

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
Held 20 June 2017 5.30pm in Staffroom

1 Administration Matters:

1.1 Present: Bridget Lambert (Chair) Paul Shepherd, Phil Currey, Kate Davies, Claire Turton, Carolyn Boyce-Bacon (Secretary), Diana Hesketh staff
Jill Trubshaw, arrived 6 pm.

1.2 Apologies Todd Leathem

1.3 Confirmation of the Minutes 16 May 2017

Moved that the 16 May 2017 meeting minutes be approved

Bridget / Kate

Carried

Matters Arising from Last Meeting:

Nil

Bridget / Kate

Carried

1.4 Correspondence:

Correspondence tabled.

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

Bridget / Phil

Carried

1.5 Changes to disclosures of interest:

Nil

2 Discussion Topics/ General Business

2.1 Strategic Plan/ Charter discussion & familiarisation.

Bridget talked to this;

The strategic plan & Charter were enclosed in board packs this month as it is coming to the time where we need to plan and submit our revised versions for 2018. In order to ensure that we don't require extra planning hours it would be good to familiarise ourselves with these documents, and we will plan discussions around these in the coming months.

Bridget advised that the Strategic plan should be a working document and referred back to regularly by the board. It now needs to be a 3 yearly cycle document where last year drops off & next year is added therefore keeping it current.

Board will need to work on modifying this ready for the end of the year for presenting 2018. Bridget asked BOT members that by August meeting have had a look & highlighted key phrases & ideas that are relevant as a starting point.

2.2 ERO (Education Review Office) Scheduled visit term 4

There will be a couple of extra meetings required around the ERO visit. Generally a meeting with the board at start of visit & it is good if same people can make themselves available for the exit meeting. Once dates are advised BOT will be kept informed.

2.3 H&S Accident register

See report for Term 1 & 2

Remind staff that if there are any near misses or accidents that they must be reported to staff H&S rep, as it is noted that there is nothing documented for staff in some time.

2.4 Policy Review

Bridget & Paul will work on policies so they are numbered & easy to review. Our policies are as expected but just not in an easy to follow format. (as per STA format).

2.5 Data presented to Board

Claire presented Reading & Writing & Listening Mid year results for all children & the Maori cohort. These results are pleasing & show a comprehensive judgement from the teachers.

PAT in reading comprehension, vocabulary & STAR testing results for children in Yr 3 & above Some of the year 3 children haven't tested well. A reason for this could be the jump in curriculum & the 1st exposure to this type of testing.

Claire explained OTJ (Overall teacher Judgement) This is where teachers use a combination of anecdotal information, formalised testing & group work to assess children for reporting.

Diana spoke to the interim Maths results;

The Maths results are pleasing. In 2016 Prime Maths was introduced across the school. This is generally well received & although only 1 year in is considered a good resource for continuity & it provides a good resource for teachers less confident in teaching Maths.

Diana Hesketh left meeting 6.55pm

3. Strategic Reports

3.1 Financial:

Management report for audit for year ended 31.12.16 received and tabled. No areas for concern and 2 minor board minuting issues mentioned.

Phil reported that we have had a glowing Audit report from PWC Auditors congratulating those who are involved. Thank you to Carolyn, Cleve & Michelle for their efforts in this.

Move that the audited annual accounts Year ended 31/12/2016 be accepted

Phil / Kate

Carried by all

Finances are now progressing well to budget and back on track after blowout at start of year with the unexpected costs associated with building alterations.

Move that Payment Schedules #10 & 11 be approved for May 2017 be approved.

There is no cheque summary for May.

Phil / Paul

Carried

Confirm the resolution for application for Oxford funding submitted 15 June 2017.

Bridget/ Claire

Carried

3.2 Principal's Report: Taken as read.

Paul spoke to the following:

COL groups (Communities of learning) , Paul & 2 Deputy Principals are going on a bus tour to visit the schools we are likely to be working with in our COL.

Moved that the Principal's report be accepted.

Paul / Bridget

Carried

Moved into committee 7.05pm

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."

Meeting Closed 7.10pm

3.3 Staff Representative Report: Taken as read.

School Production term 3. Production team have written their own script called "Our-tearoa" where the school will be travelling around NZ with each class focussing on an area in NZ.

There has been a school wide Matariki focus with Whaea Claudine.

Moved Claire / Bridget

Carried

3.4 Property protection:

Nil

3.5 Health & Safety:

Nil

3.6 Communication:

Invites for staff, PTA & BOT function to be actioned by Jill nearer the time.

4 Significant Events/Successes

Successful 31.12.2016 audit report.

Mathathon day was a roaring success for both the children and appears to have raised good funds towards Maths equipment. All funds raised are due in 30/6/17 so a total will be known after this.

House team soccer games organised by Andrew Kent have gone well. Getting children from all years across the school involved in refereeing & playing.

Very productive PTA & BOT joint planning meeting. (Minutes from this at next meeting)

- 5 **Preparation for next meeting** See action list. Bridget asked members to view video on COL on NZSTA website.
- 6 **Date of next meeting 6.30 pm 25 July 2017**
- 7 **Meeting Closure:** 7.30 pm

Signed _____ Date _____
Chairperson

Action Points Outstanding

Month	What	Who	Status	Comment
2017				
	AED	Carolyn	Actioned	Training pencilled in.
	BOT/PTA joint spending	Various BOT&PTA	Ongoing	Meeting on 6 June 2017
Oct 2016	Board Effectiveness Review Survey	Paul/ Claire	Diarise	June 2017.
May 2017	Storm water	Paul		Contact contractors for advice
	Get together	Jill		Contact PTA & staff
June 2017	Remind staff re accident register	Claire/ Carolyn		
	Strategic plan	All		Please highlight any areas you see as important ready for August meeting
	COL- STA familiarisation of COL (Communities of learning)	All		Please see video prior to next meeting