

**Draft MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
Held 21 March 2017 7pm in Staffroom**

1 Administration Matters:

1.1 Present: Bridget Lambert (Chair) Paul Shepherd, Phil Currey, Kate Davies, Todd Leathem, Jill Trubshaw, Claire Turton, Carolyn Boyce-Bacon (Secretary) Arrived Late; Jill Trubshaw 7.05pm, Todd Leathem & Kate Davies 7.10pm

1.2 Apologies: Nil

1.3 Confirmation of the Minutes 21 February 2017

Moved that the 21 February 2017 meeting minutes be approved

Bridget / Paul

Carried

Matters Arising from Last Meeting.

Date is pencilled in for AED training with 10 people.

Joint PTA/BOT spending - Phil, Bridget & Paul have been in contact with PTA Treasurer, Secretary & Chair to discuss reimbursement of agreed funds spent late 2016 & early 2017.

Need to co-ordinate wish list & guidelines for funding applications. PTA & BOT will meet & discuss wish list for spending PTA raised funds. Bridget will liaise with PTA Secretary to compile a list so well prepared for the joint meeting.

Principal appraisal 2017. Bridget confirmed Brian Gower is available & 1st appraisal meeting will be 31 March.

Bridget/ Phil

Carried

Confirmation of the In Committee Minutes 21 Feb 2017

Moved that the 21 February 2017 In Committee meeting minutes be approved

Bridget / Paul

Carried

1.4 Correspondence

Correspondence tabled.

Swimming pool proposal received by Ashley from Active Attitude tabled for reading for discussion next meeting.

Moved from the Chair "that the correspondence schedule be accepted".

Bridget/Phil

Carried

1.5 Changes to disclosures of interest:

Bridget disclosed she is a gym instructor with Active Attitude.

1.6 Delegations of Authority.

Approved by members. Paul advised that it is a standard document, and can be amended at any time.

2 **Special Topics**

2.1 **Enrolments**

At present there will be no ballot for out of zone children apart from siblings. Paul will send out timeline & advert numbers this coming week for approval by board.

3. **Strategic Reports**

3.1 **Financial:**

Draft 31 December 2016 accounts have been sent to audit by Education Services Ltd.

Phil explained that with the change in Principal there might be a few changes to the proposed 2017 budget but nothing drastic, merely changes in operating systems.

Move that Payment Schedules #224 & 12 from Dec 2016 be approved after sighting by board & Schedules 4,5 & Chq summary 1 for February 2017 be approved.

Phil / Paul

Carried

3.2 **Principal's Report: Principal.** Taken as read. Paul spoke to the following.
Appraisal; Staff are currently working with their team leaders & Paul to tease out their goals for 2017

Staffing; There are possible scenarios to work within the staffing budgeted. Paul is still working on which will be the best options.

Moved "That Alana Fromont has been appointed for term 2 & 3 maternity leave in Rm 5&6"

Paul/Claire

Carried

Bike Track; Further research being done to see whether a scooter track is preferable or a bike track is still feasible.

Moved that the Principal's report be accepted.

Paul / Bridget

Carried

Communities of Learning (COL)

Paul presented the current discussions around the COL and explained the process around registering and the proposed schools grouped into particular COL's.

"Sought Boards approval to register Maunu school."

Paul/Claire

Carried

3.3 **Staff Representative Report.** - Taken as read
EOTC Adventure week, whilst a very successful week a discussion about opportunities, venues & costs associated.
The EOTC camps are due for review this year & these factors will be considered.

Moved Claire/ Phil

Carried

3.4 **Property protection.**
Nil

3.5 Health & Safety

Kate & Paul have met & will section off areas of the H&S manual to cover.

3.6 Communication

PTA/BOT/Staff gathering. When is a good time to meet? Mid winter Christmas dinner- July ish?

Joint Staff/BOT/ Morning tea Friday 24 March 10.30am

4 Environmental Intelligence

Will be doing an Anzac theme at the assembly at end of term.

5 Significant Events/Successes

Adventure week, Good to see children being encouraged out of their comfort zone. Swimming champs. Our children did us proud both in behaviour & in their swimming efforts.

6 Meeting Closure: 8.45 pm

7 Preparation for next meeting See action list.

8 Date of next meeting 7pm 16 May 2017 6 June joint meeting with PTA

Signed _____ Date _____
Chairperson

Action Points Outstanding

Month	What	Who	Status	Comment
2017				
	AED	Carolyn	Actioned	Training pencilled in.
	BOT/PTA joint spending	Various BOT& PTA	Ongoing	Bridget to contact PTA secretary to confirm meeting date.
Oct 2016	Board Effectiveness Review Survey	Cleve/ Claire	Diarise	June 2017.
Feb 2017	ASB Change of signatories to be actioned for fastnet	Carolyn	10 May apt	Meeting with Faye Sworn to complete
	Carpark Markings	Paul	Underway	Downers have sealed over the line markings & it will be remarked once settles.
March 2017	Enrolment Ballot	Paul		Advise board of numbers for ballot