

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **15 Dec 2020** these minutes were **confirmed with the following changes:**

Carey from the MOE has replaced Shelley Govier

Name:	Maungaraki School Board of Trustees
Date:	Wednesday, 28 October 2020
Time:	6:00 pm to 7:46 pm
Location:	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
Board Members:	Chris Cowman, Lizzie Briscoe, Julie McDonald, Kaylee Gibbs, Megan Hurley, Paul Matthews, Shane Robinson, Wayne Church
Attendees:	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 23 Sep 2020, the minutes were confirmed as presented.



Carried

Carried

Decision Date:	28 Oct 2020
Mover:	Wayne Church
Seconder:	Julie McDonald
Outcome:	Approved

1.5 Action Item List

Due Date	Action Title	Owner
23 Sep 2020	Privacy Policy Status: Completed on 2 Oct 2020	Wayne Church
13 Oct 2020	Names to be removed from RAMS Status: Completed on 23 Oct 2020	Shane Robinson
16 Oct 2020	Library Block delay impacts Status: Completed on 23 Oct 2020	Shane Robinson
27 Oct 2020	Strategic Aim 1 Status: Completed on 23 Oct 2020	Shane Robinson

Due Date	Action Title	Owner
27 Oct 2020	Additional Covid Funding Status: Completed on 23 Oct 2020	Shane Robinson
27 Oct 2020	Privacy Policy - Update Website & Enrolment form Status: In Progress	Shane Robinson

1.6 Principal's Report

1.1 Student Achievement - All areas are showing good progress. We are unlikely to hit our targets for the year due to Covid disruptions.

1.2 Fern Camp - the feedback from families indicated the camp was challenging but rewarding. We will meet as a team to discuss our options for the next year 7 & 8 camp to decide if we continue with Makahika and if so on what rotation.

2.1 Student Behaviour - There was an incident at camp with a student taken home. Wellbeing groups are going well.

2.2 Wellbeing Funding - The funding for the cross school counsellor role was declined. We have been advised to apply as a school on our own. We have received funding of around \$10k for 2021 so far.

2.3 Roll Breakdown - Current roll 379 and due to increase. We will be starting 2021 with a large roll.

3.1 - 3.3 Professional development - Julie Roberts has been providing Maths development PD. All teachers have benefited. Caro advised the teachers have a better understanding of progression within the maths groups. Team Leads will start taking PD within their teams to continue with this. We see benefits from this training going across other curriculum areas. At the end of the training with Julie we need to give feedback to the MOE. This PD continues until the end of T1 2021

3.4 Staffing 2021 - Our teaching staff will remain largely the same in 2021. Our Wellbeing budget has helped in this area, staff feel valued, sickness is tracking OK and Team Leaders are supporting their teams.

Due to a resignation & roll growth we have appointed two fixed term teachers and one permanent. We still need to find a CRT teacher for 2021.

We will start 2021 with a large roll with all 16 classrooms full as we want to keep the class sizes at good levels. With New Entrant roll growth we will need to find an area to use for a roll growth classroom. We have options:

1. Drop in a classroom
2. Use the Hall
3. Use the staff room - this has implications on staff with limited space available for meetings, working groups and break times

To free up workspace we can use the DP office as a break out space and DP's to share Shane's office

We could increase class sizes however prefer to keep these smaller
MCA supportive of the school using the Hall in need.

Health & Safety - Earthquake drill held

Draft Structure - Discussed, BOT supported 2021 draft structure



Approved

Approved

Decision Date: 28 Oct 2020

Mover: Paul Matthews

Outcome: Approved

1.7 Finance Report

- Discussed 2021 School donation - leave at current levels.
- Home & School - fundraising with Calendar Art, Photos & the Quiz night
- Draft Budget - We have been working on this ready to present to the Board by the next meeting. Waiting on the figures from the Teacher Aide settlement to firm up some details



Send out last months Financial reports to BOT members

Circulate to BOT members

Due Date: 20 Nov 2020
Owner: Shane Robinson



Moved

Moved

Decision Date: 28 Oct 2020
Mover: Megan Hurley
Seconder: Kaylee Gibbs
Outcome: Approved

1.8 Property Update

- Building work - there is some progress to date and indications it will be completed by Oct 2021 which they are confident with. There is a concern that it has gone over budget. The MOE has applied for addition funding to cover this rather than reducing the cost of the build.
- Carey from the MOE has replaced Shelley Govier.
- Meeting to sign off the concrete, we did not sign off due to the cracks. They will come back to do some remediation work. To be painted once the work has been done
- Playground Install due 9/11/20. Awaiting on MOE paperwork
- 10YAP - The toilet block resealing can't be completed as yet due to not having any space to move students to while the work is being done



Tabled

Tabled
Decision Date: 28 Oct 2020

1.9 Policy

Discussed proposed revisions to Governance Policy part 1. The main changes proposed were in the Board Delegations Authority:

- We will hold the Delegations document for reference in Board Pro - Documents - Governance Documents - Policies - Governance Policies - Board Delegation
- For appointing staff, amend delegation to 'Principal or Delegate + at least one other staff (Staff or Trustee)
- For appointing teaching staff, amend delegation to 'Principal + two others (Staff or Trustee)
- Privacy Officer - change from Deputy Principal to Caro Wills
- Add the 'Management Manual' into the document section of Board Pro



Provide updated policy documents reflecting the outlined changes ...

- Provide updated policy documents reflecting the outlined changes prior to the next meeting.

Due Date: 15 Dec 2020
Owner: Wayne Church

2. Strategic Discussion/Decision

3. External Updates

3.1 Home & School Update

- 1 committee member has resigned effective immediately and another to resign at the end of the year. However this still leaves the numbers on the committee at a good level.
- Pop up Christmas Carols Caravan - will have at school on Tuesday 8 December. Cost to be covered in thirds by Professionals, School and MCA.
- Quiz night coming up next week.
- Calendar Art all under way

3.2 MCA Update

- Paul couldn't attend last meeting. MCA supportive of what we are doing as a school
- Support the bike track, community survey showed that asphalt was preferred option however cost will be a factor
- No resource consent required for fire alarm in the hall

4. Close Meeting

4.1 Close the meeting

Next meeting: Board Meeting - 15 Dec 2020, 6:00 pm

Signature: _____

Date: _____