

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
Held February 19 2019 6.45pm in Staffroom

1 Administration Matters:

1.1 Present: Bridget Lambert (Chair) Phil Currey, Kate Davies, Alison Manson, Claire Turton, Carolyn Boyce-Bacon (Secretary)

1.2 Apologies: Todd Leathem, Paul Shepherd (on sabbatical leave)

1.3 Confirmation of the Minutes 27 November 2018

Matters Arising from 27 November 2018 Meeting:

Discussed the Puriri Park HNZ development and it's impact on roll growth.

Moved that the 27 November 2018 meeting minutes be approved

Lambert / Davies Carried

Election of Chair

Bridget vacated the chair. Nominations were called for-

Bridget Lambert nominated, Todd Leathem indicated via email he also wanted to endorse Bridget's nomination. Bridget indicated she was happy to continue as Chair until the Board election in May.

Currey/ Turton

All in favour. Carried.

Bridget resumed position of Chair.

Election of Officers/ portfolio distribution - roles & responsibilities

Discussion around duties and whether distribution of workload to Principal was fair. All agreed that Paul was doing a wonderful job & kept members well informed of any developments in the school. The following portfolios remain.

Bridget- Chair

Paul - Principal

Phil - Finance

Kate - Health & Safety

Todd - Property

Claire- Staff

Alison- Communication & Wellbeing

Claire presented Delegations list for the Finance Committee & Disciplinary Committee for annual approval. Agreed.

Lambert/ Turton

Carried

1.4 Correspondence:

Outwards

Letter to PTA re facebook account using Maunu School name.

Inwards

Out of zone enrolment letter x2 - In committee

Leave request - In committee

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

Lambert / Davies

Carried

1.5 Changes to disclosures of interest:

Nil

2 Strategic Reports:

2.1 Principal's Report: Claire spoke to her report.

NAG1 Curriculum

Extra curricular activities provided include Kapahaka & Maori language programme, Steps programme & Lexia programme. Students are selected for any extra support programmes from a variety of sources, not just "data" driven information.

Strategic Planning

2019 Strategic goals were highlighted for discussion.

Culture & Identity-

- programmes will be developed in consultation with ethnic groups to ensure integration is smooth & respectful.
- Whanau and families from different ethnic groups will be integrated into the school through programmes of integration and consultation.

Academic Achievement-

- Wellbeing will be a focus for all teachers & students. This will be integrated with the CoL Professional development.
- Opportunities for all curriculum areas to be developed through STEM - type programmes.
- Continue to develop teacher aides through PD with SENCO

Open ended curriculum -

- Continued development of use of digital technologies in the classroom to accelerate and support learning.
- Integration of IT into learning programmes across the school.
- Review and analyse the participation (individuals, groups) in "talent" programmes.
- STEM type activities fostered through "learning through play" philosophy

Personnel - Leadership -

- Leadership team is committed to having "many minds, one voice"
- Skills & passions identified in the team & staff encouraged to lead in these areas.

Professional development -

- N4L & the pond explored in school and class programmes and teacher planning.

Property -

- Further work with MOE around impacts of roll growth & housing developments in Maunu area/zone.
- Development of turf/ court area

Finance -

- Surplus will be committed to enable extra staffing for 2019 to help with the roll numbers while "out of zone" students move through the school.

NAG 2A Progress & Achievement

We are reviewing reporting to parents procedure. Working with Rob Webb from Etap- (the schools student database) developing how to track students moving through the school & enhance reporting to parents.

NAG 5 Health & Safety

4 wasp nests have been treated & removed by a professional.

NAG 7 Charter

Charter accepted by board members.

Turton/ Lambert

Carried

NAG 8 2018 Analysis of Variance

Tabled and sent off to Ministry.

Turton/ Lambert

Carried

Planned actions for lifting achievement across the school.

Points to note.

- A teacher will be given a leadership role to review writing across the school, research methodology and provide teacher coaching and mentoring.
- Development of core criteria for effective writing.
- We aim to make more accurate assessments in writing.
- Involvement in the CoL PD around oral & written Language.
- The school is moving to a more learning through play philosophy, where oral language will be a feature.
- ESOL funding and programmes now support a significant number of students, empowering them in their writing and oral language.

2.2 Financial:

Phil spoke to the November and December accounts.

Move that Creditors Schedules 1 & 2 be approved for payment.

Currey / Lambert

Carried

2019 Budget

Presented final 2019 budget as tabled in December.

Currey / Lambert

Carried

2.3 Staff Representative Report: Incorporated into Principal's report

2.4 Property: Refer Claire's report

Clothing Bin. Clothing bin company advise that they are pulling the bin as it is unsustainable with the level of dumping.

Enrolment Policy discussion

Moved into committee 8.10pm

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 9.10 pm

3 Discussion Topics/ General Business

Appointment of returning officer for 2019 BOT Election

Agreed Michelle Manihera is appointed as returning officer. She will be paid the recommended rate.

We will use the recommended guideline for timing as published by NZSTA.

10 May nominations open, 24 May nominations close.

7 June Election day if election required.

Bridget asked members to consider their plans for the upcoming election and also think about any potential new members as often the best way to recruit is to tap people on the

shoulder and invite them to come along to a meeting. Information to be placed in upcoming newsletters.

School Docs. - Policy update. There has been an issue with receipt of information & this has not been actioned. Claire is following this up.

7 Significant Events/Successes

Setting the scene evening. Good turnout of parents.

All teaching staff went to COL launch Monday 18 Feb after school. Focus on Staff & student wellbeing..

Successful teacher only day with good buy in from staff. - was informative.

7 Preparation for next meeting: See action list.

8 Date of next meeting: 19 March at 6.45pm

9 Meeting Closure: 9.40 pm

Signed _____ Date _____
Chairperson

Action Points Outstanding

Month	What	Who	Status	Comment
March 2018	Funding application template.	Paul	ongoing	To streamline application funding timeline.
August 2018	Enrolment Zone area	Carolyn/Paul	ongoing	Need confirmed zone from MOE
Nov 2018	Carpark	Paul		Quotes for loose grit removal
Nov 2018	Maunu Primary School FB	Claire Paul Bridget	Actioned	To contact FB page administrators and ask them to change the name. Media Policy to be considered
Feb 2019	Election	Claire		Advertising in newsletter.