

**MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES**  
**Held September 17 2019 6.50pm in Staffroom**

**1 Administration Matters:**

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

**1.2 Apologies:** Phil Currey

**Confirmation of Minutes 20 August 2019**

**Matters Arising from 20 August 2019 Meeting: Nil**

*Moved that the 20 August 2019 meeting minutes be approved  
Lambert /Davies Carried*

**Confirmation of the in Committee Minutes 20 August 2019**

*Moved that the 20 August 2019 In Committee meeting minutes be approved  
Lambert /Davies Carried*

**1.4 Correspondence:  
Outwards- Nil**

**Inwards**

Bridget has been circulating STA courses and conferences that are available to trustees via email to members.

*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:** Paul spoke to the Principal's report.

**NAG 1 – CURRICULUM:**

Celebration of Visual Arts: This week 17-19 September. This is a celebration of children's art, not a fundraiser. The calibre of work is outstanding. It celebrates the Visual Arts curriculum and involves how the children went about their artwork (process) as well as an end product (outcome).

3 staff (North, Bradley & Fromont) have led the focus over term 2 and 3 and are to be congratulated on the excellent job they have done.

All staff and students can be congratulated on the effort and outcome and can be very proud of the results.

There were a couple of ambitious projects - the rock art design in the scooter track and the mural on the wall of Rm 14.

It is intended that each year new children to the school will get the opportunity to create a rock to add to the koru.

**NAG 2 – STRATEGIC PLANNING, REVIEW and REPORTING:**

**NAG 2A – PROGRESS and ACHIEVEMENT:**

**End of Year Reports:** Ready to be completed by teachers.

### **NAG3 Personnel**

2020 Staffing: Provisional staffing is out. We have “lost” 0.6 of a teacher. Paul is reviewing MoE’s numbers against ours as there is a difference.

2020 Provisional staffing is based on 338 students (2019 349), giving FTTE (full time teacher equivalent) staffing of 14.50 (2019 15.10). These figures are without such things as Special Education funding, Reading Recovery, CoL time etc.

LSC: It now appears that Maunu will be allocated 1 FTTE for a LSC position, & intended to be shared with Otaika Valley School. We are in discussion with Otaika to see how we can make this work.

### **Professional Development:**

**Teacher Only Day:** A very successful day with staff visiting a variety of places. We all met back at school to feedback on the visits and critical learning. The afternoon session was planning for the end of 2019 and pre planning for 2020.

### **NAG4 Finance & Property.**

#### **Property Projects:**

Turf: Gameon Turf will begin this project next week.

Concrete driveway alongside turf from the front gate, alongside turf, this gives access for emergency and a path for children to enter school, this will require extra funding:

There is 1 quote in from Clements Contractors. Clements have a good relationship with the school. Paul tried Robinson Asphalts who indicated they wouldn’t be quoting because they couldn’t match Clements quote. The BOT request to get another quote for transparency, before accepting Clements quote.

*Approved Clements quote \$38269 incl gst, subject to a 2nd quote coming in and not beating Clements Contractors.*

*Shepherd/ Lambert*

*Carried*

Hall Roller Door: Have a quote coming to replace the roller door at the south end of the hall. We have had it repaired, but it is showing signs of age and wear and tear and potential danger..

#### **Finance:**

2020 Budget Preparation: Carolyn and Paul reviewing current ledgers and expenditures, staff have been sent 2020 budget requests and then a draft will be produced.

Depreciation figure in budget The asset register still has the hall in it despite the Ministry taking the hall back over when the leaky building repairs were done some years ago. The hall has been owned by MOE since then. A write off is to be actioned at the end of 2019 financial year when a letter from the Ministry confirms ownership. There were no funds change hands with the Ministry which is why it has been overlooked in the asset register.

Oxford Trust : We would like to lodge an application to Oxford Sports Trust for up to \$10,000 for ICT and Audio equipment.

We are looking to purchase 15 chromebooks to extend the number of devices we have in the school. This will take the total number of devices to

We also need to up-date the mobile speaker system we have and the microphones we use in the hall.  
We have completed the last project, and need to get this in before 25 September.

The following resolution has been passed.

**The board applies to Oxford Sports Trust for up to \$10000,00 (Ten thousand dollars) for ICT and Audio equipment.**

*Shepherd/Lambert* *Carried*

School Fees: The government announced schools in decile 1 - 7 can apply to have the \$150 student fee paid for by the govt, as long as they don't charge "parent donations" and meet the other requirements laid out.

For Maunu, based on 338 students we would receive \$50,700.

In 2019, we budgeted for \$30,000 and at 30 July had received \$22,000. So a decile 7 school of the same roll as ours will be at least \$30k better off!

There is an inequity in the system.

Kapa Haka Group

The Kapa Haka Roopu group have been looking for a new name.

After consultation they have come up with

*Te Ahorangi O Te Kura Maunu*

This translates to: Enlightenment of the "culture" at Maunu school.

*Board agrees with this* *Carried*

**NAG6 Legislation - Nil**

**NAG8 Analysis of Variance - Nil**

**2.2 Financial:** Phil tabled his report in his absence.

*Currey/ Shepherd* *Carried*

*Move that Creditors Schedules 18,19 & 20 be approved for payment.*

*Lambert /Turton* *Carried*

**2.3 Staff Representative Report:** Refer to report.

Claire spoke to the activities happening around the school.

Art Exhibition: A great team effort right across the staff. Thanks to everyone for all their hard work.

*Turton/Shepherd* *Carried*

**2.4 Property:** In Principals report

As per Principal's report.

**2.5 Health and Safety: Nil**

**3 Discussion Topics/ General Business**

Moved into committee 8.00pm

*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 on the privacy of a natural person under Section 9 (2) (a) of the Official Information Act 1982."*

**Staff resignation** Discussed in committee  
Moved out of "in committee" 8.20pm

### **Supporting the PTA**

Want to organise a get together with the PTA to acknowledge the hard work they do to benefit the school.

### **Significant Successes**

Maunu Rugby League - Had a great time out at One Tree Point. Our team did really well considering they were very small in comparison to other teams.

Art Exhibition- Amazing

Maunu Music on Tour- Visit made Selwyn Park residents happy & Glenbervie enjoyed our visit.

Scholastic Book Fair- raised approx \$1400

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

**8 Date of next meeting:** 22 October 2019 at 6.45pm

**9 Meeting Closure:** 8.35pm

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

### **Action Points Outstanding**

Month	What	Who	Status	Comment
March 2018	Funding application template.	Paul	ongoing	Add to procedure manual
August 2018	Enrolment Zone area	Carolyn/ Paul	ongoing	Need confirmed zone from MOE
May 2019	School Docs site	Claire/Paul		Website being prepared by Schooldocs

July 2019	Turf Project	Paul		Ongoing - October break project
August 2019	Maunu Town Centre	Steve/Paul		Completed
Sept 2019	Oxford Application	Claire/Paul		
	Rename of Kapa haka Group	Paul		
	Hall Depreciation write off	Paul/Carolyn		
	staff resignation	Bridget		