

**MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES**  
**Held June 19 2018 6.30pm in Staffroom**

**1 Administration Matters:**

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

Bridget welcomed Alison to her first official meeting.

- 1.2 Apologies:** Nil

- 1.3 Confirmation of the Minutes May 15 2018**

**Matters Arising from May 15 2018 Meeting:**

**Health & Wellbeing survey.**

We have Keeping ourselves safe (with NZ Police) & Life Education Programme coming up so we will reflect on the content of Health & wellbeing survey after these programmes are completed.

KOS parent meeting raised parents concern about cyber safety issues at home.  
Claire & Paul will meet over term break to put together a survey.

**Appraisal;** Paul, Bridget & Lil (Appraiser) have met and had a discussion and have put together a plan for appraisal. The appraisal period may extend out until the end of 2019.

**ERO review;** Request for feedback form received. Board may reply and also together with Paul and Claire request to speak to a manager about the review process.

*Moved that the 15 May 2018 meeting minutes be approved*

*Lambert / Leathem*

*Carried*

**Confirmation of the In Committee meeting Minutes 15 May 2018.**

*Moved that the In Committee meeting 15 May 2018 minutes be approved*

*Lambert / Shepherd*

*Carried*

- 1.4 Correspondence:**

No schedule.

Resignation from Cassandra Reyburn

Reply letter sent to 1 request for election by Chair.

*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.

**Mid Year Reports** ready to go out Mon 25 June.

NE Information booklet has been revamped by Paul, Cassandra & Jenny and framed to give more information to parents. This will be issued at time of enrolling & again when they start.

**Resignation received from Cassandra Reyburn.**

*Moved to appoint Alana Fromont fixed term position Term 3 & 4 2018*

*Shepherd/ Turton*

*Carried*

Bridget will send letter to Cassandra acknowledging her resignation.

**Insurance.** We have recently heard that the damages to Server, PABX and Fire Alarm are going to be covered by MOE insurance.

**Enrolment Zone.**

Richard Abel from MOE came to discuss zoning map and description anomalies.

Zone is **Bridget I will put correct details in from info @school tomorrow.....**

MOE will get topographers to correct Map & then description is to be put on school website.

**Goal 3 Open ended Curriculum.**

See Pauls report-

Paul explained all the activities that are going on at school at present. A very busy term Sounds of Tane redevelopment, Drains to Harbour, Bee keeping and Matariki.

**Cultural Inclusion**

We have a very extensive spread of ethnicities.

**2.2 Financial:**

Phil spoke to May accounts.

**Audit report;** School specific matters on report. This is a good report, with a couple of comments from the office. School camps didn't run at a loss as there were Oxford grants which were allocated to a different code, not into the camp budgets.

Phil acknowledged the work by Paul and the office staff in preparing accounts for audit.

*Moved that we accept Audited 2017 accounts and have noted that SAAR has been signed by the Principal and Chair.*

*Currey / Shepherd*

*Carried*

*Move that Creditors Schedules 8,9,10,11 be approved for payment.*

*Currey / Davies*

*Carried*

**2.3 Staff Representative Report: Taken as read.**

Request from Mission control, the Sounds of Tane group, for approval to purchase small garden shed to go in Sounds of Tane to store garden equipment. Shed will need to be fit for purpose, secure & vandal proof. Paul will work with Molly North, teacher, to get the best deal and discuss via email with board members.

Writing and Learning Programme.

To support the Oral Language and writing professional development programme for 2019 we are requesting funding from the Oxford Trust to purchase ipads for the Junior and Middle area of the School.

Resolution;

*That the board request application to Oxford trust for \$10,000 to replace 40 ipads for junior & middle area.*

**2.4 Property: Nil****2.5 Health & Safety: Nil****3 Discussion Topics/ General Business****3.1** Moved into committee 8.00pm

Claire Turton left the room.

*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 Potential enrolments

Claire returned to room 8.15 pm

Moved out of "in committee" 8.25 pm

**3.2 Clothing Bin.**

This is still being used as a dumping ground. Request has been made to bin operators for a sign saying please don't dump rubbish. We receive \$1200 per year and are not sure if dumping would stop even if the bin is removed. Will continue to monitor this.

**4 Significant Events/Successes**

Kapa Haka group performed very well over at the Museum to see in Matariki.

Rugby League group that went to tournament went well and came 3rd. Their new uniforms looked great and the children wore them with pride.

Congratulations to all for the extremely successful spellathon

**5 Preparation for next meeting: See action list.****6 Date of next meeting: 14 August at 6.30pm****7 Meeting Closure: 9.00 pm**

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

**Action Points Outstanding**

Month	What	Who	Status	Comment
Oct 17	Health & wellbeing review.	Paul/Claire	Ongoing Feb 2018	Paul & Claire to look at in term 2 break.
March 18	Funding application template.	Paul	Ongoing	To streamline application funding timeline.
June 18	ERO review reply.	Paul & BOT		

	Letter to C Reyburn.	Bridget		Acknowledging resignation.
	Oxford Trust grant request.	Claire & Paul		Funding for i-pads.



