

# CONFIRMED MINUTES

## BOARD MEETING



At the **Board Meeting** on **3 Nov 2021** these minutes were **confirmed as presented**.

<b>Name:</b>	Maungaraki School Board of Trustees
<b>Date:</b>	Wednesday, 22 September 2021
<b>Time:</b>	6:00 pm to 8:00 pm
<b>Location:</b>	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
<b>Board Members:</b>	Chris Cowman, Julie McDonald, Kaylee Gibbs, Lizzie Briscoe, Megan Hurley, Paul Matthews, Shane Robinson, Wayne Church
<b>Attendees:</b>	Caro Wills, Darian Schulz, Tania Potaka
<b>Guests/Notes:</b>	Trish Cherry, Ben Young, Hazel Andis

### 1. Regular items

#### 1.1 Prayer and Karakia

#### 1.2 Present and Apologies

#### 1.3 Interests Register

#### 1.4 Confirm Minutes

**Board Meeting 1 Sep 2021**, the minutes were confirmed as presented.



#### Minutes

Carried

<b>Decision Date:</b>	22 Sep 2021
<b>Mover:</b>	Wayne Church
<b>Seconder:</b>	Shane Robinson
<b>Outcome:</b>	Approved

#### 1.5 Action Item List

Due Date	Action Title	Owner
9 Jun 2021	ERO Review with Board <b>Status:</b> Completed on 3 Nov 2021	Shane Robinson
10 Sep 2021	Heat Pump installation <b>Status:</b> Completed on 17 Sep 2021	Shane Robinson
17 Sep 2021	Staff thank you gift <b>Status:</b> Completed on 17 Sep 2021	Shane Robinson
8 Dec 2021	Strategic Aims - Meet & discuss <b>Status:</b> On Hold	Shane Robinson

Due Date	Action Title	Owner
8 Dec 2021	Board Self Assessment checklist <b>Status:</b> In Progress	Julie McDonald

Thanked Shane as well.

## 1.6 Principal's Report

1.1 - Delivered by team leaders under Strategic Aims

1.2 - We tried to get back in to normality as soon as we could following lockdown and feel the kids are doing great. Caro is doing a morning check in with the classrooms. Shane & Darian are meeting and greeting students at the gate. Classes are walked to the gate at the end of the day and this is going well. We have online programmes already created for the next time this may happen.

1.3 - Production Performance postponed. We will perform early in Term 4 and do a filmed version for families. There are options around how this can be viewed by the community. We will decide on this once we know the impact of alert levels and we are able to investigate these further.

2.1 - We are changing our SMS from ETAP to Hero Link-Ed. There is live reporting and more ease of access for teachers in recording progress as it can be uploaded to the system and then shared with the community. There is a clear view for families to see a child's progress. The security of the system was discussed and how the new SMS would impact Teachers and the Admin workload. There will be a lot of work involved in the changeover with a soft launch at the start of next year before we stop using ETAP. However, overall this will minimise Teachers workload, while providing high quality data.

2.3 - Our roll is at 381, we may get to 390 - 395 by the end of the year.

3.1 - PD we are still waiting on the application to be approved. Julie Roberts will be back in to work with our Junior team.

3.2 - Leanne B has resigned and is leaving at the end of Term 3. We thank her for the work she has done at Maungaraki School. We are recruiting for a new Teacher Aide.



### Principals report

Carried

**Decision Date:** 22 Sep 2021

**Mover:** Kaylee Gibbs

**Seconder:** Chris Cowman

**Outcome:** Approved

## 1.7 Finance Report

- We currently have a good surplus, so the school is in a healthy position.
- There is a small underspend due to the Covid lockdown.
- We received extra funds in Government grants.
- Our parent donations are tracking well.
- We are still holding a large amount of Grant funds for the Bike track.
- The Teachers Salaries line is tracking well and we monitor this closely.
- Staffroom budget - we will have an overspend on this line. This is due to extra funds being used to set up several smaller staffrooms to support the move to the smaller office area room being used as a staffroom. This has however helped us with Covid restrictions.
- Water - there will be an overspend on the Water Rates line due to leaks and we continue to monitor this.



## Finance Report

Carried

**Decision Date:** 22 Sep 2021  
**Mover:** Lizzie Briscoe  
**Seconded:** Chris Cowman  
**Outcome:** Approved

## 1.8 Property Update

- New Library Build - Alex has just updated us with the unfortunate news that 2 of the 3 suppliers have pulled out of the Tender process. We would normally be able to move ahead with a single supplier however due to a tight budget need to await a further supplier to Tender. We have been advised they are still aiming to start in November. We need to keep communicating with Alex to ensure this progresses as BOT is concerned about the time slip-age caused by the delays.
- Entrance Way Project - Paul M to continue to communicate with the council about the entrance way project and funding. Lizzie B to contact Alex to update him and arrange a meeting to discuss. Hopefully we can just invoice the council for their approved portion of the cost, they may need to sign off on the design etc.
- Heat pump installation - these are set to be installed the first week of the Term 3 school holidays.
- Deck - this is complete. We were fortunate to get this done under level 3. Non slip stops have been put on and the external doors will go on next year.
- 5YA - We will need to address some toilets, some of the windows and some porch areas.
- Playground creations - we have contacted them about moving the swings from one side of the playground over to the other.
- Flying fox - this has been booked for the 17 January to 27 January 2022. We need to consult Alex at the MOE as to where the Flying fox will go so it doesn't get in the way of the build.



## Entrance Way project

Contact Alex from the MOE to discuss the progress of this project.

**Due Date:** 3 Nov 2021  
**Owner:** Lizzie Briscoe

## 1.9 Policy



### Policy Catch up

Meet with Shane to review policies due for review.

**Due Date:** 3 Nov 2021  
**Owner:** Wayne Church

Nothing to review this meeting

## 2. Strategic Discussion/Decision

### 2.1 Strategic Aims

**Kākano** - Trish delivered report covering the syndicate.

Structured literacy - this has a different approach to reading, it has more of the science of reading

and the rules of how reading works. Give the tools and do the learning before children start reading the book. We started this in 2020 with Liz Kane PD and we have built on it this year. It will carry through to all syndicates in different ways.

Relationships - our whanau picnic was great. We are trying to build the relationships with the new entrant children which is important to establish this relationship early on. It was great having Jen Long out of the classroom until term 3, to support teachers and targeted students. We also benefited by not having to find a New entrant teacher in Term 3. Having her there helped a lot with the structured literacy approach and setting this up and doing PD with the teachers.

**Tipu:** Chris delivered his report

Wellbeing - a big focus on the culture in the team, with students and teachers. We have a positive and supportive environment which flows on to the classroom. A lot of students in our syndicate were needing extra support. Having smaller classrooms has allowed us to provide this support which we appreciated.

Engaging Programmes - Pakiki, tie in the HEART values and bringing these in to the sessions.

Have a hui before and after with students, expose the students to a large range of things.

Instruments, art & crafts, games - prompts and challenges and purposeful activities. We give students choice on the programmes and develop independence.

**Koru:** Hazel delivered her report.

Banqer - this is used which is an online banking system for the kids. We have a Banqer shop, they can swap or buy items. Banqer cities - this is linked to inquiry. Gives us good financial literacy for students.

Inquiry - student engagement and Passion Projects, develop independent learners.

Hauora - the whole child, syndicate together are happy and fun kids, engaged.

**Fern:** Ben delivered his report

We have a project based learning approach - this sits long side our explicit teaching. We focus on connections with whanau and the community, where I come from (student), what makes me who I am and link this in to Maungaraki.

We had additional targeting teaching - extra help from release teachers who are passionate about what they do.

HEART FM - our radio station, this is an engaging space to inspire students to do things outside of their comfort zone. We play this at lunchtime twice a week. We link our HEART values to this, using different teams and students to pick up tasks in many areas.

Julie: She would like to take stock of Te Tiriti / Te Ao Maori within the school. Attend a Lead team meeting at some stage and look at the next steps as a school in this area.



### **Lead Team Meeting - Julie to attend**

Shane to invite Julie (BOT member) to attend a Lead team meeting to discuss Te Tiriti and Ao Maori within the school.

3/11/21 - Julie to meet with Wayne & Shane regarding the policy. See new Action Point.,

**Due Date:** 3 Nov 2021

**Owner:** Shane Robinson

## **3. External Updates**

### **3.1 Home & School Update**

A quick update from Megan. Decision to be made if the Market day runs in Term 4 depending on if we are in level 2 still and if the Production fills the term. We also have the year 8 leavers dinner and athletics.

Shane & Megan will meet later in the year to put a plan in place for 2022.

### 3.2 MCA Update

The MCA are doing some work on their Grants process. Grants are meant to be going out to kids representing Maungaraki at a National level so they need to review the process to ensure this happens.

Grant to be received by school for the MCA contribution to the Projector

4. Public Excluded / In Committee

5. Close Meeting

#### 5.1 Close the meeting

**Next meeting:** Board Meeting - 3 Nov 2021, 6:00 pm

Approved decisions made between meetings



#### Approval of El Rancho Camp

That the El Rancho Camp EOTC be approved;

**5 Supported:** Chris Cowman , Julie McDonald , Paul Matthews , Wayne Church ,  
Lizzie Briscoe - Subject to my comment below.

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 8 Sep 2021

**Outcome:** Approved

Next meeting: 6pm, Weds 3 November 2021

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

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