

**MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES**  
**Held 21 July 2015      7:15pm in the staffroom**

**1.    Administration Matters:**

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

Hayley MacDonald, arrived 7.20pm

**Apologies Nil**

**1.2    Confirmation of the Minutes 16 June, 2015**

*Moved "that the 16 June 2015 meeting minutes be approved*

*Derek / David*

*Carried*

**1.3    Matters Arising Nil**

**1.4    Correspondence**

Correspondence tabled.

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

*Derek / David*

*Carried*

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

**2.    Special Topics**

**2.1    Basic Facts Maths Testing**

In Diana's absence, Cleve presented on her behalf a set of data and report that highlighted some areas of basic facts to concentrate on for various classes, genders and ethnicities. It was the first set of the new assessment data and as such, has been a learning exercise for all concerned. It will evolve over the next 12 months.

There are a few changes prescribed to help lift Children's basic facts.

Children will be getting more exposure to do basic facts daily. The staff have brainstormed ways to lift the profile and importance of basic facts like:

- Progress graphs/ladder/charts in class to create balanced competition and a sense of achievement.
- Regular tips in newsletter.

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- Using the website to place information & advertising this to the community, aiming at lifting overall engagement levels.

Staff have been researching different programmes/apps that are available for use at home and will be recommending these.

## 2.2 National Standards

Cleve presented the comparisons in Reading, Written Language & Numeracy results for June 2015. Whilst there were a few anomalies in the figures the overall picture is as follows. (Cleve will recheck these figures.)

**Reading;** Goal in relation to National standards was for all children to be more than or equal to 50% above, more than or equal to 45% at and less than or equal to 5% below.

**Positives** - number of children have moved from “at” to “above”. the number of children below is keeping at a good percentage. The Maori cohort remains very close to the overall cohort.

**Challenges** - We still have too many children working “at”

**Work-ons** - To continue to move the numbers of children working “at” to “above”

**Written Language;** Goal in relation to National standards was for all children to be more than or equal to 30% above, more than or equal to 60% at and not more than or equal to 10 % below. Also for boys to be less than or equal to 12% below.

**Positives** - The Maori Cohort is still similar to the overall cohort.

**Challenges** - We have too many children working “at” their level and not enough working “above”. We have too many boys 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 focus on the larger group of boys working “below.”

**Numeracy;** Goal in relation to National standards was for all children to be more than or equal to 40% above, more than or equal to 50% at, less than or equal to 10% below and to have less than or equal to 10% of girls below.

**Positives** - The percentage of children “below” has remained similar. There has been a small movement from “at” to “above”

**Challenges** - Continue to move the number of children “at to “above” especially girls. Decrease the number of Maori children working “below.”

**Work-ons** - Continue targeting our “at” children to move them to “above”

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Board suggested to create a standard reporting template on etap to make future reporting faster & easier. Cleve will draft something up with etap & put this to the BOT for comment.

### 2.3 Review Annual Plan

Cleve presented Annual plan with colour codes on for board to review & in google doc to be set up and emailed to make comments on so all BOT members can see what others are thinking.

## 3. Strategic Reports

### 3.1 Financial: Taken as read.

Tracking well against budget. Property is 53% spent vs 50% of year gone, but this reflects on Septic tank failure.

*Moved "that the June 2015 Financial Reports be accepted".*

*David/ Cleve Carried*

*Moved "that payment schedules 175,176, 177 & 20 be approved."*

*Derek / David Carried*

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

3 Way conferencing; Looking at making the conferences more uniform so all teachers are using a similar type process in each syndicate.

Ratify the following appointments;

Appointment of Debbie Harrison as Room 13 new entrant teacher fixed term 20 July 2015 to 14 December 2015.

Appointment of Angela Fuller as 1 day per week (.2) job share with Jennie Hawkes 4 days per week (.8)

*Cleve/Derek Carried*

Attendance; Cleve will be sending a letter home to caregivers of children who have had more than 10% absence in their attendance, (attendance report reviewed by year-group) unless it was a justified reason.

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*Moved that the Principal's report be accepted*

*Cleve / Derek*

*Carried*

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

**Production** Jan Fisher is working with staff & children again for this years school production- "Lights, Camera, Action." Children were very excited about this with lots of ideas. Learning focus this term is "I am an entertainer."

Cherry Ottenhof is starting the Feuerstein Instrumental Enrichment programme trialling this on a 1-1 programme with a selected group of children.

**3.4 Asset protection:** 10 year property plan will be ready for August meeting, to be presented with 5YA by Cleve.

Capital works, need to do some spending shortly, several ipads have failed and the projectors are starting to fail as well.

**3.5 Health & Safety:** Bridget

Hayley will research the ability to utilise \$2000 Oxford grant received for shirts to identify any restrictions on how it can be utilised.

*Move that*

*Application to be made to Oxford Sports Trust for funding for 20 i-pad air devices and cases totalling \$10,900 incl GST for replacement and supplementary i-pads for classroom use.*

*Claire / Jill*

*Carried*

*Application to be made to Oxford Sports Trust for Funding for 7 Chrome books totalling \$2100 incl GST for classroom use.*

*Jill / David*

*Carried*

**3.6 Communications:** Jill There will be a Staff/BoT morning tea Tues 8 September @10.30am.

**3.7 Personnel/Legislation** Nil

**4. Environmental Intelligence**

**5. Significant Events/Successes** 4th in mathex.

**6. Personnel Matter**

Moved into Committee 9.40 pm

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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 personnel matter.

Moved out of Committee 10pm.

**7. Meeting Closure:** 10.05 pm

**8. Preparation for next meeting**

See action list

**9. Date of next meetings:**

Next meeting: Tuesday, 25 August 7pm start

2015 Meetings as follows; 15 Sept, 20 Oct, 17 Nov, 8 Dec

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

#### Action Points 21 July Meeting

| Month       | What  | Who     | Status           | Comment  |
|-------------|---|---------|------------------|--|
| <b>2015</b> |   |         |                  |  |
| 19 May      | PTA / BoT meeting   |         | Open/<br>ongoing | 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   |
|             | Master Plan for Buildings and Grounds. Google doc for ideas for Projects. | Cleve   | Open             | To distribute this to board.   |
| 16 Jun      | Education Services to be advised  | Carolyn | Open             | Clause 14 paragraph 2 is to be removed as the Hall settlement has been included in the 2014 accounts as the contract for hall was signed in 2014 year. |
|             | Board Liability after school hours  | Carolyn | Done,            | Research the Liability. (Note was in newsletter)   |
| 21 Jul      | Standard reporting template   | Cleve   | Open             | Contact Etap to draft this up  |
|             | National Standard figures   | Cleve   | Open             | To recheck these figures.  |

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|  | Attendance;  | Cleve                           | Open | letters to parent of children with 10%+ absence  |
|  | Bot Morning tea 8 Sept                                 | Carolyn                         |      | to advertise this & source food?   |
|  | Oxford Trust applications<br><br>Present 10YPP and 5YA | Bridget/<br>Hayley<br><br>Cleve |      | Prepare 2 applications for i-pad air & chrome books<br><br>Include commentary on cyclical R&M account. |

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