

# CONFIRMED MINUTES

## BOARD MEETING



At the **Board Meeting** on **8 Dec 2021** these minutes were **confirmed as presented**.

<b>Name:</b>	Maungaraki School Board of Trustees
<b>Date:</b>	Wednesday, 3 November 2021
<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>	Julie McDonald, Kaylee Gibbs, Lizzie Briscoe, Megan Hurley, Paul Matthews, Shane Robinson, Wayne Church
<b>Attendees:</b>	Chris Cowman, Caro Wills, 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 22 Sep 2021**, the minutes were confirmed as presented.

Kaylee

Shane



#### Mintes confirmed

Approved as presented

<b>Decision Date:</b>	3 Nov 2021
<b>Mover:</b>	Kaylee Gibbs
<b>Seconder:</b>	Shane Robinson
<b>Outcome:</b>	Approved

#### 1.5 Action Item List

Due Date	Action Title	Owner
9 Jun 2021	ERO Review with Board <b>Status:</b> Completed on 3 Nov 2021	Shane Robinson
3 Nov 2021	Entrance Way project <b>Status:</b> Completed on 29 Oct 2021	Lizzie Briscoe
3 Nov 2021	Policy Catch up <b>Status:</b> Completed on 29 Oct 2021	Wayne Church

Due Date	Action Title	Owner
3 Nov 2021	Lead Team Meeting - Julie to attend <b>Status:</b> Completed on 23 Nov 2021	Shane Robinson
8 Dec 2021	Strategic Aims - Meet & discuss <b>Status:</b> On Hold	Shane Robinson
8 Dec 2021	Board Self Assessment checklist <b>Status:</b> In Progress	Julie McDonald

## 1.6 Principal's Report

### Covid Vaccinations

These are now mandatory for all staff and people working on site at school including contractors, coaches, managers & volunteers. The school is on track to meet this requirement.

The Board discussed at length whether to communicate to families if all BOT members are vaccinated. There is no legal requirement for board members to be vaccinated however if they were, it could be communicated alongside a note stating all staff were. If anyone felt this statement couldn't be made, they were asked to discuss with Paul in the next couple of days.

Also discussed amendments to Health & Safety policy should we take this further. Proposal is we adhere to the Legal requirements and not something we need to include in policy as the law has this covered.

It was decided the school could communicate to parents that for any meetings which are usually on site such as three way conferences, there is the option to having them offsite/online for those who are unvaccinated.

**Koru 2021 camp** - It was a successful camp and they had a great time.

**School Production** - we are currently recording the production. A lot of work is going in to working with actors and filming. The Maungaraki Baptist Church has been amazing letting us use the church. Parents will be able to purchase the link to the full Production at a cost and we are being supported by the H&S on this.

**2022 Structure** - we acknowledge Chris Cowman's resignation as he will move to Waterloo next year. A massive thank you to him from the Board & staff. Shane covered off the structure and the new teachers coming to Maungaraki school in 2022.

**PD** - this has been affected by Covid with lots of cancellations. We have a large PD programme which has approved funding for next year. There is still a small window of opportunity for PD before the end of the year.

Addendum to minutes re: Covid Vaccinations for the Board - email to BOT members 8/11/21 from Board Chair

1. We cannot do anything that would imply an additional non-statutory restriction on who can be on the Board of Trustees – BoT members are elected by the community and staff and the requirements for eligibility are set in law.
2. On that basis, it wouldn't be proper for us to make an implication that only vaccinated people can be on the Board, as this is not the case. I know that wasn't our intent, but even saying "The board is fully vaccinated" gives that impression. Thus, our comms should be "All staff meet the vaccination mandate and the school is creating a register for other volunteers who are student-facing, such as sports coaches etc".
3. Any member of the Board of Trustees may choose to provide evidence of their vaccinated status for the School's register. I'll be doing this, as I'm frequently in school meeting with Shane during the day. I would encourage others to as well, if possible.

4. The health mandate means that anyone who does not provide evidence of their vaccinated status to the school will not be in a position to attend meetings or activities at school during any time children are on-site.
5. In terms of the operation of the Board if we have a member or members who are not on the vaccinated register, either now or in the future, we will ensure they can participate fully in Board activities. Our meetings are generally in the evenings (so aren't impacted), and we will just need to make sure any meetings during the day, that include someone not on the register, are either offsite or via Zoom. We'll deal with this on a case-by-case basis, and don't expect it to cause too many issues.



#### **Carried**

Carried

**Decision Date:** 3 Nov 2021  
**Mover:** Julie McDonald  
**Seconder:** Chris Cowman  
**Outcome:** Approved

### **1.7 Finance Report**

We had identified a water leak due to an increase in the water rates. We had remedied some leaking urinals however following an upgrade to a new water meter we are aware this has not been fixed and is worse than expected. Our Caretaker had professionals on site at 5am Tuesday 2 November with specialist equipment who think they have found a leak under the concrete in front of rooms 16 & 17. Our Caretaker Tim is now getting a plumber to look at this area to see if the leak can be located.

There will be an over spend in the Staffroom area due to the set up of the multiple spaces.



#### **Carried**

Carried

**Decision Date:** 3 Nov 2021  
**Mover:** Kaylee Gibbs  
**Seconder:** Julie McDonald  
**Outcome:** Approved

### **1.8 Property Update**

There is a lot going on in the Property area.

Heatpumps - these were installed and staff are enjoying them. The fuse has been upgraded and we can investigate the decommission of the boiler.

Flying Fox - The funding has been approved and received. This will be installed over the Christmas holidays. This will include moving of the swings to accommodate the new building.

MOE - Tenders close on 17 November so we should have some more details on who was awarded the contract at the end of November. A large group of those involved in the Tender process from the different companies came on site for a visit and walk around.

Carpark - Paul is working on this with the council and MOE.

5YA - Shane met with Frank to discuss and walk through the areas that need some attention. Once funding has been approved the school has to prioritise this spending on areas as highlighted to meet the priorities of the school.

Report Tabled.

## 1.9 Policy

### Stand downs & Suspension policy

Wayne covered the policy suggestions.  
Suggested changes were agreeable.

### Appointment of Staff policy

Appointment of Principal

*The entire Board. At the discretion of the Chairperson, other personnel may be added in an advisory capacity only.*

Appointment of Senior staff - It is appropriate to keep a member of the Board on appointments for senior staff. We need to define who Senior staff are, have agreed to define this as 'Deputy Principal, Associate Principal or Assistant Principal.'

Ratification to include after 2 forms of ID. After this we need to include 'and any other required documents required such as vaccination certificates'.

*Ensure Wayne changes to 2 forms of ID and not 2 forms of Photo ID*



### Carried

Carried

**Decision Date:** 3 Nov 2021  
**Mover:** Wayne Church  
**Seconder:** Shane Robinson  
**Outcome:** Approved



### Treaty of Waitangi Policy

Shane, Julie and Wayne to meet to discuss changes to this Policy.

**Due Date:** 8 Dec 2021  
**Owner:** Wayne Church

## 2. Strategic Discussion/Decision

### 2.1 Strategic Aims

Discussed the draft 2022 Proposed Initiatives. Shane covered off the report and discussed in depth what each of the initiatives meant for the school and who would run them.

Literacy Development - We are excited to get have funding approved.

Coaching - we are seeing the benefits in the learning the teams are doing. We want to do more PD with our Leaders with each getting mentors which will hopefully help them develop tools for things that pop up during coaching - syndicate coaching and leadership coaching.

Creativity Centre - We would like to set up room 8 as a creativity centre, these are draft ideas on how this may work. Discussed how this may be resourced and what funding may be required. Discussed a 3 year plan looking ahead in this space.

The school structure and any initiatives for 2022 will be shared with the wider community once they are finalised.

Gifted & Talented - this is an area we are making more provisions for through a wide range of supporting programmes.

Sustainability - We are slowly & carefully making progress in this area, Kim is doing a great job. The Te Manawa challenge is also linked in to sustainability.

There will be more in our strategic Aims document once we have this finalised. There are concerns around cost, capital and ongoing costs. We need to factor this in to the budget.

Proposed initiatives are accepted with enthusiasm with the proviso there is a cost element that needs to be worked through.

### 3. External Updates

#### 3.1 Home & School Update

A Home & School meeting was held at the start of the term. Our main discussion was on the production and how we can support it with a fundraiser. It was decided there would be 2 packages to purchase with viewing of the recorded Production. One with the link to view and a Platinum Package which includes a class photo and a snack pack. A Signmee will be sent in due course.

The H&S ticked off all items on their list for this year. The next meeting they will discuss next's years fundraising ideas.

#### 3.2 MCA Update

- A 'Certificate of Public Use' has been issued for the hall. This means that the Fire Alarm can now be upgraded.
- The MCA now has a Grants policy so they are able to gift the school the 3 grants that they approved for the Fire Alarm, Drainage and Projector. Await sign off of these for payment to the school.
- Paul has been helping with the Grant Process but has not been involved with the decision making on the Grants.

### 4. Public Excluded / In Committee

#### 4.1 Staff changes

Accepted the resignation of Chris Cowman with regret and support.

### 5. Close Meeting

#### 5.1 Close the meeting

**Next meeting:** Board Meeting - 8 Dec 2021, 6:00 pm

Approved decisions made between meetings



#### Approval of Grant Application

That Maungaraki School applies for a grant from NZCT for \$14,777.01 for the cost of 2022 online learning programmes;

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

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 22 Oct 2021

**Outcome:** Approved

Next meeting: 6pm, Weds 8 December 2021

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

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