

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **2 Mar 2022** these minutes were **confirmed as presented**.

Name:	Maungaraki School Board of Trustees
Date:	Wednesday, 8 December 2021
Time:	6:00 pm to 9:24 pm
Location:	Zoom meeting. Paul will email a link., Online.
Board Members:	Julie McDonald, Kaylee Gibbs, Megan Hurley, Paul Matthews, Shane Robinson, Wayne Church
Attendees:	Chris Cowman, Caro Wills, Darian Schulz, Tania Potaka
Apologies:	Lizzie Briscoe

1. Regular items

1.1 Prayer and Karakia

1.2 Present and Apologies

1.3 Interests Register

1.4 Confirm Minutes

Board Meeting 3 Nov 2021, the minutes were confirmed as presented.



Carried

Carried

Decision Date:	8 Dec 2021
Mover:	Wayne Church
Seconder:	Shane Robinson
Outcome:	Approved

1.5 Action Item List

Due Date	Action Title	Owner
9 Jun 2021	ERO Review with Board Status: Completed on 3 Nov 2021	Shane Robinson
3 Nov 2021	Lead Team Meeting - Julie to attend Status: Completed on 23 Nov 2021	Shane Robinson
8 Dec 2021	Strategic Aims - Meet & discuss Status: On Hold	Shane Robinson
8 Dec 2021	Treaty of Waitangi Policy Status: Completed on 30 Nov 2021	Wayne Church

Due Date	Action Title	Owner
8 Dec 2021	Board Self Assessment checklist Status: In Progress	Julie McDonald

1.6 Principal's Report

- MOE extra staffing - We were declined the extra staffing request for 2022. Shane is in contact with the MOE to discuss.
- ERO - it was good to meet with Christine, she advised we would meet the standards with a report to be shared with the BOT early in 2022.
- Appraisal conversations with the staff went well. We were looking to retain all staff for 2022, however this is now no longer the case with Caro being successful in her role as Principal of Mākara School.
- We appreciate the Board and their contribution to the school and support in the community. They volunteer alot of their time to school.
- Thanks to the Home & School, Shane had a celebration with them recently. A special thanks to Megan H for the amazing work she has done in this area.
- A thank you to all of the staff with a special thanks to Caro and Chris who leave us at the end of the year.
- MASC - a conversation regarding MASC was added in as this was not on the agenda. School has done what was needed to make sure the service continued to the end of the year. Thanks to Julie & Wayne for putting forward a recommended approach so the options could be looked at objectively. As employment was involved we had to go thru an employment process and put a proposal to the staff, and to everyone, it was good team effort to get this sorted. The proposal was put to an electronic vote and this was passed.



Carried

Carried

Decision Date: 8 Dec 2021
Mover: Chris Cowman
Seconder: Wayne Church
Outcome: Approved

1.7 Finance Report

- School is in a good position. Holiday pay for support staff is to be paid in December.
- The Bike track grant is still to be spent.
- Staff Personal Development line was underspent due to the impacts of Covid.
- We have had issues with a water leak. Work was done in front of room 16 to fix a leak so we hope this is resolved as our water rates have been impacted.
- We had the Auditors in for their annual interim audit. All went well.
- ESL met with us last week and are happy with the way the school is going.
- Grants - ESL will allow for grants received and not spent in 2021.
- MASC - they have some liabilities - staff, holiday pay, \$6k to MSD for an operational grant received. They have funds to cover this. School doesn't need to budget for funds for any of this.

BUDGET

- Operations grant - we should have a slight increase in the amount paid to us in 2022
- School Donation - We have decided to keep this the same for 2022 which is \$200 for the first child and \$180 for the second child up to a maximum of \$380 per family.

- Increase in the staffing line - We made a change to the way we spend PD funds. We have moved most of the funds to staffing so we can use this to release staff to attend the extra training most of which will be on site.
- Sickness line - added to budget due to the current environment so we have funds to cover any impact of covid.
- Admin staff - a moderate increase.
- Caretaker - a moderate increase.
- Staffing is our biggest risk. Teacher Aide line - Darian manages this carefully. Teaching Staff - Pregnancies due in 2022
- Queried BOT elections - we will get funds for this through our Operations grant, we are not sure how much as yet. Changes are being made and this may be a digital election in 2022.
- Creativity centre - Most of the Home & School funds raised will be used to set this up
- Bike track & field resurfacing - rename this budget line to Field Improvement and add \$65k to this budget line.
- Asset depreciation - anything we spend over and above this amount comes out of the school from our reserves which we are aware of.



Finance report

Carried

Decision Date: 8 Dec 2021
Mover: Julie McDonald
Seconder: Chris Cowman
Outcome: Approved



2022 Budget

Approved with the recorded amendments

Decision Date: 8 Dec 2021
Mover: Wayne Church
Seconder: Chris Cowman
Outcome: Approved



Budget

Bike track & field resurfacing Budget line. Rename this to Field Improvement and add \$65k to this budget line.

Due Date: 4 Feb 2022
Owner: Shane Robinson

1.8 Property Update

- The Tenders submitted for the new building work were disappointing. Due to the length of time we have been waiting for these to come through the costs have increased and the tenders have come in way over the budget.
- Shane spoke with Alex Hamlyn today. He will try and fund the extra money so we don't need to make changes to the plan and start back at the beginning.
- The entrance way project may be delayed, hopefully we can push forward with the the bike track and drainage still.

- We have a new adviser from the YIT group which supports our long term property maintenance. They will check on the things we need to do such as drainage, roofing and they will report to us on what needs to be done.
- Report tabled.

1.9 Covid 19

- Paul sent an email to the BOT prior to the meeting to outline to scope of the discussion with regard to Covid-19 and vaccinations.
 - Lizzie Briscoe was not in attendance to the meeting however has provided her feedback via email.
 - It is acknowledge there are different views and although we have a high vaccination rate in Maungaraki there are some unvaccinated people.
 - We reviewed the guidance, what is in the control of the Board, determine the areas we do have discretion and make some decisions.
 - The rules are always evolving so we have to move with the information that we have right now and revisit things if the rules change.
1. What is it that we are trying to deal with - should we allow unvaccinated parents / caregivers on site.
 2. Unvaccinated Board members - our meetings have to be conducted in public so other people can attend.
- Vaccinations for 5-11 year olds - this may come in at some stage.
 - MOE & Ministry of health - the Board does not have the right to ban students from school who are unvaccinated.
 - This is extended to parents & caregivers - they can't be prevented from coming to school based on their vaccination status, if on school property in their capacity as parents / caregivers.
 - Rules around other visitors to the school - all other visitors must be vaccinated. The school has the responsibility for maintaining a register which is in place.
 - See the guidelines around Curriculum & Non curriculum related activities and the different levels.
 - We are proceeding based on the law and the guidelines provided by the MOE and Ministry of Education.
 - The hall - those using the hall do so within the rules of gatherings - different users will determine their rules.
 - The rules are specific - so in these areas we don't have discretion.
 - At a policy level - it is our intention to be as inclusive as possible while ensuring that activities still continue.
 - 1 & 3 - we do have discretion on non curriculum events.
 - Board - 1 & 2 as is. 3. The Board should operate in a manner that all members can operate. Where there is discretion the Board would take steps to adjust how they operate to ensure that all members can fully participate in Board meetings.
 - We are in agreement that any decision we make as to how the Board operates as a Board rather than setting certain rules for certain Board members.
 - Proposal for discussion - where no Covid has been detected in our community that the Board will be attended on a face to face bases with the ability for Board members to attend remotely when necessary / required . Where covid has been detected the meetings will be virtual and will be determined by the Board Chair. Notified accordingly to the community.

In relation to the Covid-19, the Board of Maungaraki School resolves:

1. That non-curriculum events and gatherings operated by the school and related entities should be operated in as inclusive manner as possible, while still ensuring activities can proceed under the Covid-19 settings in place at the time;
2. The 7 days prior to a scheduled Board meeting, a poll shall be taken of Board members to determine whether that meeting shall proceed as a face-to-face meeting or by remote participation. The determination shall be made based on the risk factors in place at the time
3. That where a meeting proceeds on a face-to-face basis; an option for remote participation shall always be available.

All in favour - carried.



As discussed

As discussed

Decision Date: 8 Dec 2021
Mover: Paul Matthews
Outcome: Approved

1.10 Policy

Treaty of Waitangi Policy - The policy has been re-written and now better reflects this in education at Maungaraki school.

Alcohol Policy - it is suggested to rewrite this to make more balances to keep children safe but from time to time is good to bring the community together in a social situation. There will be times when the Principal can decide on a case by case bases and some guidelines provided. Some additions on Alcohol sponsorship is a good addition.

Asset Protection policy - making clear that the Board has overall responsibility for overseeing and delegates this to the Principal.



Policy changes carried

Carried

Decision Date: 8 Dec 2021
Mover: Shane Robinson
Seconder: Chris Cowman
Outcome: Approved

1.11 Grant



Grants - Approved

Carried

Decision Date: 8 Dec 2021
Mover: Julie McDonald
Seconder: Shane Robinson
Outcome: Approved

1.12 Koru Camp 2022



2022 Heart Camp Proposal

Approved subject to completion of acceptable RAMS. Circulate to the Board and if no concerns raised within 24hrs of sharing they are approved.

Decision Date: 8 Dec 2021
Mover: Megan Hurley
Seconder: Julie McDonald
Outcome: Approved



2022 Koru Heart Camp RAMS

Provide BOT with the RAMS for the camp.

2/3/22 - Camp has been put on hold due to Covid phase 3. We will reassess when this can be done during the year.

Due Date: 28 Feb 2022
Owner: Shane Robinson

2. Strategic Discussion/Decision

2.1 Strategic Aims

Review of 2021 Strategic Aim review - the results from the Term 4 Strategic Aim review were presented by Shane, Caro and Darian and discussed. We have done exceptionally well. All data reflects ALL of the children at school, including those on special programmes.

Proposed 2022 Strategic Aims Plan:

- Aims 1 - We have some experts coming in and classroom integration. This aligns with the curriculum in NZ history. Do we think there are alternatives ways of putting this data. Shane to get some more measurable goals in here after consulting with members of the community who are contributing to this.
- Aims 2 - Literacy focus, targeted groups looking at the progression across the school. Graduated profile working alongside those teams. Excited on what Kristine can bring to our team. Enrichment programme has been great this year and we are looking forward to Jaynes keep pushing on with these groups in 2022
- HERO - we will consider putting this on hold until term 2 2022 due to Caro leaving. A chance for the Board to gather some information from the community on what they would like to see in this area.
- Break down some goals in the Measures of Success. 20% of students achieving above??
- **Check with Shane**
- BOT approved Strategic Aim 1 subject to fine tuning the measures of success.
- AIM 3 - Creativity Centre - focusing on the creativity areas with our kids.
- AIM 4 - Coaching - aligns with our PLD and Maori. Keep moving teachers towards best practice. All that we do links back to our focus areas. Coaching is aligned with Strategic Aims and vision for 2022.

Move the amended Strategic aims for 2022 be Adopted with the listed amendments.



Strategic Aims 2022

Carried
Decision Date: 8 Dec 2021

Mover: Wayne Church
Seconder: Kaylee Gibbs
Outcome: Approved



Strategic Aims 1 - Measurable Goals

Consult with team members and members of the community who are implementing this development.

Due Date: 4 Feb 2022
Owner: Shane Robinson

3. External Updates

3.1 Home & School Update

The Home & school has worked with Shane & Nicola at the last meeting to work towards a programme for next year. There will be a calendar and objectives which Megan will circulate. They want to work in partnership with the school team and not give them extra work load.

There is a need to recruit parent support at the year 7&8 level.

3.2 MCA Update

- The MCA is supportive of the process we have gone through with the MASC
- The school has signed a new lease for the Hall which incorporates the before and after school care function and the times the hall is required for this.

4. Public Excluded / In Committee

4.1 Staff changes

- We acknowledge and accept with regret the resignation from Caro Wills. We wish her well in her new role as Principal of Mākara school.

5. Close Meeting

5.1 Close the meeting

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

Approved decisions made between meetings



Approval of Heads of Agreement

That Maungaraki School enters into the Heads of Agreement as presented;

8 Supported: Chris Cowman , Julie McDonald , Lizzie Briscoe , Megan Hurley , Paul Matthews , Shane Robinson , Wayne Church , Kaylee Gibbs - Submitted by Paul under instruction from Kaylee via text

0 Opposed:

0 Abstained:

Decision Date: 9 Nov 2021
Outcome: Approved



Electronic board meeting

That the Maungaraki School Board Meeting on 8 December be held electronically;

(Moved by Julie McDonald, Seconded by Wayne Church)

6 Supported: Julie McDonald , Lizzie Briscoe , Megan Hurley , Shane Robinson ,
Kaylee Gibbs - Sad not to meet because of last one for year and Christmas celebration but if others are uncomfortable i am ok to meet on zoom.
Unprecedented times in NZ. Thankful there are no cases locally at the moment.

Paul Matthews - I'm personally happy to meet face to face, however in the current circumstances I think holding this one via zoom makes sense

1 Opposed:

Chris Cowman - Better to discuss issues face to face and can observe physical distancing etc

1 Abstained:

Wayne Church - No preference either way

Decision Date: 24 Nov 2021

Outcome: Approved



Proceed with after school care proposal to affected staff

That the After School Care Review findings and recommendation be proposed to affected staff of MASC Inc;

6 Supported: Chris Cowman , Julie McDonald , Lizzie Briscoe , Paul Matthews , Shane Robinson , Wayne Church

0 Opposed:

0 Abstained:

Decision Date: 1 Dec 2021

Outcome: Approved



Partner with Kelly Club for After School Care Service

That Maungaraki School partners with Kelly Club NZ to provide Before-School, After-School and School Holiday Programmes in Maungaraki;

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

0 Opposed:

0 Abstained:

Decision Date: 7 Dec 2021

Outcome: Approved

Next meeting: 6pm, Weds 8 December 2021

Signature: _____

Date: _____