

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
Held 19 September 2017 6.30pm in Staffroom

1 Administration Matters:

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

1.2 Apologies: Claire Turton

1.3 Confirmation of the Minutes 15 August 2017

Moved that the 15 August 2017 meeting minutes be approved

Lambert / Leathem

Carried

Matters Arising from Last Meeting:

Succession Planning:

Discussion had around succession planning. There are guidelines set out by NZSTA and we have a process to follow. The decision on how the vacancy will be filled must be done within 8 weeks.

1.4 Correspondence:

Correspondence tabled.

Letter from University of Vermont thanking us for the visit they had to Maunu School earlier this year & inviting Paul over there to share his knowledge.

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

Lambert / Currey

Carried

1.5 Changes to disclosures of interest:

Todd Leathem , No longer has an association with Regent New World & now has interest in Pak N Save effective 25/9/2017.

2 Discussion Topics/ General Business

2.1 Strategic Plan/ Charter discussion & familiarisation.

Paul displayed to the board the progress, explained the process and work the staff have made on the strategic plan to date.

3. Strategic Reports

3.1 Financial:

Phil & Paul met with Jessica Education Services manager who outlined how the Education Services reporting system works.

Phil spoke to the new system adopted for monthly reporting to the board.

Phil, Paul & Bridget will meet prior to each meeting & report on any anomalies.

Currey / Shepherd

Carried

Move that Payment Schedules #16 & 17 & chq summary #8 (Checked #8 & confirmed-see action points) for August 2017 be approved.

3.2 Principal's Report: Taken as read.

Paul spoke to the following:

Progress & Achievement Assessment. Staff are consistently monitoring student achievement & work is beginning on the collation and analysis of data for end of year reporting.

Moved that Georgina Johnston be appointed on a fixed term contract maternity leave cover for C Turton term 4 2017.

Shepherd / Lambert

Carried

2018 Budget process has started with staff invited to submit application for funding & any special projects.

Moved that the Principal's report be accepted.

Shepherd / Lambert

Carried

Moved into committee 7.30pm

Moved from the Chair "That in terms of Section 48 of the Local Government Official Information and Meeting Act 1987 the public be excluded from the next portion of the meeting because it wishes to discuss matters relating to personally sensitive matters for the reason that discussion of these matters in public would infringe the privacy of a natural person under Section 9 (2) (a) of the Official Information Act 1982."

To discuss staffing

Moved out of "in committee" 7.35pm

3.3 Staff Representative Report: Nil

3.4 Property protection: Nil

3.5 Health & Safety: Nil

3.6 Communication: Nil

4 Significant Events/Successes

Congratulations to the Turton family on the safe arrival of their son.

4 children are off to represent Maunu School in the Northland Cross Country championships

5 Preparation for next meeting See action list.

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

6 Date of next meeting 6.30 pm 24 October 2017

7 Meeting Closure: 8.35 pm

Signed _____ Date _____
 Chairperson

Action Points Outstanding

Month	What	Who	Status	Comment
2017				
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	Done	Research procedure for replacement member if required
Sept 2017	Check Imprest schedule #8	Carolyn	Done	Confirmed original @ Ed Services has 2 signatures