

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **1 Sep 2021** these minutes were **confirmed as presented**.

Name:	Maungaraki School Board of Trustees
Date:	Wednesday, 23 June 2021
Time:	6:00 pm to 7:33 pm
Location:	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
Board Members:	Kaylee Gibbs, Lizzie Briscoe, Megan Hurley, Paul Matthews, Shane Robinson, Wayne Church
Attendees:	Tania Potaka, Juanita Kil
Apologies:	Julie McDonald, Chris Cowman

1. Regular items

1.1 Prayer and Karakia

1.2 Present and Apologies

1.3 Interests Register

1.4 Confirm Minutes

Board Meeting 19 May 2021, the minutes were confirmed as presented.



Approved as correct. Bikes in Schools grant was \$46k, which was ...

Approved as correct. Bikes in Schools grant was \$46k, which was \$40k + \$6k GST

Decision Date:	23 Jun 2021
Mover:	Paul Matthews
Seconder:	Wayne Church
Outcome:	Approved

1.5 Action Item List

Due Date	Action Title	Owner
24 Feb 2021	Board Self Assessment checklist Status: In Progress	Paul Matthews
24 Mar 2021	Strategic Aims - Meet & discuss Status: On Hold	Paul Matthews
19 May 2021	Variance report Status: Completed on 19 May 2021	Shane Robinson

Due Date	Action Title	Owner
19 May 2021	Amend Finance Policy Status: Completed on 20 Jun 2021	Wayne Church
9 Jun 2021	ERO Review with Board Status: In Progress	Shane Robinson
23 Jun 2021	5YA Status: Completed on 16 Jun 2021	Shane Robinson

1.6 Principal's Report

- Parent / Teacher Interviews - if we are still at Covid Level 2 we will assess if these can go ahead and make changes if necessary. We will advise BOT if this does change.
- Had a great Cross Country event and have some students make Interzone. It was great to have a competitive event for those who wanted to do it and a Fun Run for all children and families to participate. The Fund Run / Colour run came from some research done to increase fun and attendance at Cross Country
- The seniors radio station up and running. This will expand over time and more people will be involved
- Our roll hasn't increased as we had thought due to some families moving away. There won't be a major impact to funding as we are increasing in the junior area of the school. The funding is spot on for what we budgeted for.
- ERO - spent alot of time as a management team working on this. They are happy with what we are doing. There is a Board Administration checklist that needs to be signed off by the Board.
- Chris McCullough will leave on 1 July moving to study. He will be missed alot as he brings so much to the school, however we are very supportive of his move into a passion area of his.
- Support staff week last week, had a shared lunch, My Whippy van and celebrations across the week.
- NZEI meetings this week, todays meetings teacher decided not to go except one due to us being in Level 2. Most of these conversations are around extra release time and teacher aides in classes.
- PD - we are working through courses

Strategic Aim 1

- Coaching
- Well being initiatives lead by staff
- KiVa still being delivered
- HEART days and cultural days
- Community engagement evenings, Parent evenings, fun run.



Moved

Approved

Decision Date: 23 Jun 2021
Mover: Megan Hurley
Seconder: Lizzie Briscoe
Outcome: Approved

1.7 Finance Report

Finance Report

- Our donations are tracking well and we are thankful to our community.
- Special needs funding is up however this is being used to run programmes
- PD Budget we are looking at other options to use this

Audit Report

- Novopay 'one up authority' to sign - see the report. This change has come about due to the Novopay system change to Edpay and forms being done online.



Moved

Approved

Decision Date: 23 Jun 2021
Mover: Kaylee Gibbs
Seconded: Shane Robinson
Outcome: Approved

1.8 Property Update

- Lee Tennaway - 5YA has been approved by the MOE
- Projector has been installed - Box built ready to go for the projector to protect cords - School to invoice MCA for their portion of the cost.
- Heat pumps - when approved and done we can decommission the boiler. Date to set.
- Porch areas - these are a big concern going forward as there are some leaks and repairs needing to be done. In the next 5 years they will need alot of work done on them. This has been added to the next 5YA.

Precinct application

- This application was put in under MCA's name for \$200k. It has gone through the initial process and been approved. Now the LTP needs to go through the final approval as a whole which is on the 30 June. Additional funds were requested through the community asset fund, of which the meeting is tomorrow night. We requested funds for the Bike track to support those already received and allocated by the school.
- \$100k was for carparking. \$100k for drainage with some contribution from MCA for the field- see the attached report.
- The drainage needs to happen before the Bike Track. We want this to happen before the end of 2021.
- We will need a strip on the inside of bike track that will allow trucks to come in and out without destroying the bike track.

Library

- Finalising details and drawings. This will then go out to Tender. It is due to start in September 2021.

10YPP & 5YA

- Ratify the electronic vote to approve the amended 5YA & 10YPP. Electronic vote approved 2/6/21. Approved by the Board and carried.



10YPP & 5YA

Ratify of electronic vote

Decision Date: 23 Jun 2021
Mover: Paul Matthews
Outcome: Approved

1.9 Policy

Approved changes and proposed amendments

- Discussed amendments to points 6, 7 & 8 under 'The Principal Shall' on the approved changes & proposed amendments document.
- 7 - currently says 'notify the Board'. Change so this is the same as the other points
- Amend points 6 & 7 to the wording 'notify the Board Chair & Finance Delegate....'
- Move the order so point 7 becomes 8 and point 8 becomes 7
- 3 amendments - changing order and amendments



Approved

Carried the amendments approved

Decision Date: 23 Jun 2021
Mover: Wayne Church
Seconder: Megan Hurley
Outcome: Approved

2. Strategic Discussion/Decision

3. External Updates

3.1 Home & School Update

A Home & School meeting was held on 14 June. Our fundraising is going well, we had the Readathon, Pies Fundraiser for Camp, and the Disco. The Hot lunches made by the year 7 & 8's went well. We are ahead on our fundraising target. We have a market day in term 4.

There was a heavy load on the office due to the bulk of fundraising being done in term 2. Look at how to make it easier next year with timing and the use of Lunchonline to take payments and orders.

3.2 MCA Update

- Max Shirlaw has resigned from the MCA
- The MCA is strongly in support of the projects going on the school
- Mark Rahman has taken over treasurer roll for now



Coffee with resident

Shane & Tracy to discuss entrance way to school with local resident

Due Date: 8 Jul 2021
Owner: Shane Robinson

4. Public Excluded / In Committee

5. Close Meeting

5.1 Close the meeting

Next meeting: Board Meeting - 1 Sep 2021, 7:30 pm

Approved decisions made between meetings



Approval of amended 5YA agreement

That the amended 5YA agreement, with an amendment application dated 26 May 2021, be approved;

8 Supported: Wayne Church , Kaylee Gibbs , Paul Matthews , Shane Robinson , Megan Hurley , Chris Cowman , Lizzie Briscoe , Julie McDonald

0 Opposed:

0 Abstained:

Decision Date: 2 Jun 2021

Outcome: Approved



Approval of Grant Application

That the school applies for a grant of \$8326 from Pelorus Trust for catering and transport for the Year 5/6 Camp;

6 Supported: Julie McDonald , Wayne Church , Paul Matthews , Megan Hurley , Lizzie Briscoe , Chris Cowman

0 Opposed:

0 Abstained:

Decision Date: 11 Jun 2021

Outcome: Approved

Next meeting: 6pm, Weds 24 May 2021

Signature: _____

Date: _____