

**Draft MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
Held 19 July 2016 6.05 pm in the staffroom**

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

Cleve excluded himself from this part of the meeting to avoid conflict of interest.

Special Topic.

“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.”

Purpose of meeting;

Principal appointment committee met to confirm Application pack details.

Meeting closed 7.15

Meeting commenced 7.16pm

1 Administration Matters:

1.1 Present: Bridget Lambert (Chair) Cleve Bloor, Phil Currey, Kate Davies, Todd Leathem, Jill Trubshaw, Claire Turton, Carolyn Boyce-Bacon (Secretary)

1.2 Apologies: Nil

1.3 Confirmation of the Minutes 21 June 2016

Moved that the 21 June 2016 meeting minutes be approved.

Bridget/ Phil

Carried

Matters Arising.

1.4 Correspondence

Correspondence tabled.

Moved from the Chair “that the correspondence schedule be accepted”.

Brian Gower has signed the contract for Principal’s appointment.

Cleve to resign effective last day of term 15 December 2016.

Maunu School BOT meeting minutes July 19 2016	Rev: draft	Rev date	Page 1/4
---	------------	----------	----------

1.5 Changes to disclosures of interest: -Nil**2 Special Topics****2.1 Roles & Responsibilities**

Cleve presented the governance & management expectations of the board and the Financial management policy.

Portfolios were discussed and agreed as follows.

- Finance - Phil Currey
- Property - Todd Leathem
- Communication - Jill Trubshaw
- Health & Safety - Kate Davies
- Personnel - A committee to be appointed as and when necessary.
-

2.2 Budget

Cleve presented the reviewed 2016 budget so board were kept informed. This shows a surplus of \$12,457.

2.3 Annual Plan

Cleve presented the 2016 Annual Plan in conjunction with the strategic plan, which was prepared by the previous board in consultation with an outside adviser, Chris France. It has been colour coded, with what is in progress, what has been completed & what is still to be done.

Board have been asked to peruse in their own time & welcomed to come back with any queries.

2.4 Teacher Registration

All teaching staff that are employed have a current registration. All staff including ancillaries have to provide 2 types of ID & are police vetted every 3 years. All relievers have to be registered & present 2 forms of ID when they relieve at school.

2.5 Salary Increments

Teaching Staff are on an annual increment until they reach the top of their level.

2.6 Attendance Report

Areas for concern are the children who have 9-19 days or 20+ days absence for the 2 terms.

Letters are sent to families of children who regularly have time off that is unexplained. We are arranging with ETAP to record absences on the new report format in the future.

3. Strategic Reports**3.1 Financial:**

Cleve spoke to the June reports.

Maunu School BOT meeting minutes July 19 2016	Rev: draft	Rev date	Page 2/4
---	------------	----------	----------

*Move that the June Financial Reports be accepted.
Cleve/ Bridget*

Carried

*Move that Payment Schedules Accepted # 207 & 5
Cleve / Bridget*

Carried

New ASB Bank signatories

That the Existing signatories David Foon & Derek Slatter are removed as ASB signatories. (Retired board members)

New Signatories to be Bridget Anne Lambert, Chairperson & Phil Graham Currey, Treasurer.

Moved Cleve Bloor/ Jill Trubshaw

Carried

Forms have been completed by Bridget & Phil to be delivered to the ASB. Phil to make contact with Faye Sworn the School's Manager.

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

2 new Teacher Aides appointed to work with 2 special needs children as from start term 3.

3 way conferences at end of term 2 were Successful & we had good feedback from the parents.

3 staff have been on H&S courses.

Moved that the Principal's report be accepted.

Cleve / Bridget

Carried

3.3 Staff Representative Report. Taken as read.

All staff will be doing a 1 Aid course over 2 nights.

Keeping ourselves safe (KOS) Police working with teacher and whole school. This is a programme we cover every 3 years.

Moved that the Staff report be accepted

Claire / Bridget

Carried

3.4 Asset protection. Nil

3.5 Health & Safety Parking wardens have been coming up to school about the parking on the grass verge while the carpark is out of action. Cleve has spoken with the neighbours and offered to remedy the grass situation once the carpark is completed.

3.6 Communication Nil

4 Environmental Intelligence Nil

5 Significant Events/Successes

Maunu School BOT meeting minutes July 19 2016	Rev: draft	Rev date	Page 3/4
---	------------	----------	----------

The Olympic Gold medalist Joe Sullivan was enjoyed by the children. Olympic Day organised by Molly & her team was a fun day & well run. Rm 9 & Mrs North's drumming performance at end of term at assembly was enjoyed by all.

6 Meeting Closure: 8.55 pm

7 Preparation for next meeting See action list

8 Date of next meeting Tuesday 20 Sept 7 PM

Principal's appointment meeting Saturday 17 Sept 10am.

Signed _____ Date _____
Chairperson

Action Points Outstanding

Month	What	Who	Status	Comment
2016				
	AED	Cleve		Training to be arranged for this & to be put in newsletter advising community of its location. Carried Fwd
	BOT/PTA joint spending	various		Funding for projects still under discussion. Action those agreed on. Sandpit Playground & Front Entrance quotes. Ongoing
	John Parsons BYOD talk	Bridget/ Cleve	28-30 Nov	Book John for dates. Liase with Principals & TFT (teachers for teachers) group
	Cleve Resignation	Carolyn	Completed	Investigate/change resignation date.
	Vulnerable Children's Act	Carolyn ?Cleve		Needs to be on the website. Ongoing
June 2016	Oxford sports trust application	Claire	Completed	Playground application
	New Principal	All	Completed	Check person specification and feedback to Bridget
	Professional standards	Cleve	Completed	Circulate to members
July 2016	Change of authorised signatories	Phil/Bridget		Contact Faye Sworn at ASB
	Absences to be recorded on report format	Cleve		Number of days Present/Absent to be included in report

Maunu School BOT meeting minutes July 19 2016	Rev: draft	Rev date	Page 4/4
---	------------	----------	----------