

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **11 May 2022** these minutes were **confirmed as presented**.

Name:	Maungaraki School Board of Trustees
Date:	Wednesday, 6 April 2022
Time:	7:00 pm to 8:25 pm
Location:	Teams link (as below), Teams
Board Members:	Julie McDonald, Kaylee Gibbs, Kim Webby, Lizzie Briscoe, Megan Hurley, Paul Matthews, Shane Robinson, Wayne Church
Attendees:	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 2 Mar 2022, the minutes were confirmed as presented.



Carried

Carried

Decision Date:	6 Apr 2022
Mover:	Shane Robinson
Seconder:	Wayne Church
Outcome:	Approved

1.5 Action Item List

Due Date	Action Title	Owner
8 Dec 2021	Strategic Aims - Meet & discuss Status: On Hold	Shane Robinson
8 Dec 2021	Board Self Assessment checklist Status: In Progress	Julie McDonald
4 Feb 2022	Budget Status: Completed on 6 May 2022	Shane Robinson
28 Feb 2022	2022 Koru Heart Camp RAMS Status: On Hold	Shane Robinson

Due Date	Action Title	Owner
31 Mar 2022	Property Meeting update Status: Completed on 6 Apr 2022	Shane Robinson

1.6 Principal's Report

COVID - continues to impact us daily. The number of students impacted has decreased however attendance rates are down. So far the impact on our staffing hasn't been too extreme. The BOT has appreciated the communication, we will send out an update to the community before the end of Term 1 about what term 2 will look like including getting parents back on site.

TE AO PD - this is a highlight of the term along with the Waihanga Centre

PRINCIPAL PD - The Springboard Trust programme supports Principals across NZ to examine their strategic plans.



Carried

Carried

Decision Date:	6 Apr 2022
Mover:	Wayne Church
Seconder:	Lizzie Briscoe
Outcome:	Approved

1.7 Finance Report

- Draft Annual Report - The end of year report presented was only in Draft. Some changes have since been made which included outstanding invoices & income, depreciation & holiday pay adjustments. The Year End Financial Report looks much healthier now. In future this won't be presented to the BOT until after major changes are made. We were surprised with the swing and would like an explanation from ESL as to what changes accrued between the draft and final report. The final page of the report had some incorrect BOT positions - Tania has already emailed them to update this.
- Cyclical Maintenance - We were unable to reseal the toilets in 2021 so this will be held over to complete in the near future.
- 2022 Budget change - we would like to move \$10k from *Teacher Salaries - Bulk Grant* to *Student Wellbeing* to allow us to use this to pay for someone to run wellbeing groups as we cannot use the Teachers Salary line for this. Approved by BOT.
- We have received grants from the MCA to cover the hall alarm & hall projector. We will also be receiving grants / funds for the Bike track from HCC. These are inflating our income/surplus. The assets are listed for school which increases depreciation which impacts us in 2021. ESL have commented that we need to get a Memorandum of Understanding set up for these projects with the goal of these not being school assets. Paul, Kaylee and Shane to have a meeting regarding this.
- Income in advance - Check to ensure the income in advance line includes the Bikes in Schools grant that we received in 2021
- 2022 Budget Change: An action item from our December meeting was to rename the Bike Track & Field Resurfacing Budget line to 'Field Improvements'. We currently have the following capital codes set up; C528 - Bike Track; C545 - Grounds Improvement. We have spent \$10k on Bikes and received \$40k from Bikes in schools in 2021. We have received \$70k from HCC for the Bike track in March 2022. We should receive \$200k from HCC for the Field drainage & entrance project. I propose we make changes to the budget lines to reflect how the funds will be spent. Approved by BOT
 - Bike Track - \$120k
 - Grounds Improvements - \$200k

- o Increase income to reflect these funds received by \$170k



Carried

Carried

Decision Date: 6 Apr 2022
Mover: Megan Hurley
Seconder: Kaylee Gibbs
Outcome: Approved



Meeting to discuss external assets

To set up a meeting with Kaylee, Paul & Shane to discuss the impact of receiving income / grants from the MCA & HCC to purchase assets not officially belonging to the school.

Due Date: 11 May 2022
Owner: Shane Robinson



Income in Advance

Check the Income in Advance line includes the Bike track funds received in 2021

Due Date: 11 May 2022
Owner: Shane Robinson



Meeting with ESL

Shane to meet with ESL

- Understand the changes from the draft end of year financial report to the final financial report.
- Make changes to the 2022 Budget:
 - o Move \$10k from Teacher Salaries - Bulk Grant to Student Wellbeing
 - o Bike Track - \$120k
 - o Grounds Improvements - \$200k
 - o Increase income to reflect these funds received by \$170k

Due Date: 18 May 2022
Owner: Shane Robinson

1.8 Property Update

Flying Fox - Open YAY!

New Classroom & Library block - Meeting held, new Project Manager has taken over from Alex at MOE. At the meeting on Tuesday some key dates were discussed.

Funding - they haven't advised that they have found the extra money but do have a solution to getting this. This needs to be put to a MOE meeting and approved by them. They don't seem to be expecting us to cover the extra amount through the 5YA.

The approval for extra funding should be approved at the end of April 22. This needs to be signed off and we may get this in May. They expect the project to start in June and that it should take 9 months and be complete in early 2023.

We would like to investigate if they can begin the build on the back classroom block once the Library build has been done. Or will there be a gap between one finishing and the other one starting.

They also talked through the entrance and parking issues at this meeting. There is a contract now for the council to provide the \$200k to pay for this. The contract is in draft form and Paul will send it to the BOT. The \$200k is the HCC contribution to car parking and drainage to the field.

5YA property planning - We received a new 5YA. Shane should have a draft for us at the next meeting as he has met with them to highlight the projects that need doing. The focus of this will be on Block A rooms 1, 2 & 3. Windows, Rooms 6 & 7 modernisation. And toilet blocks, mainly the boys. This will come at a high cost.

The Cyclical Maintenance provision was reduced in approximately 2018. This was approved and signed off, we will identify the numbers and advise the Board.

Projector - this is a school asset. The installation was covered by the MCA.

There will be a discussion on how to handle the drainage funds coming in from HCC, the fire alarm and other assets that have been contributed to by the MCA, HCC and any other organisation. We need to ensure it meets the MOE guides.

Report tabled

1.9 Drainage and Bike Track

Contribution from the MCA and HCC is in the schools accounts. The drainage has to be completed before we add the Bike track.

Mexted are the preferred contractor for the HCC. They have indicated they can't do much until after winter. We need to go back to HCC to see who their other preferred contractors are so we can start it this side of Winter. Then we can get the Bike track done after winter.

1.10 Policy

Attendance policy was discussed and changes approved.

There is currently nothing in the legislation to distinguish between at home learning and in school learning. It has been different operating in the current covid climate. The commentary coming from the MOE is to be lenient on attendance if they are learning from home and not apply too strong of an emphasis on attendance if they are engaged in at home learning.

Child Protection policy discussed and changes approved.



Carried

Carried

Decision Date: 6 Apr 2022
Mover: Wayne Church
Seconder: Shane Robinson
Outcome: Approved

2. Strategic Discussion/Decision

2.1 Strategic Aims Review

Review strategic Aim 1, 3 & 4. We have left 2 off as this is based on attendance & we will readdress this later once we can review data and impact of Covid.

Strategic Aim 1: Discussed

Strategic Aim 3: Waihangā Centre is operating well and we are pleased with how this is going. Good feedback coming in.

Strategic Aim 4: We are actively supporting the students & teachers wellbeing through these challenging times. Sustainable practices, we still have our enviro team operating around the school.

Tabled report.

3. External Updates

3.1 Home & School Update

- All contact events have been pushed out
- We are selling Tea Towels in term 1
- We have a good programme and we are confident this will continue.
- Term 2 - Movie night, we will see if we can add this in
- Term 3 - Disco
- Term 4 - Cook book

3.2 MCA Update

- Fire alarm - is in and operating and all signed off.
- MCA AGM - this is coming up in April. Tracy has indicated that she will most likely stand down as chair.

3.3 After School Care update

Kelly Club - After School care update

The numbers are lower than expected, mostly due to Covid, families working from home.

Vanessa is working with school to align their programmes.

School is paying the additional cost of hiring the hall for before & after school care. This is offset against what Kelly Club are paying school.

ACTION: Shane to check in on the head injuries mentioned in the report



Head injuries at Kelly Club

Check what the head injuries that were mentioned in their report.

Due Date: 11 May 2022

Owner: Shane Robinson

3.4 Board Meeting structure

Discussed going back to face to face meetings in term 2. Contact Paul if you have any significant concerns about this. He will confirm next week that no concerns were raised or advise what these were. This is on the basis that there aren't any new developments on Covid. We will ensure there is a provision for anyone to attend online if they are isolating as an exception.

BOT agreed the next BOT meeting will be at school.

4. Public Excluded / In Committee

5. Close Meeting

5.1 Close the meeting

Next meeting: Board Meeting - 11 May 2022, 6:00 pm

Approved decisions made between meetings



Close the school for in-person instruction

That Maungaraki School closes for in-person instruction for all students except children of essential workers without other options, from Thursday 10th March 2022 until Friday 18 March 2022, delivering online learning only over this period and re-opening for in-person instruction on Monday 21 March 2022;

7 Supported: Julie McDonald , Kaylee Gibbs , Kim Webby , Lizzie Briscoe , Megan Hurley , Paul Matthews , Wayne Church

0 Opposed:

0 Abstained:

Decision Date: 8 Mar 2022

Outcome: Approved



Grant requests

That Maungaraki School applies to the Four Winds Foundation for \$12096 to support the school swimming programme;

That Maungaraki School applies to the Pelorus Trust for \$4830.40 for the cost of new ipads;

8 Supported: Julie McDonald , Kaylee Gibbs , Kim Webby , Lizzie Briscoe , Megan Hurley , Paul Matthews , Shane Robinson , Wayne Church

0 Opposed:

0 Abstained:

Decision Date: 17 Mar 2022

Outcome: Approved

New Actions raised in this meeting

Item	Action Title	Owner
1.7	Meeting to discuss external assets Due Date: 11 May 2022	Shane Robinson
1.7	Income in Advance Due Date: 11 May 2022	Shane Robinson
1.7	Meeting with ESL Due Date: 18 May 2022	Shane Robinson
3.3	Head injuries at Kelly Club Due Date: 11 May 2022	Shane Robinson

Next Meeting 11 May 2022

Signature: _____

Date: _____