

Draft MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
Held 15 November 2016 7pm in the staffroom

1 Administration Matters:

1.1 Present: Bridget Lambert (Chair) Cleve Bloor, Phil Currey, Kate Davies, Jill Trubshaw
Claire Turton, Carolyn Boyce-Bacon (Secretary)

1.2 Apologies: Todd Leathem

1.3 Confirmation of the Minutes 18 October 2016

Moved that the 18 October 2016 meeting minutes be approved subject to the following

Correction to last meeting; Claire was an apology not present.

Bridget / Phil

Carried

Matters Arising from Last Meeting.

Board Effectiveness review: Question around timing. Agreed that would be good to wait until June 2017 when new Principal and board would have had more time in office. Suggestion that neutral secretary do the collation of survey via Survey Monkey.

AED Device: Book ST John course for early 2017. Need to put information in newsletter advising community of the location of the device.

Joint BOT/PTA meeting. Both committees will meet at 6pm & then have joint meeting starting 7.30pm. Cleve to invite Paul Shepherd if he is able.

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."

7.15pm

To approve minutes of 3 meetings dated 17 Sept, 20 Sept, 8 Oct held to formalise appointment of Principal process, discussions and outcome.

Moved Bridget/ Claire

Carried

Moved out of "In Committee" 7.25pm

1.4 Correspondence

Correspondence tabled.

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

Bridget/ Kate

Carried

1.5 Changes to disclosures of interest: -Nil

2 Special Topics

2.1 Draft Annual Plan- Presented

Chrome Books Will be the desired devices going forward as these align with the Intermediate preference, and for now all device types are acceptable.

ICT Cleve will add the appointment of a P/D expert, Hopefully Tania Coutts who is familiar with Maunu School as an expense to annual plan.

Please get any comments back to Cleve by 22 November so this can be finalised.

2.2 Draft Budget.

Budget presented and approved by board.

Moved that the 2017 Draft Budget be adopted and forwarded to Education Services for inputting.

Cleve/Phil

Carried

2.3 Summary of Accident Register

Total injuries for the year 54

Total numbers requiring further treatment 7

Broken limbs are no longer required to be reported to worksafe.

3. Strategic Reports

3.1 Financial:

Phil spoke to the October reports.

Tracking well. Banked staffing is coming down as we are charging 1 teacher to bulk grant rather than Teacher salaries

Move that the October Financial Reports be accepted.

Phil / Bridget

Carried

Move that Payment Schedules # 216 & 8 be accepted

Phil / Jill

Carried

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

Cleve spoke to his report.

Collaborative classrooms in 2017- The teachers are coming up with innovative plans.

Kapa Haka- Our group participated with great credit at the festival.

Classroom renovations- The contractors assure us they will still finish on time.

There have been 2 variations so far and awaiting prices for these.

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Communities of Learning-

Principals from around Whangarei have been meeting to try & come up with a system that would work for the North. They have a meeting with the Minister of Education next week.

Moved that the Principal's report be accepted.

Cleve / Bridget

Carried

3.3 Staff Representative Report. Taken as read.

PAT testing results. Claire explained how the PAT testing results operate and how the teachers use them to make their OTJ's. (Overall teacher judgements)

Moved that the Staff report be accepted

Claire / Bridget

Carried

3.4 Property protection.

3.5 Health & Safety Nil

3.6 Communication

3.7 Change of Signatories;

*Moved that "That Paul Shepherd, Principal be appointed as a signatory to replace Cleve Bloor, retiring Principal effective 27 January 2017"
ASB Bank forms to be completed.*

Cleve/ Bridget

Carried

4 Environmental Intelligence

Big thanks to staff for effort in making items for senior tent in Country Fair. The children had a great time making all their items.

5 Significant Events/Successes

We are very fortunate to appoint a new Principal of the calibre of Paul Shepherd.

Thanks to the effort of the PTA for a wonderful result at the fair. Best result ever.

Kapa Haka performance at Mangakahia School. The children represented Maunu School well.

6 Meeting Closure: 9.15pm

7 Preparation for next meeting See action list

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8 **Date of next meeting**

December 6 6pm- 7.30pm, then to be a joint meeting with PTA commencing 7.30pm

Signed _____ Date _____
Chairperson

Action Points Outstanding

Month	What	Who	Status	Comment
2016				
	AED	Cleve	Carried Fwd	Training to be booked early 2017 & to be put in newsletter advising community of its location.
	BOT/PTA joint spending	Various BOT & PTA	Ongoing	Funding for projects still under discussion. Sandpit.
	Vulnerable Children's Act	Carolyn? Cleve	Ongoing	Needs to be on the website.
Oct 2016	Board Effectiveness Review Survey	Cleve/ Claire	Diarise	June 2017.
Nov 2016	Draft Annual Plan	All		Any ? or comments to Cleve by 22 Nov.
Nov 2016	Appointment of a P/D expert,	Cleve		Insert expense into Annual Plan
Nov 2016	Budget - approved	Carolyn		Send to Ed Services
Nov 2016	Staff Accident register	Carolyn		Send to Bridget for inclusion in report (done)
Nov 2016	ASB Change of signatories to be actioned	Carolyn		