

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
Held 20 Sept 2016 7.10 pm in the staffroom

“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.”

Confirmation of the *In Committee* Minutes 19 July 2016

Change; Principal applicaton email address to be checked by Carolyn in absence of Bridget.

Moved that the 19 July meeting minutes be approved.

Bridget/ Kate

Carried

Confirmation of the *In Committee* Minutes 6 September 2016

Moved that the 6 September 2016 In Committee meeting minutes be approved.

Bridget/ Phil

Carried

1 Administration Matters:

1.1 Present: Bridget Lambert (Chair) Cleve Bloor, 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 July 2016

Moved that the 19 July 2016 meeting minutes be approved.

Kate / Phil

Carried

Matters Arising. Nil

1.4 Correspondence

Correspondence tabled.

Moved from the Chair “that the correspondence schedule be accepted”.

Bridget/ Jill

Carried

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1.5 Changes to disclosures of interest: -Nil

2 Special Topics

2.1 Property Maintenance - Policy review

The school has a property manager, Claire Furlong from APR, who works with the Principal on any building projects. Claire is just over 1 year into a 5 year contract for us. The maintenance of school is handled by the Principal. Cleve will ensure the procedures include reference to the use of Property Manager which is a Ministry requirement.

That Property Management Policy has been reviewed for a further 3 years.

Bridget/Jill

Carried

Asset Protection

The asset register is maintained by the Office Administrator, Principal & Education Services Ltd.

5 Yr Capital Works Plan & 10 yr Maintenance Plan

This shows painting and the projected time frames for each area..
The cyclical maintenance figure restarts upon completion of any building projects.

Hazard Register Review

Cleve spoke to hazard register & explained the score system.
Cleve to review some of the scores after actions have been made.
Cleve to create a new column on the Hazard Register that records the risk score before any hazards are minimised
The new playground is to be added & the raw scores checked.
The hazard register is a moving document.

Attendance Report

Cleve spoke to attendance report
Period 1/1 to 13/9. 36 children have had 20 or more days away.
Notes have been sent to children who have regular patterns of absence. Arranged holidays are considered part of their learning. Last time letters were sent out some families have improved their attendance.
New report format will have children's absence recorded.

3. Strategic Reports

3.1 Financial:

Phil spoke to the July August reports.

Banked staffing was explained

Move that the July & August Financial Reports be accepted.

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Phil / Bridget

Carried

Move that Payment Schedules Accepted # 209,210,211, 212,213 & 6,7

Phil / Bridget

Carried

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

Cleve spoke to his report.

Written language moderation was completed with Beachlands School. We compared favourably with them and can be confident the OTJ's of our children's work is accurate.

Cleve to update quotes for sandpit and then application to be made to Oxford sports trust.

Legislation; NZEI Staff members attended a paid union meeting 16/9/16 regarding the global funding and communities of learning changes the government is proposing. This needs to be discussed at a further Board level when time permits so the board have a unified understanding of the proposals..

Moved that the Principal's report be accepted.

Cleve / Bridget

Carried

3.3 Staff Representative Report. Taken as read.

Very good Cross Country results. Thanks to Diana Hesketh for all her organisation

Moved that the Staff report be accepted

Claire / Bridget

Carried

3.4 Property protection. Nil

3.5 Health & Safety

3.6 Communication Board would like to gather together to present the new Principal when the time is right. Staff /BOT morning tea date to be arranged.

4 Environmental Intelligence Nil

5 Significant Events/Successes

Cross Country.- Good results from our children at interschools & Northland Cross Country.

Grandparents day - This was a roaring success and the staff and community would like to see this become a regular event. Thanks to the staff for all the work to pull Grandparents day together.

Moderation. Good that this was completed successfully & the results were pleasing. BOT Rep training. There are more training sessions coming up and Bridget invited members to attend if interested.

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- 6 **Meeting Closure:** 9.00 pm
- 7 **Preparation for next meeting** See action list
- 8 **Date of next meeting** Tuesday 18 Oct 7 PM

Signed _____ Date _____
Chairperson

Action Points Outstanding

| Month | What | Who | Status | Comment |
|-----------|---|----------------|----------------------------|---|
| 2016 | | | | |
| | AED | Cleve | | Training to be arranged for this & to be put in newsletter advising community of its location. Carried Fwd |
| | BOT/PTA joint spending | various | Playground 50/50 BOT & PTA | Funding for projects still under discussion. Action those agreed on. Sandpit Playground & Front Entrance quotes. Ongoing |
| | John Parsons BYOD talk | Bridget/ Cleve | 28-30 Nov | Book John for dates (done) . Liaise with Principals & TFT (teachers for teachers) group |
| | Vulnerable Children's Act | Carolyn ?Cleve | | Needs to be on the website. Ongoing |
| | Property Maintenance review | Cleve | Actioned | Ensure the procedures include reference to the use of Property Manager which is a Ministry requirement. |
| Sept 2016 | Absences to be recorded on report format | Cleve | Actioned | Number of days Present/Absent to be included in new report format |
| | Policy review timeline out to all board members | Carolyn Cleve | Actioned | Ensure all members have a copy of the policy review timeline. |
| | Hazard register | Cleve | Actioned | Add new playground & insert a before & after score |
| | Sandpit quotes | Cleve | Actioned | Update to send off for Oxford application |
| | BOT Member addresses | Carolyn | As per google doc shared | Carolyn to determine preferred address |