

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING



At the **Board of Trustees** on **20 May 2020** these minutes were **confirmed as presented**.

Name:	Maungaraki School Board of Trustees
Date:	Wednesday, 18 March 2020
Time:	6:00 PM to 8:26 PM
Location:	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
Board Members:	Paul Matthews, Shane Robinson, Kaylee Gibbs, Chris Cowman, Megan Hurley, Elizabeth Briscoe, Wayne Church, Julie McDonald
Attendees:	Kirsty May

1. Regular items

1.1 Prayer and Karakia

1.2 Election of 2020 Board Chair



Appoint Board Chair for 2020.

That Paul Matthews be re-elected as BOT Chairperson for 2020.

Decision Date:	18 Mar 2020
Mover:	Kaylee Gibbs
Seconder:	Shane Robinson
Outcome:	Approved

1.3 Present and Apologies

1.4 Interests Register

1.5 Confirm Minutes

Board of Trustees Meeting 12 Feb 2020, the minutes were confirmed as presented.



Approval of Minutes from Previous Meeting

That the previous minutes are an accurate account of the BOT meeting held on 12 February 2020.

Decision Date:	18 Mar 2020
Mover:	Wayne Church
Seconder:	Shane Robinson
Outcome:	Approved

1.6 Action Item List

Due Date	Action Title	Owner
18 Mar 2020	Email 2020 meeting invites Status: Completed on 18 Mar 2020	Paul Matthews
18 Mar 2020	Talk to Cam from TrailPro re: bike track Status: Completed on 18 Mar 2020	Shane Robinson
18 Mar 2020	Set up meetings with Megan to work on Strategic Aims Status: Completed on 18 Mar 2020	Shane Robinson
18 Mar 2020	Draft a plan on Policies that need reviewing Status: Completed on 18 Mar 2020	Wayne Church

1.7 Grant applications



Grant

That Maungaraki School applies to Infinity Foundation for a grant of \$7992.50 for swimming.

Decision Date: 18 Mar 2020
Mover: Shane Robinson
Seconder: Wayne Church
Outcome: Approved

1.8 Principal's Report

Shane spoke to his Principal's Report and highlighted the following:

- School roll is currently 356.
- Large number of Special Programmes running over the year.
- Enviro update, with the group of 20 enviroschools children meeting on Tuesday lunchtimes, and a number of other updates
- Two stand downs since the last meeting for violent behaviour in the playground. Both related to the same student. Subsequent to the report, the child was involved in a violent incident involving staff and had been stood down pending a disciplinary hearing from the Board of Trustees.
- We reported a breakdown of the key ethnic groups to the Ministry. Over 23.6% of our school identifies as Asian, this is an increase of 3% on last year. We have 12% of our school that identify as Maori. This group's numbers have remained largely the same over the last two years. Very few children (2%) identify as Pasifika at Maungaraki School. We continue to have our largest percentage of families that identify as NZ European - 54%. We have a large Indian community growing here at Maungaraki School. This totals 7% of our school roll.
- On 22/23rd February the school shade sails were damaged. This was witnessed and the cost is considerable. This is being dealt with.
- Lot of work on professional development was outlined.
- Staffing changes.
- Covid-19 implications were being managed, including some students not able to return to school straight away due to travel in China.



Covid - 19 Support Staff

That the Board of Trustees will continue to pay support staff their standard base rate if school is closed due to the Covid-19 pandemic;

Decision Date: 18 Mar 2020

Outcome: Approved



Principal Report

That the Principals Report dated 18 March 2020 be accepted.

Decision Date: 18 Mar 2020

Mover: Wayne Church

Seconded: Elizabeth Briscoe

1.9 Finance Report

Shane ran through the Finance Report items including:

- The budget is currently tracking \$4,800 in deficit YTD, but we expect it to clear by EOY.
- Donations are tracking very well. We currently have received just over \$14,000 in donations.
- The Activity Fee Donation payments to the end of Feb total \$8,000.
- We have received our first operations grant. This totalled \$132,208.
- School funding for support staff, adding to the Ministry contribution they are making to our support staff living wage costs. This has been carefully worked out as per our support staff ratio and does give our support staff backdated pay to when this initiative was accepted. The Ministry contribution is \$7,319, leaving a total of \$5,527 for us to pay from our increased 2020 operations grant.
- We have launched our Parent App for families where they can view all their details.



Business Credit Card

That Caro Wills be appointed a school business credit card with a \$3,000 limit.

Decision Date: 18 Mar 2020

Mover: Elizabeth Briscoe

Seconded: Wayne Church

Outcome: Approved



Finance Report

That the Finance Report dated 18th March 2020 be accepted.

Decision Date: 18 Mar 2020

Mover: Wayne Church

Seconded: Chris Cowman

Outcome: Approved

1.10 Property Update

Main items covered included:

- New classrooms block and additional non-teaching space: Continue to meet with the Ministry on this project, and a detailed plan is being drafted.
- Wellbeing garden has been created.
- Bike Track Update: Shane and Lizzie meet with Paul McArdle, CEO of Bikes in Schools and Sherie Wright from Hutt City Council. NZTA Bike Ready have confirmed a \$40,000+GST contribution and revised plans are being drawn up.

1.11 Policy Update

Wayne Church gave a policy update and the following items were discussed in detail:

- Move Health and Safety to the top of Policies.
- Pandemic Plan - Do we need a specific policy for this? (being looked at)
- Wayne presented a draft work plan/timeline for our Policies going forward.
- We now have a draft review process for the Subcommittee to use.

2. Strategic Discussion/Decision

2.1 Appointment of Discipline Committee

The establishment of a Discipline Committee was discussed.



Establishment of Discipline Committee

That a Discipline Committee be established of Paul Matthews, Wayne Church and Lizzie Briscoe to consider the current suspension matter;

Decision Date: 18 Mar 2020
Mover: Paul Matthews
Outcome: Approved

2.2 PAT Data Sharing

2.3 Strategic Aims 2020

Item discussed as a board: a few key points of discussion included:

Strategic Aim 1: At Maungaraki School we provide a supportive environment that fosters wellbeing for all our students, community and staff.

- Kiva Wellbeing Goal - To reduce bullying from 14% to less than 10% with the aim of having a bully free school.
- Wellbeing Survey Goal - Reduce levels of stress and manage workload for staff at Maungaraki School.

Key Goals:

- Actively support the wellbeing of staff.
- Actively support the wellbeing of students.
- Support the wellbeing of the community.
- Development of a curriculum based on wellbeing.
- Leaders are capable and confident of driving the vision - Passion For Life.

Strategic Aim 2: At Maungaraki School each student achieves their best in all areas of the curriculum.

Key Goals:

- We have excellent coverage across the curriculum.
- Highly engaging programmes.
- Support and extension programs within the classroom and externally.

Strategic Aim 3: At Maungaraki School we are active participants in our learning through a wide range of balanced opportunities.

Key Goals:

- Broad range of opportunities to develop an holistic child.
- Active mind and body.
- Innovative ways of learning.
- Culturally responsive practice.
- Enviro School.

We have a range of expectations, indicators and a timeline on how we can achieve these key goals.



Strategic Aims 2020

That the amended Maungaraki School Strategic Aims for 2020 be adopted;

Decision Date:	18 Mar 2020
Mover:	Wayne Church
Seconder:	Kaylee Gibbs
Outcome:	Approved

2.4 Charter Report

The draft Charter Report was tabled and the following items were discussed:

- Treaty of Waitangi statement - to add?
- We need to make sure we incorporate all cultures.
- Graduate Profile for the BOT Profile.
- To find the review the Waka 2016,2017 and 2018.

A new updated report will be available soon.

2.5 Senior Camp Proposal

A camp proposal was tabled:

- Week 10 Term 2
- EOTC Camp for Year 7 and 8 Term 2.
- Leadership and Values Building
- Dates : Wednesday 6th May to Friday 8th May 3pm
- Venue: Brookfield Camp - Wainuiomata
- Cost: \$50 per student.

Due to Covid-19 - This camp was to be postponed.

2.6 NZSTA Voting - President and Board Elections 2020

Voting papers were handed out for BOT members to vote.

3. External Updates

3.1 Home & School Update

Lizzie presented a quick update from Home and School.

- Much was on hold due to Covid-19
- Fundraising all on hold.
- Quiz cancelled.

3.2 MCA Update

Shane to have monthly meetings with Tracy Coleman (MCA Chair).

Tracy has been given all hall bookings that the school has in the calendar.

AGM is coming up. Ideal for BOT Rep to join the MCA Committee - will discuss further at the next meeting.

4. Public Excluded / In Committee

4.1 Leave Request



Move into Public Excluded to discuss a leave request

That the Board move into Public Excluded to discuss a leave request;

Decision Date: 18 Mar 2020
Mover: Paul Matthews
Outcome: Approved



Move out of Public Excluded

That the board move out of Public Excluded;

Decision Date: 18 Mar 2020
Mover: Paul Matthews
Outcome: Approved

5. Close Meeting

5.1 Close the meeting

Next meeting: Board of Trustees - 20 May 2020, 6:00 PM

Next meeting: 6pm, Weds 20 May 2020

Signature: _____

Date: _____