

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
Held 21 June 2016 7.00 pm in the staffroom

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)

Cleve welcomed the new board and outlined how the meetings are run. He encouraged debate and reinforced the importance of confidentiality, whilst also pointing out that they are the eyes and ears of the community and any feedback of any sort is welcomed.

- 1.2 Apologies:** Nil

- 1.3 Confirmation of the Minutes 17 May 2016**

Moved that the 17 May 2016 meeting minutes be approved.

Bridget/ Jill

Carried

Matters Arising.

Carpark reseal is underway. Weather permitting should be sealed this week. Discussion around carpark painting, configuration & lines and how to optimise the children's safety.

Cleve is arranging for a gate arrangement to stop children running into the car park past Rm 4 and also for a gate onto Austin Road by Room 3. A quote has been sought from Dr Rock to join up the rockwall gap on Austin Road to direct children out of gates promoting safety.

Appointment Policy. This is taken from STA.

Move that this policy be accepted.

Cleve/ Bridget

Carried

- 1.4 Correspondence**

Correspondence tabled.

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

Moved that Cleve's resignation is accepted once resubmitted and a check of correct resignation date & his last day is checked with Novopay. Carolyn to recheck this date.

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1.5 Changes to disclosures of interest: New members disclosed their interests and or employment. Details to be added to disclosure statement for future meetings.

Phil Currey- Westpac
 Todd Leathem- Regent New World
 Kate Davies Livestock Improvement

2 Special Topics

2.1 Election of Board Chair

Bridget vacated the chair in order for a new chair to be elected.
 Jill nominated Bridget Lambert and her nomination was accepted.

Jill/ All in favour

Carried

2.2 Policies

Cleve to circulate annual review policy & when information about frequency of when policies are reviewed.

Self review policy

Moved that this policy be approved

Cleve/Jill

Carried

Governance and Management expectations of the Board.

Agreed that it is best practice to have portfolios assigned to each member.
 Bridget asked members to consider what areas interest them or what they could bring to the table and then portfolios will be assigned next meeting.

Moved that this recommendation be accepted.

Cleve/ Bridget

Carried

2.3 National Standards

Cleve spoke to these.

Discussion explaining how OTJ's (Overall Teacher Judgements) are made and what resources the teachers use to reach these judgements so new members have more of an understanding.

Written Language, Reading & Maths results presented. He will circulate printed copies to the members. Cleve said it is important to look at the trends. Also, be aware that the data for Pasifika in particular (only 5 children), but also for Maori and Asian, can vary quickly because of the smaller cohort of children.

Reading; Positives: we have continued to move children from 'at' to 'above'.

The number of children 'below' is keeping at a good percentage.

Small percentage of all but Pasifika below.

Challenges: We still have too many children working 'at'. Too many Pasifika and Males below.

Work-ons: To continue to move the numbers of children working 'at' to 'above'.

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Written Language Positives: Significant movement of children upwards. Significantly less males below.

Challenges: To move more children from 'at' to 'above'. We have too many boys and Maori working 'below'.

Work-ons: We need to continue focussing on the group of children working 'at' to move them up to the next level. This will mean looking particularly at the group whose indicators show that they are close to achieving 'above'. We need to continue to focus on the group of boys working 'below'.

Maths Positives: Similar overall result to last two years. More Maori children above. Very few Asian below. Good increase in males above.

Challenges: Increase in Maori below. 30% of Pasifika below.

Work-ons: Continue targeting our at children to move them to 'above'.

Cleve talked to board about the risk of letting National standards becoming intoxicating and that our role as teachers and a board is to develop the whole child and that whilst National Standards are important they should not be the total focus.

2.4 Summary of Accident Register

Period Feb-June 2016. 2 accidents required further investigation and were reported to worksafe. Seems to be no recurring areas of concern.

3. Strategic Reports

3.1 Financial:

Move that the May Financial Reports be accepted.

Cleve/ Bridget

Carried

Move that Payment Schedules Accepted #205,206,207 & 4

Cleve / Bridget

Carried

\$200,000-00 set aside for refurbishment of rooms 9,10,11,&12

2015 Annual accounts

Surplus to budget for the year \$72000

Audit result is very complimentary and a acknowledged a good job done by the office staff and all involved with the finances.

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

Moved that the Principal's report be accepted.

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3.3 Staff Representative Report. Taken as read.

Claire presented designs for new playground from Park supplies

Move that application be made to Oxford Sports Trust for \$55658.49 incl gst (\$48399 exclusive gst) for a new fit trail playground with rubber matting surface.

Claire/ Cleve

Carried

Moved that the Staff report be accepted

Claire / Bridget

Carried

3.4 Asset protection. Nil

3.5 Health & Safety Nil

3.6 Communication Nil

4 Principal's Appointment

Bridget outlined the process to date.

Brian Gower from Beachlands school is part of the recruitment advisory panel. Agreed on remuneration for this.

Agreed to use the Maunu School website for providing information around the vacancy and an online editable form to download from the website for the application.

Person specification - need to be clear about the specification as this is the criteria for appointment.

Advertisements in Gazette 8 and 22 August & 5 September.

Advertisement also in the Herald

Applications are to Close 16 Sept

Shortlist candidates by 23 Sept

Appointment by 14 October

Claire presented community & staff surveys . A disappointing 16 respondents for the community survey & also 16 staff responded to the staff survey.

Board to look at person specification and feedback to Bridget with any information

Cleve to circulate professional standards.

Environmental Intelligence Nil

5 Significant Events/Successes

Great trip to Kelly Tarltons for Rm 5 & 6.

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Visiting Author Bruce Potter was good. Thanks for the PTA sponsorship.
 Congratulations to The Watts family on the arrival of their daughter Julia.
 STA meetings for new trustees coming up. Dates to be advised.
 Cyber safety presentation for staff, children & parents 28-30 November.

- 6 **Meeting Closure:** 11.00pm
- 7 **Preparation for next meeting** See action list
- 8 **Date of next meeting** Tuesday 19 July 7.00 PM

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		Investigate/change resignation date.
	Vulnerable Children's Act	Carolyn ?Cleve		Needs to be on the website.
	Staff BOT Mtea	Carolyn		1 July Organise catering
June 2016	Policy review timeline	Cleve		Circulate to members
	Oxford sports trust application	Claire		Playground application
	New Principal	All		Check person specification and feedback to Bridget
	Professional standards	Cleve		Circulate to members