

# CONFIRMED MINUTES

## BOARD OF TRUSTEES



At the **Board of Trustees Meeting** on **24 Jun 2020** these minutes were **confirmed as presented**.

<b>Name:</b>	Maungaraki School Board of Trustees
<b>Date:</b>	Wednesday, 20 May 2020
<b>Time:</b>	6:00 pm to 8:28 pm
<b>Location:</b>	Zoom meeting, <a href="https://itp.nz/paul">https://itp.nz/paul</a> (open in a browser, redirects to a Zoom room)
<b>Board Members:</b>	Chris Cowman, Elizabeth Briscoe, Julie McDonald, Kaylee Gibbs, Megan Hurley, Shane Robinson, Wayne Church, Paul Matthews
<b>Attendees:</b>	Trudy Price, Caro Wills, Darian Schulz

### 1. Administrative items

#### 1.1 Prayer and Karakia

#### 1.2 General discussion on Covid-19

There was a discussion about the impact of Covi-19 on Board Members.

#### 1.3 Present and Apologies

All board members were present.

#### 1.4 Interests Register

No changes were made to the Interests Register.

#### 1.5 Confirm previous minutes.

**Board of Trustees Meeting 18 Mar 2020**, the minutes were confirmed as presented.



#### **That the minutes of the 18 March 2020 meeting of the Board of Tru...**

That the minutes of the 18 March 2020 meeting of the Board of Trustees are true and correct.

<b>Decision Date:</b>	20 May 2020
<b>Mover:</b>	Shane Robinson
<b>Seconder:</b>	Chris Cowman
<b>Outcome:</b>	Approved

## 1.6 Action Item List

### 1.7 Grant applications

There were no grant applications to consider.

## 2. Reports to the Board

### 2.1 Principal's Report Tabled.

Shane presented his Principal Report and highlighted the following:

- Covid-19 things were run differently in School since the governments announcement of New Zealand going into Level 4. Staff began discussing and designing an online learning program.
- We have had amazing engagement with our online programs. With a large amount of positive feedback.
- Hard material packs were sent out by the Ministry of Education to all students from years 0-4.
- When school opened in Level 3 we only had a small number of students attend around 6 students throughout Level 3.
- Health and Safety has been a key priority over this time and have increased our cleaning here at school.
- We are keeping a detailed contact tracing register of all people who come onto site.
- Well Being has been a strong focus for students and staff over lockdown.
- We have been using our online communication and have had a dramatic increase in facebook follows in the last month.
- Assessment and Reporting will be discussed with the Lead Team and the Board will support which direction the school goes with this.
- Most Professional Development has had to cease due to Covid-19.
- New Entrants class we are currently advertising the position.



### Principal Report

That the Principals Report dated 20 May 2020 be accepted.

**Decision Date:** 20 May 2020  
**Mover:** Megan Hurley  
**Seconder:** Chris Cowman  
**Outcome:** Approved

### 2.2 Finance Report

Shane presented the Finance Report:

- Donations are tracking well. We have currently have received just over \$23,000.
- Activity Fee Donation we have received is a Total of \$18,000 to the end of April. This is a area we can adjust throughout the year.
- The Board has agreed to invest some more money into the Cleaning and Administration Budget with the extra work Covid-19 has brought.

- We have has some extra security checks over lockdown and we have suffered no extra vandalsim.



### **Finance Report**

That the Finance Report dated 20 May 2020 be accepted.

**Decision Date:** 20 May 2020  
**Mover:** Wayne Church  
**Seconder:** Julie McDonald  
**Outcome:** Approved

## **2.3 Property Update Tabled:**

Items Discussed:

- We are needing to use our Library space to open our next New Entrants class. The Ministry has agreed to hire a Portable Room to store our Library books for duration of the build. This will also store class sets of books so children and staff can still access them.
- The room is located behind the current library.
- Wellbeing Garden has been on pause during lockdown.
- Bike Track has been out on pause during lockdown.
- 10YPP/5YA Amendment was tabled.

## **3. Strategic Discussion/Decision**

## **4. External Updates**

### **4.1 Home & School Update**

There was no home and school report for this meeting due to Covid-19.

### **4.2 MCA Update**

There was no MCA update for this meeting due to Covid-19. We discussed the update of the Fire Alarm for the Hall.



### **Fire Alarm in Hall.**

To follow up with Tracey re Fire Alarm in Hall. If it is needing resource consent pass onto Megan.

**Due Date:** 17 Jun 2020  
**Owner:** Shane Robinson

## **5. Public Excluded / In Committee**

## **6. Close Meeting**

### **6.1 Close the meeting**

**Next meeting:** Board of Trustees Meeting - 24 Jun 2020, 6:00 pm

## New Actions raised in this meeting

<b>Item</b>	<b>Action Title</b>	<b>Owner</b>
4.2	Fire Alarm in Hall. <b>Due Date:</b> 17 Jun 2020	Shane Robinson

Next meeting: 6pm, Weds 17 June 2020

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

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