

**MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES**  
**Held 15 August 2017 6.30pm in Staffroom**

**1     Administration Matters:**

**1.1     Present:** Bridget Lambert (Chair) Paul Shepherd, Phil Currey, Kate Davies, Todd Leathem, Claire Turton, Carolyn Boyce-Bacon (Secretary)

**1.2     Apologies** Jill Trubshaw

**1.3     Confirmation of the Minutes 20 June 2017**

*Moved that the 20 June 2017 meeting minutes be approved*

*Lambert /Turton*

*Carried*

**Matters Arising from Last Meeting:**

ERO review now confirmed for term 1 2018.

Board Effectiveness Review Survey between members. How effective is the board?

Paul & Claire will arrange a survey monkey type survey.

*Moved that the 20 June 2017 In Committee meeting minutes be approved*

*Lambert /Turton*

*Carried*

*Moved that the 25 July 2017 special meeting minutes be approved subject to 2,1*

*Enrolments being moved into "In committee" as family names were mentioned. Carolyn to redo this section.*

*Lambert / Leathem*

*Carried*

**1.4     Correspondence:**

Correspondence tabled.

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

*Lambert / Currey*

*Carried*

**1.5     Changes to disclosures of interest:** Nil

**2     Discussion Topics/ General Business**

**2.1     Strategic Plan/ Charter discussion & familiarisation.**

Paul talked to this; He has had a productive staff meeting today, 15 August where staff started the process rolling. Senior children have also been involved in class and their input will also be shared at a further time.

Recommendation that September meeting be set aside as the Strategic planning meeting focus as the staff will have had more input by then.

**2.2     Succession Planning.**

As Jill's youngest child leaves Maunu at the end of 2017 she has indicated that she would like to stand down at the end of the year. (This is the end of an era)

Discussion had around co-opting, by- election etc. Is there a skill set that we would like or feel that we need on the Board? Can all the Board members please put some thought

into this so we can begin our succession planning. Will also need to look into requirements for co-opting etc.

### **3. Strategic Reports**

#### **3.1 Financial:**

A lot of paperwork is required for us all to get a hardcopy of the financial report - Agreed that Bridget, Phil & Paul be the recipients of a hardcopy of the report. Paul & Phil will now meet prior to each meeting to discuss the report & present a summary to the other Board members

*Currey / Shepherd*

*Carried*

*Move that Payment Schedules #12,13,14 & chq summary #6 & 7 for June & July 2017 be approved.*

*Currey / Shepherd*

*Carried*

#### **3.2 Principal's Report:** Taken as read.

Paul spoke to the following:

Policies & Procedures. Ongoing, Bridget & Paul need to make more time to clarify these & align the current set of policies to the re-formatted structure under Governance & management.

COL Meeting: Bridget & Paul attended.

Oxford Trust \$2000 received for musical instruments. Drums have been ordered.

##### **Oxford Sports Trust**

*Move that application be made to Oxford Sports Trust for \$6000 towards IT equipment for i pads & cases for senior syndicate & to replace those which are now 4 years old.*

*Shepherd / Turton*

*Carried*

Clements contractors will be starting the scooter track as soon as the weather holds. Their price was \$12000 cheaper than the next price.

##### **Out of zone Ballot**

*Move that maximum of 7 out of zone new entrants siblings only be accepted turning 5 between 4 December 2017 & 30 June 2018.*

*Moved that the Principal's report be accepted.*

*Shepherd / Lambert*

*Carried*

#### **3.3 Staff Representative Report:** Taken as read.

Claire spoke to report.

Digital Curriculum & Digital Fluency. Lots going on in this area. Robots have been purchased which will introduce children to coding & programme writing.

*Moved Turton / Bridget*

*Carried*

#### **3.4 Property protection:** Nil

**3.5 Health & Safety:** Nil

**3.6 Communication:** Nil

**4 Significant Events/Successes**

Principal's appraisal

Disco- well run & enjoyed by the children

Combined Staff /BOT & PTA dinner. Thanks to all the organisation by Claire, Jill & the food arranged by Todd & Regent New World.

**5 Preparation for next meeting** See action list. Strategic planning. There will be information coming in Sept pack.

Bridget will check planner & if any other items require coverage will send via email.

**6 Date of next meeting 6.30 pm 19 September 2017**

**7 Meeting Closure: 8.10 pm**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

**Action Points Outstanding**

Month	What	Who	Status	Comment
<b>2017</b>				
Aug 2017	Board Effectiveness Review Survey between members. How effective is the board?	Paul/ Claire & Bridget	Diarise	Sept 2017.
May 2017	Storm water	Paul		Contact contractors for advice
August 2017	Strategic plan	All		Please highlight any areas you see as important ready for September meeting
	Succession planning	Bridget		Research procedure for replacement member if required