

# CONFIRMED MINUTES

## BOARD OF TRUSTEES MEETING



At the **Board Meeting** on **19 Aug 2020** these minutes were **confirmed as presented**.

<b>Name:</b>	Maungaraki School Board of Trustees
<b>Date:</b>	Wednesday, 24 June 2020
<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, Elizabeth Briscoe, Julie McDonald, Megan Hurley, Paul Matthews, Shane Robinson, Wayne Church
<b>Attendees:</b>	Darian Schulz, Trudy Price
<b>Apologies:</b>	Kaylee Gibbs, Caro Wills

### 1. Regular items

#### 1.1 Prayer and Karakia

#### 1.2 Present and Apologies

#### 1.3 Interests Register

#### 1.4 Confirm Minutes

**Board of Trustees 20 May 2020**, the minutes were confirmed as presented.



#### That the minutes of 20 May 2020 meeting of Board of Trustees are ...

That the minutes of 20 May 2020 meeting of Board of Trustees are true and correct.

<b>Decision Date:</b>	24 Jun 2020
<b>Mover:</b>	Shane Robinson
<b>Seconder:</b>	Chris Cowman
<b>Outcome:</b>	Approved

#### 1.5 Action Item List

Due Date	Action Title	Owner
17 Jun 2020	Fire Alarm in Hall.	Shane Robinson
<b>Status:</b> Completed on 25 Jun 2020		

#### 1.6 Grant applications

Motion: That Maungaraki School applies to Pub Charity for activities and catering for the year 7/8 camp. (\$10,000)

Motion: That Maungaraki School applies to Infinity Foundation for transport and accommodation for year 7/8 camp. (\$3,000)



## **Tabled**

Tabled

**Decision Date:** 24 Jun 2020

## **1.7 Policy**



### **Proposed revision to Health and Safety Policy**

Maungaraki Board of Trustees agree to adopt and amend the Health and Safety Policy, with the change of capitalisation of P for Principal.

**Decision Date:** 24 Jun 2020

**Mover:** Wayne Church

**Seconder:** Chris Cowman

**Outcome:** Approved

## **1.8 Principal's Report**

Shane presented his Principal Report and Highlighted the following:

- Shane has been monitoring wellbeing at school since our return. We have identified families and students who are at risk and are beginning to implement programmes and activities to support them.
- Staff coaching focus areas are mainly based around wellbeing goals with some elements of class development.
- ERO Visit was put on hold due to COVID-19 . Shane has been asked to have an hour long interview with ERO over the next month. A report will be available of all the surveys of other schools.
- The management team has designed a short written update to go to families on reporting and assessments in week 2 of Term 3. All reporting must have a positive impact on students learning and achievement. It is expected that teachers will know where each child in their class is at, and what they are working on (next steps).
- Professional Development is slowly starting up again. Most meetings are all now nearly all back face to face. We have booked in a full staff meeting with a literacy advisor during the term holiday.
- We have appointed a new teacher to open the New Entrants class beginning in Term 3. This is a fixed position until the end of the year.
- H & S we continue to follow the Ministry's advice in regards to Coronavirus.
- We have had issues with parking on Barberry Grove, we have informed the council and put it in the newsletter.
- We have held an Earthquake Drill and a Lockdown Drill during week 9 and 10. All students were accounted for and safe. The drills went to plan and we were able to test our procedures.
- We celebrated Support Staff week. Our support staff are an incredible asset to our school and community.
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**That the Principal's Report dated 24 June 2020 be accepted.**

That the Principal's Report dated 24 June 2020 be accepted.

**Decision Date:** 24 Jun 2020  
**Mover:** Megan Hurley  
**Seconder:** Elizabeth Briscoe  
**Outcome:** Approved

## **1.9 Finance Report**



**That the Finance Report dated 20 May 2020 be accepted.**

That the Finance Report dated 20 May 2020 be accepted.

**Decision Date:** 24 Jun 2020  
**Mover:** Julie McDonald  
**Seconder:** Wayne Church  
**Outcome:** Approved

Shane presented the Finance Report:

- The budget is still showing effects of COVID-10 with many budget lines being impacted.
- Our next operations grant is due on the 31st July.
- Donations are tracking well. We have currently received \$26,845 so far.

## **1.10 Property Update**

## **1.11 Mid Year Budget Review**

## **1.12 ESOL Report**

## **1.13 Certified Financial Statement and unqualified audit report**

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

## **3. External Updates**

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

### **3.2 MCA Update**

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

## **5. Close Meeting**

### **5.1 Close the meeting**

**Next meeting:** No date for the next meeting has been set.

Next meeting: 6pm, Weds 20 May 2020

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

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