

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
Held March 20 2018 6.30pm in Staffroom

1 Administration Matters:

1.1 Present: Bridget Lambert (Chair) Paul Shepherd, Phil Currey,
Claire Turton, Todd Leathem, Carolyn Boyce-Bacon (Secretary)
Kate Davies- arrived 6.50pm

1.2 Apologies: Jill Trubshaw

1.3 Confirmation of the Minutes 13 February 2018

Moved that the 13 February 2018 meeting minutes be approved

Confirmation of the In Committee Minutes 13 February 2018

Moved that the In Committee Minutes 13 February 2018 meeting minutes be approved

Lambert / Shepherd

Carried

Matters Arising from Last Meeting: Change of wording to pass motion.

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.

Lambert / Leathem

Carried

1.4 Correspondence:

Correspondence tabled.

Resignation from Jill Trubshaw received.

Letter from Brian Gower- Thanking school for work with Principal appraisal.

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

2 Strategic Reports:

2.1 Financial: Phil spoke to February accounts.

Expenditure 14% of the allocated budget spent & 17% of year.

2017 Financial accounts are currently at the auditors.

Showing \$100k surplus.

Phil thanked Paul & Carolyn for their work managing the budget. Acknowledged Paul for working with a budget he didn't prepare, using systems & processes he wasn't familiar with in his first year at Maunu School.

Currey / Davies

Carried

Move that Creditors Schedules 1,2 & 3 February 2018 for payment be approved.

Currey / Lambert

Carried

2.2 Principal's Report:

Current roll 326 & tracking to predicted end of year roll.

Curriculum

Focus teams for curriculum implementation plan for Maths, Written Language, PE/ Health & Social Sciences. Feedback is collated & amendments made.

Assessment schedule & expectations includes all teacher having Target Students in Maths & Reading. The target students are in the below range.

Strategic Planning, Review & Reporting.

Paul presented the board with an operation Manual folder each.

This contains

- Trustee register
- Delegations of authority
- 3 year review cycle
- Annual work plan
- Policy review
- Charter & strategic plan

He requested members to give feedback please and to bring this document to each meeting so any updates can be recorded. He stressed it is a working document.

Progress & Achievement

Looking at Prime & NZC levels & their correlation.

The mid year student report has been slightly modified to remove National standards wording.

Property

Met with MOE property advisor as there is work required on Library & Admin roofs & fire alarm system.

The PTA & BOT met & agreed that future focus for spending of funds raised would be areas of shade and a turf upgrade. Quotes are being obtained.

Analysis of Variance

ERO -Awaiting report.

COL- Communities of Learning

Maunu is in COL 2

2.3 Staff Representative Report: Taken as read.

2.4 Property: Refer to Pauls report

2.5 Health & Safety: Nil

2.6 Communication:

Todd reported back on the Governance Essentials 1&2 course he did recently.

He recommends that other board members consider attending these courses as he found it really helpful.

3 Discussion Topics/ General Business

3.1 Strategic Planning Policies & Procedures update- refer to Pauls report

3.2 ERO Process

A discussion around the ERO process was had.

3.3 Funding Application Process

Need to put together a template for timing of funding applications.

3.4 Capital Projects

Refer to Pauls report

3.5 Out of Zone Enrolments

May out of zone ballot was tabled. No out of zone children will be accepted apart from siblings of current students.

4 Significant Events/Successes

Jill Trubshaw resigning after 8 years on the board.

BL to send a card & a voucher thanking her for her tenure on the board & acknowledging her families long association of 50 years with Maunu school.

Discussion around the process & options for a replacement board member.

Zone swimming sports.

Cricket team won at recent competition.

5 Preparation for next meeting: See action list.

6 Date of next meeting: 15 May 2018 at 6.30pm

We will have a special meeting to review the ERO report upon it's receipt - tentatively Mon 26 Feb 4pm. This will now be Tues 10 April 5.15pm as report was not back from reviewers by 26/3.

7 Meeting Closure: 8.45 pm

Signed _____ Date _____
Chairperson

Action Points Outstanding

Month	What	Who	Status	Comment
2017				
May 2017	Storm water	Paul		Contact contractors for advice
Aug 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 Awaiting ERO report
Feb 2018	Next Principal Appraisal	Bridget	ongoing	To contact Lil Ruffel
March 2018	Funding application template	Paul		To streamline application funding timeline.