

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
Held 1 April 2015 7:00pm in the staffroom

1. Administration Matters:

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

Hayley MacDonald present as observer

1.2 Confirmation of the Minutes 17 February, 2015

Moved "that the 17 February, 2015 meeting minutes be approved subject to changes outlined below.

David/ Claire

Carried

1.3 Matters Arising

Board Member replacement.

DS confirmed that a casual vacancy needs to be filled by either selection or by-election, not co-option. February Minutes to be amended to reflect this.

Derek/ Cleve

Carried

Refer to the Open Action Items Table attached.

Hall & Leaky Building Repairs.

Derek recommends that February Minutes to be amended to read; "This limits Maunu costs to \$120,000."

- 1.4 Changes to disclosures of interest:** No change.

1.5 Correspondence

Correspondence tabled.

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

Derek /David

Carried

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2. Special Topics

2.1 Out of Zone Enrolments

There will be no ballot required in May as we have no spaces, the 4 siblings of out of zone children will fill our spaces.

2.2 Principals Career Allowance.

Taken as read. The Board agreed that Cleve's performance was deserving of this. Cleve's Principal's performance agreement done by Chris France also indicates Cleve is worthy of this allowance.

Moved that "The Principals Career Allowance be approved and signed by Board Chair"
Derek/David *Carried*

2.3 Sunsmart Policy..

Bridget & Cleve prepared in conjunction with the Sunsmart schools policy the Maunu School Sunsmart policy. We are already complying with some areas of this ie; Hats have been introduced. (Staff will need to keep reminding children of the need to be wearing hats) We are looking to increase shade areas. Next steps, to encourage protective clothing, not shoe-string type tops or bare shoulders.

Recommendation from Board that we circulate in newsletter, website & on App the sun safe policy.

Moved that "We will adopt this as our new SunSafe Policy with a 3 year review ,March 2018"

Bridget/Cleve *Carried*

2.4 Code of Conduct.

Brief discussion held around this.

Moved that "Codes of conduct be introduced with a 3 year review, March 2018"

Derek/David *Carried*

2.5 PAT Results

Taken as read.

Cleve shared PAT results & demonstrated to Board the way the PAT data was shown on the website and how teachers were able to utilise the data received from the PAT tests.

Reviewed stanines for each group and category. Discussion around these results, noting this was normed as opposed to standards based. Agreed that this would be a valuable Special Topic for a future BOT meeting. Agreed that Cleve will present gender and ethnicity views of this data next meeting.

2.6 Principal's Appraisal.

Moved into Committee 8.00pm

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“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 2014 Principal’s Performance Agreement.

Move out of committee 9.10pm

Moved that “We commend Cleve publicly on a wonderful appraisal.”

Derek/Bridget

Carried

Interschool Moderation; This is a challenge to get other schools on board. Chris France, Cleve’s appraiser suggests Chairpersons/Principals get together, put pressure on colleague schools. Chris suggests STA moderators might be available if we could get other schools on board. Chris reiterated that this is an ongoing journey that we’ll need to participate in to validate our assessment, and that he feels that if schools don’t embrace external moderation, it may eventually be forced upon them.

.g) Casual Vacancy.

Agreed that given her previous experience and skills, we wish to select Hayley MacDonald to fill the casual vacancy. As per BOT Election process an advertisement is required in a local paper, and note home to parents outlining the process & seeking approval from the community to select by this method. Carolyn to action this as soon as possible.

Moved “that Carolyn Boyce Bacon be returning officer for the selection process if required.”

Derek/Cleve

Carried

3. Strategic Reports

3.1 Financial: Taken as read. David spoke to the report including February reported on.

Operational grant is approx \$19k more than budgeted for this year.

Also covered the draft accounts for 2014, noting that \$120,000 had been costed in that year for the leaky hall.

Moved “that the February 2015 Financial Reports be accepted”.

Derek/David

Carried

Moved “that payment schedules 162,163,164 and 17 be approved.”

Derek/Jill

Carried

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

Cleve tabled Board Operational Compliance deferred discussion to April meeting.

APR are doing the 10 year plan & they have also been on site and checked the Ministry property records against actual buildings which is a Ministry requirement.

Cleve is following up a claim on MOE for septic tank cleaning costs, now that we have hopefully paid for the last one, given that the new system will be constructed shortly.

Moved that the Principal's report be accepted

Cleve / Derek

Carried

3.3 Staff Representative Report. Taken as read. Claire spoke to the report. Added that she had taken a group of children to look at various schools playground ideas, and presented some of the resulting ideas.

3.4 Asset protection:

When hall alterations are happening, after school Care will be relocated to Library.

3.5 Health & Safety:

Cleve & Bridget have met. Working on the NZ fire service evacuation scheme.

At after hours events if an accident occurs we should record these in school accident register.

3.6 Communications: Jill

Successful shared PTA, staff BoT BBQ, and PTA meeting sharing where raised funds are going to be spent.

3.7 Personnel/Legislation Taken as read

4. Environmental Intelligence Nil

5. Portfolio holders. -All portfolio holders to remain the same with Derek taking on Asset Protection. Hayley and Bridget to liaise as to who will take on funding applications.

6. Significant Events/Successes 2 senior camps were most successful. Thanks to the hard work from staff & parents who made them so.

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7 Personnel Matter

Moved into Committee 10.15pm

“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 Personnel Matter.

Moved out of Committee. 10.18

8. Meeting Closure: 10.35

9 Preparation for next meeting

See action list

10 Date of next meetings:

Next meeting: Tuesday 28 April 2015, 7pm start

2015 Meetings as follows; 19 May, 16 June, 28 July, 18 August, 15 Sept, 20 Oct
17 Nov, 8 Dec

Signed _____ Date _____
Chairperson

Action Points 1 April meeting

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Month	What	Who	Status	Comment
2015				
April	PAT data - gender/ethnicity view			If practical
April	Succession planning	Cleve	Open	To discuss mid 2015 – include on Annual Agenda.
Apr	Sunsmart policy to be advertised	Carolyn		Newsletter/App/website
Apr	To distribute portfolio's re funding/ H&S/	Bridget		Once status of casual vacancy confirmed
Feb	Portfolio Allocation		Closed	To be actioned in March meeting when all members present
	Select new BOT member		Open	Notice to go in paper & newsletter re process.
	Camp RAMS forms		Closed	RAMS forms are completed, but are to be ratified at the March meeting. Discussion was these need signing by board.
Dec 2014	Asset portfolio- allocation		Closed	Carried forward to April
	PTA / BoT meeting		Open	Funding for projects still under discussion. Master plan for buildings and playground?
	Framework for spending of PTA funds	David	Open	To draft for next meeting. Carried forward to 2015
	Chris France appraisal feedback	Cleve	Closed	Received.
	School shirts	Bridget	In process	Replacement of school polo shirt. Bridget to consult with school community and Sunsmart.
	Sports shirts (team sets)	Bridget	In process	Ongoing

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