

# CONFIRMED MINUTES

## BOARD MEETING



At the **Board Meeting** on **28 Oct 2020** these minutes were **confirmed as presented**.

<b>Name:</b>	Maungaraki School Board of Trustees
<b>Date:</b>	Wednesday, 23 September 2020
<b>Time:</b>	6:00 pm to 8:02 pm
<b>Location:</b>	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
<b>Board Members:</b>	Paul Matthews, Shane Robinson, Chris Cowman, Lizzie Briscoe, Kaylee Gibbs, Julie McDonald, Megan Hurley, Wayne Church
<b>Attendees:</b>	Caro Wills, Darian Schulz, Tania Potaka

### 1. Regular items

#### 1.1 Prayer and Karakia

#### 1.2 Present and Apologies

#### 1.3 Interests Register

#### 1.4 Confirm Minutes

**Board Meeting 19 Aug 2020**, the minutes were confirmed as presented.



#### Approved

Approved

<b>Decision Date:</b>	23 Sep 2020
<b>Mover:</b>	Chris Cowman
<b>Seconder:</b>	Lizzie Briscoe
<b>Outcome:</b>	Approved

#### 1.5 Action Item List

Due Date	Action Title	Owner
21 Aug 2020	Playground plans <b>Status:</b> Completed on 14 Sep 2020	Shane Robinson
24 Aug 2020	Term dates <b>Status:</b> Completed on 14 Sep 2020	Shane Robinson
23 Sep 2020	Privacy Policy <b>Status:</b> Completed on 2 Oct 2020	Wayne Church

## 1.6 Principal's Report

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

- There have been strong gains in teacher development and teachers are open to learning. They are recording themselves teaching in the class and are then viewing this with Julie Roberts as a learning tool & developing practice
- Additional Covid funding of nearly \$10k received from the MOE from the Urgent Response Fund (URF). This will fund additional support for an identified group of students by using trained external providers which we have already seen benefits from.
- Discussed applying for additional funding from the URF for a trained counsellor to support the schools in our area. Also apply for more funding for Maungaraki School. Agreed to support these applications.
- Shane unable to complete his trip to Queenstown due to the airport being closed.
- Chris McC in room 15 until the end of the year.
- There have been issues with the Teacher Aide pay equity settlement with NZEI relaying incorrect information. The settlement covers increases to rates however not any funding for moving to higher grades.
- Confirmed installation of the pads on the sun shade poles.



### Strategic Aim 1

Amend the wording in Strategic Aim 1 from 'Mindfulness' to 'Wellbeing' Check website for amendments to this document.

**Due Date:** 27 Oct 2020  
**Owner:** Shane Robinson



### Additional Covid Funding

Raise 2 applications for additional Covid funding from the MOE Urgent Response Fund.  
1 application for combined funding for the group of schools in our area to have a trained counsellor  
1 application for Maungaraki school.

**Due Date:** 27 Oct 2020  
**Owner:** Shane Robinson



### That the Principal's reported dated 23 September 2020 be accepted

Approved

**Decision Date:** 23 Sep 2020  
**Mover:** Julie McDonald  
**Seconder:** Chris Cowman  
**Outcome:** Approved

## 1.7 Finance Report

Shane presented the Finance report and highlighted the following:

- Additional details provided in a Year to date variance report to show the end of year impact and the additional impact of Covid on budget lines.
- Details of how the Activity Fee donation has been spent in each syndicate was put in the last newsletter

- The first instalment received in August for the Teacher Aide Pay Equity settlement with two additional wash up settlements due in the October 2020 & April 2021 Operations grants.
- Additional funding for immediate Covid-19 costs to be received in the October 2020 Operations Grant to cover items such as sanitiser & extra cleaning cost



### **That the Finance Report dated September 2020 be accepted**

Approved

**Decision Date:** 23 Sep 2020  
**Mover:** Wayne Church  
**Seconded:** Kaylee Gibbs  
**Outcome:** Approved

## **1.8 Property Update**

The Property report was discussed and Shane highlighted:

- Based on the structure for 2021 the school will be at full capacity from day 1 of the school year
- The proposed new Library block - the design was accepted for costing by MOE, however has now been declined as the design was over budget. This is going back to the designer to see what can be trimmed. Alex from the MOE has advised the delay will mean nothing will be on site ready for use in 2021. Shane & Paul to discuss and meet with the MOE.
- Met with Property Manager on projects. These will be problematic due to space limitations.
- The Playground project is with Ashby's for sign-off following some small adjustments. Hoping for a install date in 2020.
- Flying fox on the bottom field put on hold
- New Entrant playground area next to room 8 is complete. Tim has worked hard to have this completed and did so on a small budget.
- The Bike track was supported & now MCA to approach the council for their support.



### **Library Block delay impacts**

Arrange a meeting with the MOE to discuss the impacts of the Library block delay on the school.

**Due Date:** 16 Oct 2020  
**Owner:** Shane Robinson

## **1.9 Policy**

Megan presented the Privacy Policy document that she had been working on with Wayne. This was considered by the previous Board and updated to reflect changes to the Privacy Act.

She highlighted:

- Anything that needs to be collected for the purpose of enrolment is mandatory, otherwise is optional to provide this information to the school.
- We have to allow an option to Opt out for non mandatory information
- Check that when you collect the information it is used for what it is collected for.



### **That the Privacy Policy presented is approved**

Approved

**Decision Date:** 23 Sep 2020

**Mover:** Shane Robinson  
**Seconder:** Julie McDonald  
**Outcome:** Approved



### **Privacy Policy - Update Website & Enrolment form**

Update the Privacy Policy on to the website.  
Update the enrolment form with the new Privacy policy

**Due Date:** 27 Oct 2020  
**Owner:** Shane Robinson

## **2. Strategic Discussion/Decision**

### **2.1 Review - Strategic Aims 3 & 4**

Caro presented Strategic Aims 3 & 4

- Now we are in level 1 we are looking forward to a normal assembly
- Term 4 - there will be Syndicate based events happening, Ferns doing a mini production. Also Speech competition.
- Students are involved in the direction of their learning
- Enhancing the classroom environment
- The school can look at how the community can live the HEART values next term and seek feedback.

### **2.2 Camp Proposal - Year 7 & 8**



#### **That the EOTC activity proposal is accepted**

Accepted the proposal for camp

**Decision Date:** 23 Sep 2020  
**Mover:** Julie McDonald  
**Seconder:** Kaylee Gibbs  
**Outcome:** Approved



#### **Names to be removed from RAMS**

Remove any student names from the RAMS

**Due Date:** 13 Oct 2020  
**Owner:** Shane Robinson

## **3. External Updates**

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

- Family photos went well.
- Calendar art underway
- Term 4 - selling of Juicies to recommence and Quiz coming up in November.

### **3.2 MCA Update**

- Meeting held & the Mayor attended.

- Fire alarm in the hall won't need resource consent
- MCA supported bike track
- 2 Deputy Chairs, including Paul M, now to support the Chair
- Meet the candidates evening coming up - will live stream
- Want to expand the voice in the Maungaraki Views included from the school and broader community. Caro Wills will be the person to liase with at school.

## 4. Public Excluded / In Committee

### 4.1 Out of Zone request



#### Approved

Approved

**Decision Date:** 23 Sep 2020  
**Mover:** Paul Matthews  
**Outcome:** Approved

### 4.2 Change of Hours Request



#### Approved

4.2a - Approved on permanent basis from 2021

4.2b - Approved on temporary basis for 2021 - Moved by Shane Robinson, seconded by Paul Matthews

**Decision Date:** 23 Sep 2020  
**Mover:** Wayne Church  
**Seconder:** Lizzie Briscoe  
**Outcome:** Approved

### 4.3 Resignations

Accepted with regret

## 5. Close Meeting

### 5.1 Close the meeting

**Next meeting:** Board Meeting - 28 Oct 2020, 6:00 pm

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

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