents with children running into shade sail poles. Shane has ordered padding for the poles at a cost of \$3500
- Staffing changes - farewell Kirsty. Welcome to Trudy
- Covid Wellbeing Fund - applied for funding to support some children in the school so we can start some programmes
- Discussed student anxiety and strain on teachers during the current term.



That the Principal's report dated 18 August 2020 be accepted.

That the Principal's report dated 18 August 2020 be accepted.

Decision Date: 19 Aug 2020

Mover: Paul Matthews

Seconder: Elizabeth Briscoe

Outcome: Approved



That the Term dates for 2021 be accepted

That the Term dates for 2021 be accepted

Decision Date: 19 Aug 2020

Mover: Shane Robinson

Seconded: Chris Cowman
Outcome: Approved



That documents over 7 years old can be destroyed according to sch...

That documents over 7 years old can be destroyed according to school guidelines

Decision Date: 19 Aug 2020
Mover: Shane Robinson
Seconded: Paul Matthews
Outcome: Approved



Term dates

Check term dates are correct before being published

Due Date: 24 Aug 2020
Owner: Shane Robinson

1.8 Finance Report

Shane presented the Finance report highlighting the following:

- Receipts of donations are tracking well.
- Discussed if donation payment amounts should increase in 2021 and what may impact this.
- Activity fee payments are being paid, community likes the new structure. We are communicating regularly what this is being used for
- Repairs & Maintenance - we have received an MOE grant which has come in for items in this line.
- Caretaker - line is over however Tim has done some extras in playground, deck, sandpit & running groups. Discussed how to balance this line.
- Teacher Aide settlement may be an area we have extra cost in, we await more certainty from MOE how this will be covered. Concerns highlighted over how this may impact the school and student costs and wellbeing of staff and students
- We are tracking unders & overs. A request to track this separately for staffing due to the implications of Caretaker & Teacher Aide lines
- Draft report from Auditor - discussed Auditor findings which are all in hand
- ESOL report - discussed at previous meeting, paperwork from ESOL received.
- That we are currently tracking \$39,000 ahead of budget. This continues to move closer into line with our budget following the COVID-19 interruption. We anticipate that we should meet our 2020 budget at the end of the year.



That the Finance Report for August be accepted.

That the Finance Report for August be accepted.

Decision Date: 19 Aug 2020
Mover: Kaylee Gibbs
Seconded: Elizabeth Briscoe
Outcome: Approved

1.9 Draft Audit Report and Findings

- Items are all in hand

1.10 Property Update

Report discussed:

- Discussed design plans. Send Shane any feedback. Board approved general direction of the plans
- Resource consent needed to sort out the parking in the area with a new driveway which will deal with safety issues.
- Playground - plans just received, viewed on wall. Next steps to discuss with kids & staff to get feedback. Then share favourite with community. Shane to send out to Board - email him feedback. We have \$120k from MOE to use for this.
- Bike track - MCA have done community survey with asphalt being preferred option. Have \$40k from Bikes in Schools to use by end of 2020
- MOE keen to move on the new classroom block.



Playground plans

Shane to send out the options received on the Playground development.

Due Date: 21 Aug 2020
Owner: Shane Robinson

1.11 Policy

Curriculum Delivery Policy reviewed & presented for approval



That the revised Curriculum Delivery Policy be approved.

That the revised Curriculum Delivery Policy be approved.

Decision Date: 19 Aug 2020
Mover: Wayne Church
Seconder: Megan Hurley
Outcome: Approved



Privacy Policy

To have update on Privacy Policy ready for review at next Board meeting

Due Date: 23 Sep 2020
Owner: Wayne Church

2. Strategic Discussion/Decision

2.1 Mid Year Review - Strategic Aims 1 & 2

SA1 - Good feedback from ERO

SA2 - Discussed targeted students. Covid interruptions to learning losing almost a term. Each Syndicate has adapted their programmes. Staff have identified children that have not moved & discussed what we can do for them. Looking at data 10% lower across the board than where we wanted to be. Reviewing what we can do about this & learning from Covid that we can continue.

Discussed preparedness for alert level increase. Document encompassing all details now held

2.2 Mid Year Data Review

3. External Updates

3.1 Home & School Update

- Raised \$1800 from Disco.
- Lost property - supporting school to find owners
- Cohort entry parent coffee meetings are going well
- Quiz on 11 September if alert level changes to L1

3.2 MCA Update

Meeting regularly with MCA Chair on hall and bike track issues

4. Public Excluded / In Committee

5. Close Meeting

5.1 Close the meeting

Next meeting: Board Meeting - 23 Sep 2020, 6:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
1.7	Term dates Due Date: 24 Aug 2020	Shane Robinson
1.10	Playground plans Due Date: 21 Aug 2020	Shane Robinson
1.11	Privacy Policy Due Date: 23 Sep 2020	Wayne Church

Signature: _____

Date: _____