

# CONFIRMED MINUTES

## BOARD MEETING



At the **Board Meeting** on **31 Mar 2021** these minutes were **confirmed as presented**.

<b>Name:</b>	Maungaraki School Board of Trustees
<b>Date:</b>	Wednesday, 24 February 2021
<b>Time:</b>	7:00 pm to 10:30 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>	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 15 Dec 2020**, the minutes were confirmed as presented.



#### Approved as presented

Approved

<b>Decision Date:</b>	24 Feb 2021
<b>Mover:</b>	Chris Cowman
<b>Seconder:</b>	Shane Robinson
<b>Outcome:</b>	Approved

#### 1.5 Action Item List

Due Date	Action Title	Owner
27 Oct 2020	Privacy Policy - Update Website & Enrolment form <b>Status:</b> Completed on 24 Mar 2021	Shane Robinson
20 Nov 2020	Send out last months Financial reports to BOT members <b>Status:</b> Completed on 15 Dec 2020	Shane Robinson
12 Feb 2021	Koru Camp - RAMS <b>Status:</b> Completed on 12 Feb 2021	Shane Robinson
24 Feb 2021	Check vulnerable Children's Act <b>Status:</b> Completed on 24 Feb 2021	Megan Hurley

Due Date	Action Title	Owner
24 Feb 2021	Board Self Review <b>Status:</b> Completed on 24 Feb 2021	Paul Matthews
24 Feb 2021	Board Self Assessment checklist <b>Status:</b> In Progress	Paul Matthews
26 Feb 2021	Budget 2021 <b>Status:</b> Completed on 18 Feb 2021	Shane Robinson
26 Feb 2021	10 year Property Plan adjustment <b>Status:</b> Completed on 18 Feb 2021	Shane Robinson
26 Feb 2021	Principals Appraisal Summary Report <b>Status:</b> Completed on 19 Feb 2021	Paul Matthews
30 Apr 2021	Zone Review <b>Status:</b> Completed on 17 Mar 2021	Paul Matthews

## 1.6 Grant applications

Ratify that the proposal on the 16/2/21 was approved.



### Ratified

Approved

**Decision Date:** 24 Feb 2021  
**Mover:** Shane Robinson  
**Seconders:** Megan Hurley  
**Outcome:** Approved

## 1.7 Principal's Report

- The staff checked our current online programs and made some slight amendments so they are ready in case we need to use if going in to lockdown.
- Lots of programs happening across the school
- Kiva increase of 17% mostly online. Reflected and feel this is because more online work done in 2020 due to lockdown. Keep online safety in the front minds of our families.
- 364 students enrolled - lots of opportunities for families to come in to school. Teachers doing a good job of making connections early on.
- ERO update - Christine Austin came in to meet & greet with us. Excited to get more information in paper formats. Loved the passion in learning for life across the school, high function areas across the school. Will continue the relationship over the next year. If all is going well it will end. She will inquire about things and ask the questions. Unsure about how the report will look at the end of the visit period as still being worked on at ERO
- Programs for teacher training, bedding them in. Some PD already happening
- ESOL numbers - discussed make up across the school and the challenges this presents in terms of communication and engagement.



### Approved

Moved

**Decision Date:** 24 Feb 2021  
**Mover:** Chris Cowman  
**Seconders:** Julie McDonald  
**Outcome:** Approved



## Ethnicity break down

Shane to get a break down of the Ethnicity make up across the school to present to the Board. Investigate schools who have a high make up of different ethnicities to see how they meet these challenges.

**Due Date:** 24 Mar 2021  
**Owner:** Shane Robinson

## 1.8 Finance Report

- Most budget lines are in line of the line within 3 to 4%
- 2021 Budget has been set
- \$35k towards F & E however should get MOE grant for this, possibly in this year
- Audit is underway
- What is the economic impact if we go in to lockdown? - As a school our families still supported us financial in 2020. An impact could be staff illness.



## Approved

Carried

**Decision Date:** 24 Feb 2021  
**Mover:** Wayne Church  
**Seconder:** Julie McDonald  
**Outcome:** Approved



## 2021 Budget

Budget Approved

**Decision Date:** 24 Feb 2021  
**Mover:** Shane Robinson  
**Seconder:** Kaylee Gibbs  
**Outcome:** Approved

## 1.9 Property Update

- Special needs fencing - should be finished by the end of the week.
- Adventure playground - has already opened.
- 3 classroom block - meeting with them currently about what the inside looks like. Looks great
- Bike track - the quote came through today, a no frills option and frills option. Confirmed with Bikes in schools that we still have \$40k to use. They would like us to install a container for bikes. Hope the council may come on board to support this project. The MCA is working on this and we may need to find another \$15k to support this. If the council were to provide funding it could be a long process. Paul has drafted a letter to be presented to the informal Community Asset fund meeting this week. Community Asset fund will only fund what the council won't.
- New Library Build - resolving issues and looking to be the beginning of 2022.
- 5YA - was due to be spent on the Block A upgrade. However we can't upgrade the block as we have no spare space to move the classrooms to while the work is done. We may have the opportunity to use the 5YA to use for the Library block. This will push block A refurbishment into the next round of 5YA funding.

- Proposal - the Board supports re-allocating the 5YA funding towards supporting an improved quality Library build.
- Approved - Board supported the 5YA funds to go towards improving the Library build. Moved by BOT Chair.
- 5YA summary - every 5 year we get capital funds for generally bigger price improvements. The school choses in conjunction with property manager as to what we send this on. We agreed last time to upgrade Block A. They have a criteria list and has to be signed off by the Property manager as well.
- Propose to accelerate the heat pump installation.



### 5YA re-allocation of funds

Approved re-allocating the 5YA funds to go towards improving the quality of the Library Build for what the MOE won't fund

**Decision Date:** 24 Feb 2021  
**Mover:** Paul Matthews  
**Outcome:** Approved

## 1.10 Policy

Proposed revisions to the Governance policies Part 2

- BOT Meeting process & Chair Evaluation - questions in the policy are very close to what NZSTA recommend. Make this a resource rather than be a policy. Remove and replace with statement that we will review. Make this annual.
- Meeting Procedure - Strike out the section with times and have the Board to decide this.
- Meeting Agenda - expectation of 2 per term or as required to meet the obligations of the Board. Currently it has a time line of having the Board papers out within 3 working days of the meeting, change this to 5 working days. Minutes - it currently has for these to be sent within 48 hours of meeting. Amend this to 5 days out from meeting. The Board determines the structure of the agenda.
- Board Review of Governance - Good governance means spending more time on strategic matters. 50% time on strategic matters (not bound). Does this duplicate the self review policy? Combine with the Self Review when this one comes up for review.
- Principals Performance Appraisal - School docs has a more up to date version with the main difference being School docs gives a more detailed scope, mentions the role of the Teachers council and gives the Principal the opportunity to speak at their appraisal. Wayne to amend as discussed, Principal gets a chance to talk to the report before it's discussed.
- Home & School - proposing some minor changes to keep up to date - Agreed to take this out as a policy. Take this to the Home & School and suggest we have some sort of constitution. This will be a starting point for them. Wayne to amend and take to Home & School.
- Draft Policy work plan - Wayne has this to keep us on track with the policy review. Add self review to this.



### Governance Policy review

- Wayne to amend as discussed and bring to the next meeting for approval.

**Due Date:** 24 Mar 2021  
**Owner:** Wayne Church

## 1.11 Year 7 & 8 Team Building Stayover

Ratify that the proposal on the 16/2/21 was approved.



### Ratified

Approved

**Decision Date:** 24 Feb 2021  
**Mover:** Shane Robinson  
**Seconder:** Megan Hurley  
**Outcome:** Approved

## 2. Strategic Discussion/Decision

### 2.1 Strategic Aims / Annual Plan 2021

Shane Presented & Board discussed.

- Engaging with local iwi, discussed challenges with this and Board agreed we needed a stronger relationship with preference to local iwi - add a piece in to the Relationship section.
- Board approved documents. However some work is required around what the Board should be doing to support the Strategic Aims. Agreed to have further discussions then approve any adjustments.
- Megan, Paul & Wayne to meet to discuss and agree what needs to be looked at and improved. Then bring back to the next meeting for discussion.
- Amended - Approving the 2021 Key goals indications and timelines proposed on the proviso that we will go back and look at the Board area.



### Approved

Board approved 2021 Key goals indications and timelines proposed on the proviso that we will go back and look at the Board area.

**Decision Date:** 24 Feb 2021  
**Mover:** Wayne Church  
**Seconder:** Kaylee Gibbs  
**Outcome:** Approved



### Addition to Strategic Aims Relationship area

Shane to add a section in to the 'Relationship' section about engaging with local iwi.

**Due Date:** 24 Mar 2021  
**Owner:** Shane Robinson



### Strategic Aims - Meet & discuss

- Megan, Paul & Wayne to meet to discuss what the Board should be doing to support the Strategic Aims and agree what needs to be looked at and improved. Paul to send invite out to the Board if others want to attend. Then bring back changes / feedback to the next meeting for discussion.

**Due Date:** 24 Mar 2021  
**Owner:** Paul Matthews

### 3. External Updates

#### 3.1 Home & School Update

- H & S meeting held on Monday.
- Lizzie has resigned from the committee.
- Currently no Chair or Secretary. The Treasurer is not keen to continue or would like to share the role. Not many new people coming through.
- Discussed H & S in general. Megan has agreed to continue as Board rep and support the Home & School towards appointing a new Chair

#### 3.2 MCA Update

- MCA still remain supportive of the bike track - which is their primary focus.
- BOT Chair proposed the school put \$10k rather than the budgeted \$5k towards getting a new projector for the Hall. School to purchase the Projector & Screen and the MCA to cover the installation. School would own so our insurance would cover this.
- Budget modification to allow and additional \$5k spending (increase to \$10k) to purchase a projector and screen approved



##### **Check on insurance**

Check the new projector will be covered by the schools insurance if being used in the hall and by external parties.

**Due Date:** 24 Mar 2021  
**Owner:** Shane Robinson



##### **Discuss with MCA**

Paul to discuss with MCA to advise of our decision to purchase the projector, covering the installation and guidelines about its use.

**Due Date:** 24 Mar 2021  
**Owner:** Paul Matthews



##### **Add an additional \$5k towards purchasing a Projector & Screen for the hall**

Increase budget from \$5k to \$10k to allow the purchase of the Projector & screen for the hall to go ahead.

**Decision Date:** 24 Feb 2021  
**Mover:** Shane Robinson  
**Seconder:** Paul Matthews  
**Outcome:** Approved

#### 3.3 Staffing

Acknowledged and pass on our thanks to Trudy.

## 4. Public Excluded / In Committee

### 4.1 Principal Appraisal

Moved to Public excluded items. Shane & Tania left for the Board to discuss.

## 5. Close Meeting

### 5.1 Close the meeting

**Next meeting:** Board Meeting - 31 Mar 2021, 6:00 pm

## Decision made between meetings



### Approval of Grant Application

That the school applies for a grant of \$8,160 from the Four Winds Foundation towards the cost of swimming lessons;

**6 Supported:** Lizzie Briscoe , Julie McDonald , Wayne Church , Chris Cowman , Shane Robinson , Paul Matthews

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 16 Feb 2021

**Outcome:** Approved



### Approval of EOTC activity

That the Year 7/8 Team Building Stayover EOTC proposal be approved;

**6 Supported:** Lizzie Briscoe , Paul Matthews , Shane Robinson , Chris Cowman , Wayne Church , Julie McDonald

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 16 Feb 2021

**Outcome:** Approved

## New Actions raised in this meeting

Item	Action Title	Owner
1.7	Ethnicity break down <b>Due Date:</b> 24 Mar 2021	Shane Robinson
1.10	Governance Policy review <b>Due Date:</b> 24 Mar 2021	Wayne Church
2.1	Addition to Strategic Aims Relationship area <b>Due Date:</b> 24 Mar 2021	Shane Robinson
2.1	Strategic Aims - Meet & discuss <b>Due Date:</b> 24 Mar 2021	Paul Matthews
3.2	Check on insurance <b>Due Date:</b> 24 Mar 2021	Shane Robinson
3.2	Discuss with MCA <b>Due Date:</b> 24 Mar 2021	Paul Matthews

Next meeting: 6pm, Weds 24 May 2021

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

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