

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **19 May 2021** these minutes were **confirmed with the following changes:**

The next Board meeting is the 19th May 2021

Name:	Maungaraki School Board of Trustees
Date:	Wednesday, 31 March 2021
Time:	6:00 pm to 8:07 pm
Location:	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
Board Members:	Julie McDonald, Kaylee Gibbs, Lizzie Briscoe, Megan Hurley, Paul Matthews, Shane Robinson, Wayne Church
Attendees:	Tania Potaka
Apologies:	Chris Cowman

1. Regular items

1.1 Prayer and Karakia

1.2 Present and Apologies

Absent: Chris Cowman

1.3 Interests Register

1.4 Confirm Minutes

Board Meeting 24 Feb 2021, the minutes were confirmed as presented.

1.5 Action Item List

Due Date	Action Title	Owner
27 Oct 2020	Privacy Policy - Update Website & Enrolment form Status: Completed on 24 Mar 2021	Shane Robinson
24 Feb 2021	Check vulnerable Children's Act Status: Completed on 24 Feb 2021	Megan Hurley
24 Feb 2021	Board Self Review Status: Completed on 24 Feb 2021	Paul Matthews
24 Feb 2021	Board Self Assessment checklist Status: In Progress	Paul Matthews
24 Mar 2021	Ethnicity break down Status: Completed on 24 Mar 2021	Shane Robinson
24 Mar 2021	Governance Policy review Status: Completed on 31 Mar 2021	Wayne Church

Due Date	Action Title	Owner
24 Mar 2021	Addition to Strategic Aims Relationship area Status: Completed on 24 Mar 2021	Shane Robinson
24 Mar 2021	Strategic Aims - Meet & discuss Status: Not Started	Paul Matthews
24 Mar 2021	Check on insurance Status: Completed on 24 Mar 2021	Shane Robinson
24 Mar 2021	Discuss with MCA Status: Completed on 10 Mar 2021	Paul Matthews
30 Apr 2021	Zone Review Status: Completed on 17 Mar 2021	Paul Matthews

1.6 Principal's Report

- School is busy, we have cultural day tomorrow, a production is being formatted. Lots of special programs happening and we have 3 trained teachers working with groups.
- Sports Academy is up & running. We have had Sport Analytic in. Wellbeing program is well underway with some needy families and we are grateful that we have this in place
- Shane has an application ready to apply for URF from the MOE. MOE have advised \$31k has been given from previous applications - these details are being published. There is still some money left in the fund to apply for.
- Book fair taken over \$4k so far in sales
- Ethnicity breakdown provided. Discussed what else the Board can look at to support our diverse cultures. Be aware of this ethnicity information when making decisions as a Board. Look at how we can incorporate the celebration of other events into the school such as Chinese New Year and Diwali.
- ERO - Christine Austin appointed to review school. This may take between 12-18 months and we will be visited a number of times by Christine.
- Had 2 great camps. No sleepover for 7&8 due to changes, 5 & 6 did stay overnight.
- Roll breakdown provided.
- Maths evening - we had a great turnout from the community. It was nice being out on the courts. Julie Roberts did a talk to families & was available for questions.
- Support staff changes - We welcomed Juanita. Diane has resigned - we will celebrate at the end of term.
- PD - Principal conference and Shane attended Derek Werner.
- Move to a Literacy focus in T2 - looking to apply for funding to get a new facilitator to support this.



MOE URF Application

Board has approved the URF application.

Decision Date: 31 Mar 2021
Mover: Paul Matthews
Seconded: Wayne Church
Outcome: Approved



Principals Report

Carried

Decision Date: 31 Mar 2021
Mover: Wayne Church
Seconded: Lizzie Briscoe
Outcome: Approved

1.7 Finance Report

- Shane presented the report including variances and the reasoning. Request to have a % of the budget added to the variances.
- Intermediate development - we had an overspend, this was attributed to it costing more for the initial set up in this area.
- School is in a healthy position overall.



Finance Report

Carried

Decision Date: 31 Mar 2021
Mover: Lizzie Briscoe
Seconded: Kaylee Gibbs
Outcome: Approved



Variance report

Shane to add % to variance report

Due Date: 19 May 2021
Owner: Shane Robinson

1.8 Grants

- Nicola Prichard would like to apply for the following grants:
 - NZCT for \$20,212.73 for 43 bikes and helmets and 3 pumps for use when we get the new Bike Track
 - Pelorus Trust for \$1000 for the purchase of Ukelele's for our Ukelele club
- Board supports the application of the mentioned Grants.
- Had a Four Winds grant approved this month \$5000 for swimming instructors.



Grant

The Board approved the mentioned Grants

Decision Date: 31 Mar 2021
Mover: Shane Robinson
Seconded: Megan Hurley
Outcome: Approved

1.9 Property Update

- Special fencing around the new playground has been completed today.
- Paul has a meeting tomorrow with council to ascertain what's involved in the field improvements.
- Paul & Stephen Church presented to the Western Hills council a pitch for \$70k for half of the Bike track.
- We will go to the council for support with the entrance & field drainage.
- Library Project - We had a VR tour of the new library plans and it was nice to get a feel of what it may look like. Board are excited by the plans.

- 5YA & SIP (school improvement fund) - We are proposing that we spend \$40k on heat pumps and decommission the boiler. Use some of these funds to support this. Also potentially a contribution towards the Bike track and bikes if we need to.
- We can also go ahead with adding a deck on to the classrooms without much disruptions.
- Will move the 5YA funding to the next block.
- Report tabled.

1.10 Bike Track

- The Bike track was originally asphalt, looking to a move to concrete. Lime is no good on the hill.
- If the drainage can be fixed can do asphalt, if not will need to be concrete
- We have \$40k + GST from Bikes on NZ Charitable trust which will be paid to the school in April
- Additional quotes attached
- As mentioned Paul & Stephen Church presented to the Western Hills council a pitch for \$70k for half of the Bike track.
- We will go to the council for support with the entrance & field drainage.

1.11 Policy

- Proposed changes to the Finance Policy discussed.
- Point 6 regarding the Authorising of expenditure more than \$500 outside of allocated budget without BOT approval - The Board want to give a certain amount of discretion for the Principal to spend above budget. There was general agreement to have some flexibility and a 2 stage approach where the Principal seeks approval from the BOT chair or BOT Finance lead for any un-budgeted expenditure of around \$1500 (to be approved). The Principal will then seek approval from the Board for any un-budgeted expenditure of between \$2k - \$5k.
- The Board agreed to remove point 7 and the Finance policy and add to the Schools Procurement / Asset Management policy.
- Point 8 - The Board agreed to add the words 'where appropriate' to this point as we will not be able to obtain a competitive quote for all expenditure over \$5k
- Fundraising Policy Guidelines - The Board agreed to add in the expectation for money received and spent to be recorded by at least 2 parties. Also add the words 'where possible' to the clause that money raised must be spent for the approved purpose
- Fundraising Policy - the clause that fundraising activities meet the requirements of the legislation, add the words 'including' or 'such as'.
- The Board supported the other suggestions additions and policies for cash receipts, payroll and reimbursements.
- Regarding the theft and fraud prevention policy, the Board agreed to delete the evidence section, so that anything could be considered.
- Board approved the final version of the Governance policies as amended following the last meeting.
- Final version of Governance policies



Amend Finance Policy

- Point 6 - Kaylee & Wayne to review how these changes would work in practice i.e line by line spending area and come back to the Board with appropriate amounts.
- Point 7 - Wayne to remove this from the Finance policy and add to the Schools Procurement / Asset Management policy
- Point 8 - add the words 'where appropriate' to this line

Due Date: 19 May 2021
Owner: Wayne Church



Board Policy Planner

Add self review in 2022 to the Board Policy Planner

Due Date: 19 May 2021
Owner: Wayne Church



Governance Policies 2021

Approved

Decision Date: 31 Mar 2021
Mover: Wayne Church
Seconder: Julie McDonald
Outcome: Approved

2. Strategic Discussion/Decision

3. External Updates

3.1 Home & School Update

- MOU (Memorandum of Understanding) has been updated covering what the Home & School is about.
- Made over \$4.5k for Easter Raffle.
- New policies in place for H & S and reminded them they fall under the schools policies and operating within our agreed guidelines.
- ACTION - Including in MOU that it's a Subcommittee of the school and governed by the policies of the school.
- They will continue to work towards being a separate entity as there needs to be established rules which allows for flexibility but ensure their objectives stay intact
- And in first paragraph put in 'consultation with the Board & School'
- The Board is comfortable with the amendments.

MOVED: Megan
SECONDED: Shane



Home & School MOU

Memorandum of Understanding to include that the H & S are a subcommittee of the school and governed by the policies of the school.

In the first paragraph put 'in consultation with the Board & School'

Due Date: 19 May 2021
Owner: Megan Hurley

3.2 MCA Update

- Same Committee has been established
- Tracy Coleman - Chair
- Paul Matthews - Deputy
- Max Shierlaw - Treasurer
- Newton - Maungaraki Views
- Johanna, Lucy Newrick, Mark Rahman, Stephen Church
- Rewrote the constitution to tidy up some quirks and consistent with current practice
- MCA will be seeking a charitable status
- MCA is supportive of our current proposed property changes

4. Public Excluded / In Committee

4.1 Staffing

Noted and accept with sadness. There will be a leaving acknowledgement

5. Close Meeting

5.1 Close the meeting

Next meeting: Board Meeting - 19 May 2021, 6:00 pm

Next meeting: 6pm, Weds 24 May 2021

Signature: _____

Date: _____