

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
Held 24 October 2017 6.40pm in Staffroom

1 Administration Matters:

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

1.2 Apologies: Nil

1.3 Confirmation of the Minutes 19 September 2017

Moved that the 19 September 2017 meeting minutes be approved

Moved that the 19 September 2017 In committee meeting minutes be approved

Lambert / Leathem

Carried

Matters Arising from Last Meeting: Nil

1.4 Correspondence:

Correspondence tabled.

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

Lambert / Currey

Carried

1.5 Changes to disclosures of interest: Nil

2 Discussion Topics/ General Business

2.1 Board Effectiveness Review

Bridget raised the issue of self review.

Discussion had around what is the purpose of the BOT effectiveness survey? Is it to review the effectiveness of those governing the school or a self review of how the Board functions?

Feeling is that is not necessary to wait for a review to talk about how the board is operating. Felt open & honest conversations are occurring.

But the opportunity to put ideas down may be helpful & as preparation for ERO review.

How do we know what is happening in the school? Student voice?

Asked members to consider any questions they may want raised to go into a survey monkey review. Please get these to Bridget or Carolyn by 7 Nov so they may be considered and collated for review.

2.2 Budget Planning for 2018

Paul has Education Services template for 2018. The draft budget will be prepared by end of year & once the 2018 funding is finalised, budget will be presented for approval prior to March.

Staff have all been asked to place any requests for 2018 spending & verify these.

2.3 **Health & wellbeing curriculum review/survey**

This is a requirement, although Paul will check frequency of requirement & what we need to be surveying on.

Some thoughts: Health & Well-being, Sunsmart accreditation, Cyber bullying, Life Ed caravan

Ask respondents to indicate what part of the community they represent.

Questions need to be structured to see whether we are meeting children's needs. Felt this is a good way to keep in touch with the community.

2.4 **Staff Xmas Party;** Agreed that Board will cover the staff cost of Christmas function upto \$1200.

2.5 **BOT Xmas** get together Sunday 17 Dec. 3pm.

3. **Strategic Reports**

3.1 **Financial:**

Expenditure; 61% of allocated budget spent & 75% of way through the year.

Staffing is over budget due mainly to illness, however is balanced off with staff development budgeted figure as teachers have been paid via teacher salaries instead of bulk grant. Aim is to be at 0 for banked staffing by 31/3/18.

Currey / Leathem

Carried

Move that Payment Schedules #18,19,20 & chq summary #9 for September 2017 be approved.

Currey / Leathem

Carried

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

Paul spoke to the following:

Staffing; Currently working through scenarios of class compositions & staffing positions.

Staff PD; Digital Fluency for all staff 31/10/17.

Scooter track was officially blessed and opened on last week of term 3.

H&S; Garage on corner of Austin road needs removing. It is asbestos & needs specialist removal. Quotes are being received. Paul will contact MOE to see what they anticipate cost should be. Board agreed that this needs removing. Paul will keep board informed.

H&S children; x 2 serious injuries requiring further medical treatment. Parent is adamant that they love the play philosophy, although Paul is conducting a review into how the incidents occurred.

Policy review; Policy list has been aligned.

Camps; Rm 7&8 have overnight camp at Taurikura 30 Nov & 1 Dec. Rm 5&6 have overnight camp at Korokota Marae 5&6 Dec. Rams forms have been completed

Shepherd / Lambert

Carried

3.3 Staff Representative Report: Taken as read. Busy term with Athletics, Staff development, camps, assessment & reporting.

Community support, reciprocal visits with Selwyn Park residents.

Drumming group attending busking festival.

3.4 Property protection: See Paul's report

3.5 Health & Safety: See Paul's report.

3.6 Communication: Discussion about BOT, staff get together, maybe trial a morning tea at Teacher only day, due to the term already being pretty booked up!

4 Significant Events/Successes

Our-Tearoa, Love it here!!! Production; was a great achievement. Tired children & staff but all enjoyed it & very positive & nice feedback from the community.

Kendra Bradley is to be commended on her role she took on as Co-ordinator /Director of the production.

Scooter track. Big thanks for PTA's contribution to this, The children are really enjoying it. Also being well used by the community after school hours.

Paul's Appraisal continues to track well.

5 Preparation for next meeting See action list.

6 Date of next meeting 6.30pm 21 November 2017

7 Meeting Closure: 8.40 pm

Signed _____ Date _____
Chairperson

Action Points Outstanding

Month	What	Who	Status	Comment
2017				
Aug 2017	Board Effectiveness Review Survey between members. How effective is the board?	Paul/ Claire & Bridget	Diarise	Nov 2017.
May 2017	Storm water	Paul		Contact contractors for advice
August 2017	Strategic plan	All		Please highlight any areas you see as important ready for September meeting
Oct 2017	Board Self review	All	ongoing	Get any ideas to Carolyn or Bridget by 7 Nov for BOT survey monkey consideration

Oct 2017	Health & wellbeing review	Paul	ongoing	Check what is required to be reviewed
	Garage cnr Austin Rd	Paul	ongoing	Obtaining quotes for removal