

**MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES**  
**Held 15 March 2016 7.00pm in the staffroom**

**1. Administration Matters:**

**1.1 Present:** Bridget Lambert, Cleve Bloor, Hayley MacDonald, Jill Trubshaw, Derek Slatter, David Foon, Claire Turton, Carolyn Boyce-Bacon (Secretary)

**1.2 Apologies-** Nil

**1.3 Confirmation of the Minutes 23 February 2016**

*Moved "that the 23 February 2016 meeting minutes be approved.*

*Derek / Jill*

*Carried.*

**Matters Arising.**

Analysis of Variance & Charter have been sent off to the Ministry.

Parent Meeting scheduled for 15 June is to let parents know what teachers do to prepare for reporting and to give them insight into National Standards & the required reporting.

**Confirmation of the In Committee Minutes 23 February 2016**

*Moved "that the 23 February 2016 In Committee meeting minutes be approved.*

*Bridget / Derek*

*Carried.*

**1.4 Correspondence**

Correspondence tabled.

Letter from A. Watts requesting Maternity leave. Approved. Cleve to draft reply on behalf of board.

*Moved "that A WAtts Maternity leave is approved".*

*Cleve / Claire*

*Carried*

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

*Bridget / Jill*

*Carried*

**1.5 Changes to disclosures of interest:** No change.

**2. Special Topics**

Maunu School Board of Trustees meeting minutes 15 March 2016	Rev: draft	Rev date	Page 1/5
---	------------	----------	----------

## 2.1 Out of Zone Enrolments.

The number of “In Zone” New Entrant enrolments are down this year. We will have spaces for 12 new Entrant enrolments in the May ballot. No spaces in any of the other year groups. Suggestion to strengthen the wording of the request for contact from new entrant parents in the newsletter so they feel an urgency to contact us.

## 2.2 Recruitment Plan for New Principal

Derek has put together information from STA for consideration at next meeting & to help the new board.

- Suggests a teaser advert approximately 1 month out from the process.
- All agreed we need to be innovative in our campaign for a new Principal so we have a good field of candidates.
- What basis will they be culled on? ie what process will be used to give weight to what areas & candidates strengths.
- Chris France recommended Dianne Squires from STA to run a recruitment workshop to get the pack setup. Derek to book her in as soon as possible so framework is in place prior to the new board appointment.
- Derek will keep the board informed when the meeting will be held with Dianne.
- Survey the staff as to what they would like in a new Principal, desirable attributes & where they would like to see Maunu School in 5 years. This also give the staff a feeling of some ownership in the process.
- Discussion around getting a level of continuity & who will drive the process in the period between outgoing & new board appointment.

*Moved that Jill Trubshaw & Bridget Lambert as the incumbent board will lead the Principal Appointment process.*

*Move that Brian Gower be appointed as the Principal advisor for the panel.*

*Derek /David*

*Carried*

## 3. Strategic Reports

### 3.1 Financial: David spoke to February financial report.

Property maintenance related to tree trimming to make the school safe.

David suggested we get some of the priority PTA spending as agreed in the December 2015 meeting underway so the new board are not trying to tidy up loose ends.

Board to look at PTA/BOT spending wish list information & collate ready for next meeting.

Maunu School Board of Trustees meeting minutes 15 March 2016	Rev: draft	Rev date	Page 2/5
---	------------	----------	----------

*Moved "that the February 2016 Financial Reports be accepted".*

*David/ Derek*

*Carried*

*Moved "that payment schedules 198,199 & 1 , be approved."*

*David/ Derek*

*Carried*

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

Continuing work on Maunu School Learner Profile (MSLP)

Group working on report revamp, comparing other schools reports, reports from the TKI site, etc. Feeling ours isn't too bad, but still looking to incorporate a continuum. Reviewing the wording, making it parent & child friendly.

Prime Maths. Children are really enjoying the booklet system. Some Staff are commenting it has given them confidence in their Maths teaching.

Child has been stood down for 1 day as part of process to help correct behaviour. Procedures for notification to Ministry were followed.

Brian Gower is organising moderation with Beachlands School & Cleve & Otaika will get together to arrange to work in with this.

*Moved that the Principal's report be accepted*

*Cleve / Bridget*

*Carried*

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

Small Sticks (Hockey) 3 year contract starts next week.

Appraisals have been completed last week with each teacher & their team leader setting their appraisal goal for 2016.

Rams for Rm 11,12&14 are to be circulated by Claire before Camp 11 Apr.

### **3.4 Asset protection.** Carpark quotes are due in any day & Painting will be completed next week. The school is all up to date with current painting.

### **3.5 Health & Safety.** AED device has been installed over at the hall. Training to be arranged for this & to be put in newsletter advising community of its location.

If you dial 111 they will assist you with the 3 digit combination & how to operate the device.

### **3.6 Communication- Nil**

Maunu School Board of Trustees meeting minutes 15 March 2016	Rev: draft	Rev date	Page 3/5
---	------------	----------	----------

**4. Environmental Intelligence**

Jill inquired if there had been any feedback to the bible in schools being pulled. There has been no feedback at all.

**5. Significant Events/Successes**

Room 9 & 10 camp was well planned & run.

Trykids, children really enjoyed the experience.

Swimming Sports. These were well run & the some of the children who went off to represent Maunu at the interschool swimming sports did very well .

**6. Meeting Closure:** 9.10 pm

**7. Preparation for next meeting** See action list

**8. Date of next meeting: Monday 4 April 2016**  
**\*\*\*Note 6PM start to incorporate meeting with Diane Squires.**

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

**Action Points Outstanding**

Month	What	Who	Status	Comment
<b>2015</b>				
19 May	PTA / BoT meeting		Open/ ongoing Done 12/15	Funding for projects still under discussion. Master plan for buildings and playground?
21 Jul	Standard reporting template	Cleve	Open/ Ongoing	Contact Etap to draft this up
15 Sep	Hall Car Park	Cleve/ Bridget	Open	To reactivate tenders & check around H&S in the carpark
1st Dec	Meet to discuss Nat Stds targets to 2018	Cleve & Derek	Open	To recommend to BOT early in 2016 whether to consider setting 3 year horizon goals for Nat Stds.
	Morning tea with staff.	Jill/Carol yn		Wed 30 March 10.30 with staff. Carolyn sort catering?
	Meeting for Community around assessment & reporting	Cleve		15 June. Community to be invited.

Maunu School Board of Trustees meeting minutes 15 March 2016	Rev: draft	Rev date	Page 4/5
---	------------	----------	----------

	BOT Dinner for outgoing board	Jill		Set date in April
23 Feb	ETAP	Cleve		Discussed the possibility of investing \$3000 into Etap for development assessment and report
15 March 2016	Framework for spending of PTA funds	David	As attached with these minutes	Carolyn to share Document for discussion next meeitng.
	Recruitment Plan for New Principal	Jill/ Bridget		Obtain information & ideas for Appointment pack
	Rams for Rm 11,12&14 camp	Claire		Rams for Rm 11,12&14 are to be circulated by Claire
	AED	Cleve		Training to be arranged for this & to be put in newsletter advising community of its location.
	Maternity leave	Cleve	Completed 18/3/16	Reply to A Watts