

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
Held 5 December 2017 6.30pm 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)

1.2 Apologies: Nil

1.3 Confirmation of the Minutes 24 October 2017

Moved that the 24 October 2017 meeting minutes be approved

Lambert / Currey

Carried

Matters Arising from Last Meeting: Nil

1.4 Correspondence: Correspondence tabled.

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

Lambert / Davies

Carried

1.5 Changes to disclosures of interest: Nil

2 Discussion Topics/ General Business

2.1 Presentation of End of Year Reading, Writing & Maths results.

Claire presented data & OTJ's (Overall teacher Judgement)

Reading Increase from mid year to end of year for both Boys & girls

87.1% total at & above

82.5% Maori students at & above

Writing Increase from mid year to end of year for both Boys & Girls

88.6% total at & above

84.2 % Maori students at & above

Maths PAT (Progressive & achievement tests) & Prime tests backup the data.

91.3% total at & above

92.6% Maori students at & above. (3 Maori girls moved from below to at.)

2.2 Draft Budget 2018

Paul presented the draft budget and outlined how he has arrived at the draft budget figures. The depreciation figure has been reduced as this is high compared to other schools & there are times that we would not replace assets if they were no longer working/useful as often they have been obtained by grants or fundraising.

New Library programme *Accessit* is allowed for in budget. Currently in process of switching from Oliver system which is server managed and the server is old and failing. *Accessit* is cloud based.

Middle & junior teams have asked for more readers for 2018.

Moved that 2018 draft budget be approved subject to ORS funding from MOE & Audit fee costs being confirmed

Shepherd / Trubshaw

Carried

2.3 Health & wellbeing curriculum review/survey

Claire & Paul have started the process. Will consider possibility of incorporating a survey into the "setting the scene" evening with parents early next year.

2.4 Board Effectiveness Review

Survey was completed by 5 members & an open discussion was held around each question. Feel that the board was operating well, with members confident to be open and transparent. At first meeting of 2018 will look to reallocate members roles.

3. Strategic Reports

3.1 Financial: Phil spoke to November accounts.

Expenditure; 79% of allocated budget spent & 92% of way through the year.

Staffing Allocation is increased to 19.49 for later part of year which will help see staffing at a predicted nil balance by end of March 2018.

Currey / Lambert

Carried

Move that Payment Schedules #21,22,23 & chq summary #11 for November 2017 be approved.

Currey / Lambert

Carried

3.2 Principal's Report: Taken as read. Paul spoke to the following:

Staff PD:

Digital Fluency PD will continue in 2018.

Principal Appraisal: Agreed that as we have had Brian Gower for 3 years it might be time for fresh eyes. Brian has done a good job with Cleve's appraisal & the transition to new Principal. Need to check with a couple of other appraisers who are in Whangarei about their availability, procedure & reporting. Bridget & Paul will look into this.

H&S: Garage on corner of Austin road needs removing. ARTO are working on removal of shed quotes.

Pool: Advice has been sought from a lawyer parent around compliance for pool key issue & her recommendations are being built into the pool rules. Need to improve signage & the updated rules will ensure all practical steps have been taken to ensure safety of users.

School Docs: Paul to investigate possibility of “ school docs” a policy management system which would streamline the schools policies. This is a service being offered to schools making policies uniform across schools with legal issues being researched by experts. All agreed that this sounded an efficient way to manage policies & the legal changes as they arise.

Paul will report back via email to members for their feedback & if necessary incorporate the cost into 2018 budget.

Moved into committee 9.10pm

To discuss enrolment application.

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.”

Moved out of “in committee” 9.15

Shepherd / Lambert

Carried

3.3 Staff Representative Report: Taken as read.

3.4 Property protection: See Paul’s report.

5YA plan reviewed and amended to reflect projects such as asbestos removal of shed and roofing repairs

Shepherd / Leathem

Carried

3.5 Health & Safety: See Paul’s report.

3.6 Communication: Tues 30 Jan Board invited to attend m/tea on Teacher only day. 10.30am. Carolyn to organise m/tea & send reminder.

4 Significant Events/Successes

The staff thanked the board for their contribution to the Christmas party.

Helpers morning tea was well attended & helpers appreciate being invited even if they can’t make the m/tea.

Athletics day & Zone & WPSSA were enjoyed & children gave it their all.

5 Preparation for next meeting: See action list.

6 Date of next meeting: 13 February 2018

7 Meeting Closure: 9.25 pm

Signed _____ Date _____
Chairperson

Action Points Outstanding

Month	What	Who	Status	Comment
2017				
May 2017	Storm water	Paul		Contact contractors for advice
August 2017	Strategic plan	All	ongoing	Please highlight any areas you see as important ready for September meeting
Oct 2017	Board Self review	All	Complete	Completed Nov 2017.
Oct 2017	Health & wellbeing review	Paul/Claire	Feb 2018	Action this at setting scene evening T1 2018
	Garage cnr Austin Rd	Paul	ongoing	Obtaining quotes for removal
	BOT get together			Sunday 17 Dec. 3pm.
Dec 2017	School Docs- Policy management system	Paul		Research & report to board