

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
Held May 15 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
Members of the Public in attendance; Alison Manson sat in on meeting.

Student Presentation on the improvement to the Sounds of Tane bush area on corner of Austin & Maunu Roads

Mission Control team of Roland Fewtrell, Ethan Halaapiapi, Lachlan Noone, Tommy Reid, Rose Shaji, Fraya Hardy, Sarah Foon, Riana Stratton, together with teacher James Love presented their Sounds of Tane improvement Project.
(Children's parents sat in on presentation)

Children explained what they are proposing to do, what they hope to get out of the project & what resources they require.

The senior team of approx 120 students are studying a REduce, REuse, REcycle theme in term 2.

The idea behind the project is to improve the Sounds of Tane, but using the reuse, recycle and reduce theme to keep costs down.

There will be a request for funding from BOT later, once Mission control is further down the track.

The board agreed that it was a well thought out presentation and once Mission control know what they want the Board will consider and approve any requests for funding via BOT email tree as they want to keep the project moving and not have to wait for the next board meeting.

Board congratulated Mission Control on their efforts to date.

Mission control and parents left the meeting 6.50pm and meeting continued.

- 1.2 Apologies:** Nil

1.3 Confirmation of the Minutes 20 March 2018

Matters Arising from 20 March 2018 Meeting:

Paul & Todd did a 5 min presentation to Whangarei District council about the stormwater on Austin Road. We are asking council to work with school on the flooding danger & to support funding of stormwater system in the long term council plan.

Council recommended anyone report any flooding issues to the fixit site to continue to flag any issues around the school.

Moved that the 20 March 2018 meeting minutes be approved

Lambert / Leathem

Carried

Confirmation of the Special In Committee meeting Minutes 10 April 2018.

Moved that the Special In Committee meeting 10 April 2018 minutes be approved

Lambert / Shepherd

Carried

- 1.4 Correspondence:**
Correspondence tabled.

Remit from Whanganui Intermediate School re increase of member fees.
Agreed that we would support this. Carolyn to reply supporting the remit

Moved from the Chair "that the correspondence schedule be accepted".
Lambert / Currey *Carried*

1.5 Changes to disclosures of interest: Nil

2 Strategic Reports:

2.1 **Principal's Report:** Paul spoke to his report. Roll is tracking as predicted.

Strategic Planning, Review & Reporting. Claire covered this in her report.

Progress & Achievement

Working on improving the student data entry & retrieval system on etap to reduce repetition for teachers when reporting. This will happen over next 2 terms.

Mid year report. With legislation changes and National Standards we have made some minor changes to the mid year report. The main changes are the removal of references to National standards and replaced with NZ curriculum levels.

Property

Roofs- still pushing for MOE to fund these. These may need re-pitching.

Fire Alarms- Lightning strike 1st weekend of holidays, hit motherboard, UPS & PABX phone system. We are in consultation with MOE & Our risk insurers to discuss claim. Tiger turf are coming to quote a proposed enlarged turf area.

Enrolment zone. The Ministry map & zone description don't match. There was an alteration in 2014 due to Maungatapere requesting alteration because of yr 7/8. We are working on this.

NAG Goal 2 -Academic Achievement

Paul explained;

Our appraisal process.- teaching practice, including engagement, assessment differentiation.

Collaborative practices

The continual focus in classrooms of students "learning how to learn"

Paid Union meeting. Thurs 21 June at 1.pm

Paul asked for support to put something in newsletter that we will be on skeleton staff & requesting parents to collect children @ 12.30 if they are able. School will not be closed but would be helpful to have reduced numbers of children at school for the afternoon.

Board agreed that as long as not political, just a statement explaining what is happening in newsletter they supported this approach.

2.2 **Financial:** Phil spoke to March & April accounts.

Final amount of building project \$23k to be paid in May.

Minute that budget for classroom teaching resources expenses be increased by \$200 per class & PTA donations increase by \$2800 to 28800. No net change to budget. Education services have actioned this in April accounts.

Move that Creditors Schedules 4,5,6,7 & online payment summary # 2 March/April 2018 be approved for payment.

Currey / Davies

Carried

2.3 Staff Representative Report: Taken as read.

Strategic Planning, Review & Reporting. Claire covered this in her report.

Claire explained reporting to parents and how the teachers come up with their information when reporting. How they achieve their OTJ (overall teacher judgement). She presented the guideline booklet that leadership team have designed for consistency across the staff when writing reports.

2.4 Property: Refer to Pauls report

2.5 Health & Safety: Nil

3 Discussion Topics/ General Business

3.1 Claire presented Assessment data for PAT testing in Maths, Listening,

Vocabulary & STAR testing. All YR 3,4,5&6 students sit these tests. These are normed against the national reference group.

Maths observations- This is tracking well and pleasing results. Refer to data.

Listening observations - There is a growing concern about children's listening skills coming through the school in junior areas up to Yr 3&4. Yr 3 lower than reference group.

Looking at targeting listening and oral language as a focus for 2019 to address these concerns.

Vocabulary- very small tail. Quite strong.

Comprehension - Some work to do here.

STAR- (Sentence, word, paragraph testing) This is a test that some children don't respond well to. Complex. We have programmes in place for some children to assist them.

3.2 ERO review & final confirmation

Report received. All changes were agreed on.

Paul says this is a very positive report & a real reflection on the operation of the school over the last 3 years. Congratulated the board for their work last 3 years.

3.3 Principal Appraisal

Bridget has had discussion with Lil Ruffell and she has agreed to do Pauls appraisal starting in Term 3 2018 to end term 2,2019.

Cost \$1500 p.a.

Bridget presented the contract & details of reporting that Lil will do.

Moved that we engage Lil Ruffell to do Pauls appraisal

Lambert/ Currey

carried

3.4 Selection process for board vacancy

The school did not receive the required number of responses to force an election so board will move to appoint a member. Only 1 request received.

3.5 Affordable Housing in Puriri Park Road

This is not a school matter. We are a state school and will embrace all children if they are in our zone.

Members of the public left the room

Moved into committee 8.45pm

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."

To discuss personnel matter

Moved out of "in committee" 8.50pm

Members of the public returned to the room.

4 Significant Events/Successes

Very pleasing ERO report. Staff and Board to be congratulated on their work over the last 3 years.

5 Preparation for next meeting: See action list.

6 Date of next meeting: 19 June 2018 at 6.30pm

7 Meeting Closure: 9.00 pm

Signed _____ Date _____
Chairperson

Action Points Outstanding

| Month | What | Who | Status | Comment |
|-------------|--------------------------------|-------------|---------------------|--|
| 2017 | | | | |
| Oct 2017 | Health & wellbeing review | Paul/Claire | Ongoing Feb 2018 | Action this at setting scene evening T1 2018. This wasn't done. Consider another date? |
| Feb 2018 | Next Principal Appraisal | Bridget | Actioned 5/18 | To contact Lil Ruffel |
| March 2018 | Funding application template. | Paul | | To streamline application funding timeline. |
| May 2018 | Remit for increased board fees | Carolyn | | Send remit to Whanganui Intermediate. |