

**MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES**  
**Held 13 February 2018 6.30pm in Staffroom**

**1 Administration Matters:**

**1.1 Present:** Bridget Lambert (Chair) Paul Shepherd, Phil Currey, Kate Davies, Claire Turton, Todd Leathem arrived 6.50pm, Jill Trubshaw arrived 7.06pm  
Michelle Manihera (Secretary)

**1.2 Apologies:** Carolyn Boyce-Bacon

**1.3 Confirmation of the Minutes 6 December 2017**

*Moved that the 6 December 2017 meeting minutes be approved*

**Confirmation of the In Committee Minutes 6 December 2017**

*Moved that the In Committee Minutes 6 December 2017 meeting minutes be approved*

*Davies / Lambert*

*Carried*

**Matters Arising from Last Meeting: Nil**

**1.4 Correspondence:**

Correspondence tabled.

Email received from Rob Adamson regarding the Textile Clothing bin outside school on SH14 and how non clothing items are be dumped. Paul to reply to Rob acknowledging the problem and to inform him that the BoT plan to monitor it over the next 2 months and then reevaluate the situation.

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

*Lambert / Currey*

*Carried*

**1.5 Changes to disclosures of interest: Nil**

**1.6 Delegations of Authority:**

Approve the Delegation list and maintain those positions.

*Lambert / Davies*

*Carried*

**1.7 Election of Chair:**

Bridget vacated the chair, nominations were called.

Bridget was nominated unopposed as Chair.

*Leathem / Davies*

*Carried*

**2 Strategic Reports:**

**2.1 Financial:** Phil spoke to December accounts.

Expenditure 96% of the allocated budget spent

\$140,000 surplus in the bank account at the end of December - Phil suggested that any decision on spending is put on hold until final 2018 budgets are confirmed.

*Currey / Davies*

*Carried*

*Move that Creditors Schedule #25,26,27,28 & Payment Schedule #12 for December 2017 & January 2018 be approved.*

*Currey / Lambert*

*Carried*

- 2.2 Principal's Report:** Taken as read. Paul spoke to the following:  
**PD** - Kendra Bradley over the course of this year will be working with each syndicate to see what is needed to focus on writing for 2019
- 2.3 Staff Representative Report:** Taken as read.
- PD Day 30 Jan** - Worthwhile and productive. Workshops run well by staff which showed that staff were willing to step up and take charge of workshops etc. showing their confidence and skills - a reflection of all the staff.
- 2.4 Property protection:** See Paul's report.  
 Old shed removed  
 Library window broken on Sunday night.  
 New ½ Container bought, and will be placed next to existing container.
- 2.5 Health & Safety:** Nil
- 2.6 Communication:**  
 - Jill asked how the 30 Jan morning tea with the staff went. It went well, enjoyed by all.  
 - Setting the scene Thursday. Bot to come and be introduced to the community if possible

### **3 Discussion Topics/ General Business**

- 3.1 Policies, Procedures and Statements:**The google docs was originally created incorrectly and was hard to share but with the technical support -UIT, we are working on them. Paul and bridget worked on collating these and they are now all in hard copy in the Red folder - staff room.
- 3.2 Budgets: That Draft** budget be approved and passed.  
 Audit costs remains the same for 2018 & ORS funding is as expected for the number of children we have.  
*Shepherd / Davies* *Carried*
- 3.3 Strategic Plan 2018-2020 Charter:** Paul presented a draft Charter/Strategic goals. It's a document that allows us to go in lots of different directions, e.g. global connections.  
 Having a strategic overview (1 page) easy to look at and condensed.  
**Paul to send everyone electronically the draft plan to read through, add to, question/challenge ideas etc.**
- 3.4 ERO Process:** Paul handed out the ERO framework of some of the issues they will discuss. Timetable confirmed. 12 - 1pm on Monday 19th Feb - All the BoT to come if possible. Jill and Todd to meet them at 2.15pm as unable to make the earlier meeting.
- 3.5 Principals Appraisal:** Appraisal done.  
 Bridget to inform Brian Gower that we will be going with another Principal Appraiser this year as per Board previous board decision to have Brian for 1yr after the new Principal Appointment.  
 Bridget is to contact Lil Rafael to do Paul's Principals Appraisal this year.

**Moved into “in committee” 8.35pm**

To discuss staff personal leave.

*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.”*

**Moved out of “in committee” 8.41**

*Shepherd / Lambert*

*Carried*

**4 Significant Events/Successes**

**5 Preparation for next meeting:** See action list.

**6 Date of next meeting:** 20 March 2018 at 6.30pm

**7 Meeting Closure:** 9.25 pm

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

**Action Points Outstanding**

Month	What	Who	Status	Comment
<b>2017</b>				
May 2017	Storm water	Paul		Contact contractors for advice
August 2017	Strategic plan	All	ongoing	Please highlight any areas you see as important ready for September meeting
Oct 2017	Health & wellbeing review	Paul/Claire	Feb 2018	Action this at setting scene evening T1 2018
Dec 2017	School Docs- Policy management system	Paul	Ordered	Research & report to board
Feb 2018	Next Principal Appraisal	Bridget		To contact Lil Rafael
Feb 2018	Draft of Strategic Plan 2018-2020 Charter	Paul		To email to the Bot Members
Feb 2018	Rob Adamson	Paul		Replying in re: to clothing bin