

**MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES**  
**Held February 19 2020 6.45pm in Staffroom**

**1 Administration Matters:**

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

**1.2 Apologies:** Steve Capper (**Resignation received**)

**Confirmation of Minutes 17 December 2019**

**Matters Arising from 17 December 2019 Meeting: Nil**

*Moved that the 17 December 2019 meeting minutes be approved.*

*Lambert / Shepherd*

*Carried*

**Confirmation of the “in Committee” Minutes 26 November 2019**

*Moved that the 26 November In Committee meeting minutes be approved  
(These weren't approved at December meeting)*

*Lambert / Manson*

*Carried*

**1.4 Correspondence:**

**Inwards**

*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 his report.

**NAG 1 – CURRICULUM:**

**Extra curricular activities**

Along with the normal classes, the following are being provided in 2020:

1. Maori Language and Kapa Haka Programmes – The Maori language programme will be run by Whaea Claudine again, with an amended timetable as Claudine is now in the school full time. The Kapa Haka programme is taken by Shane Maunsell (4th year), with assistance from Diana Hesketh and Whaea Claudine.
2. Steps Programme - A remedial programme to support 13 priority learners
3. Lexia Programme - we have 50 licenses which support our priority learners.

There will also be opportunities during the year to extend some of our more able students. Activities that they become involved in are:

1. Leadership - a range of in-school opportunities
2. Maths (Mathex and Maths extension groups),
3. Music
4. Sport
5. Production
6. Cultural

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

Later this year we will look at the current goals and how we can extend them for the next 3 years. This will be confirmed at a future meeting.

### **NAG3 Personnel**

#### **Office assistant vacancy:**

As per policy a board member is required on the panel for the interview process. Either Kate or Todd are available for 16 & 17 March. Original interview proposed dates were 11 & 12 March but clash with camp week. CV's to be shared with those on panel and once interviewees decided will use 1 member who is available from the board as well as PS, CT & CBB.

#### **Professional Development 2020:**

**Write that Essay (WTE):** will begin term 2

**PB4L** will begin term 2

**COL hub** is focussing on well being in 2020. This begins March with several Maunu Staff involved.

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

**Budget:** Draft 2020 budget attached. The \$39000 deficit is the allowance for extra teacher, which we may or may not use and is from reserves. There is also a tree maintenance component which has become necessary.

Paul requested that this is approved subject to confirmation from Education services around queries lodged with Emma and support staff living wage adjustments and confirmation from MOE around staffing. The increase to living wage is excellent, however it has had an impact on the salaries budget. The MoE have some plans to recompense boards based on the support staff the school employed in 2019. This will not be done until July, from the information we have received so far.

The budget has been more challenging this year as there are still several unknowns based on MOE fundings & CoL funding which the MOE are still working on.

Once this is sorted Paul will share budget with BOT and then seek email approval.

Paul explained the depreciation schedule.

**Projects:** These have been identified as target areas. We have some quotes for some of the projects and are working on others.

- Security System
- Pool Paint
- Pool Fence and area
- Security Cameras
- Phone system
- Trees
- Resource & Library roof
- School paint
- Hall Floor
- Container workspace

There are some variables around the asset funding which the MOE are still confirming what projects can be covered by this funding.

### **Trees**

A flame tree at the front of school dropped a large branch. An arborist has been to inspect trees and quote on removal of damaged tree and further preventative work that may be required.

Quote from Think Trees received 19/2 \$4600

The following 3 arborists Treewise, Paul Gosling & Orangutang were all approached for quotes but unavailable due to work loads.

*Shepherd/ Turton*

*Carried*

## **NAG 5 - Health & Safety**

### **Novel Coronavirus**

We have been asking any families who have travelled to China, Hong Kong or Singapore to observe the 14 day period of self isolation after returning to NZ. We are asking to see airline tickets as proof of travel date into NZ. There are currently 4 families involved in this stand down process.

**NAG 8 Analysis of Variance** - being completed.

## **COL GROUP**

As per the email thread shared with the Board members, Allister Gilbert is Acting Principal at KHS and in terms of COL's cannot be the CoL Leader.

Paul has been invited to apply for the position of COL leader for term 1 & 2. This is based on the endorsement of the board and that the school and personnel will receive the allowances and staffing that goes with the role.

Paul's Interview is 20 Feb.

## **2.2 Financial:**

*Move that Creditors Schedules 28, 29,30, 31,32 be approved for payment.*

*Currey/ Shepherd*

*Carried*

*Move that online payment Schedules #11,12- 2019 & #1 2020 be approved for payment.*

*Currey/ Shepherd*

*Carried*

## **2.3 Staff Representative Report: Claire spoke to her report**

Focus groups- health & wellbeing a mix of staff, management & support staff on this group

Sport Analytik (a fitness assessment company) came and assessed the senior students. It provided some interesting results which were quite detailed and will give children confidence and encouragement in areas and highlights other areas for staff to work on in the teaching programme to help children.

Stationary Engine club - 2 groups will be going over to the Museum this year- 4 girls & 4 boys on alternate weeks.

Senior camp- 10-13 March grant of \$2000 received from Oxford to support camp.

## **2.4 Property:** In Principals report

## **2.5 Health and Safety:** Nil

## **3 Discussion Topics/ General Business**

**Presentation of Tukutuku panels.** Whaea Claudine & her daughter have presented 2 panels to go in the hall foyer entrance and in discussion with Matua Morgan they have come up with **Ko papatuanuku te wharehui** as a name for the hall

Board thanked Claudine for her effort and presentation and approved the naming of the hall.

**Succession Planning.**

With the resignation of Capper and Lamberts term as co-opted chair ending at the conclusion of the February meeting consideration needed to be given to next steps.

The board has 3 options available for consideration- By election, co-option or selection. Is there someone in community with a skill set we require? ie property as there are likely to be many property projects coming up with roll growth classes approved.

As Bridgets co-option term as chair has ended. There was a discussion about who was able and willing to take over the chair role. Much discussion took place.

Bridget vacated the chair.

*Alison Manson was nominated for position of chair. Alison accepted.*

Lambert/ All in favour.

Bot invited to staff m/tea 2 March, 10.25am to introduce Alison & acknowledge all the time and effort Bridget & the Lamberts have given to the school in their long association at Maunu.

**Significant Successes**

**Setting the scene;** This was well attended and was a chance to welcome new students & families. PTA provided sausage sizzle for tea

4 staff went to Christchurch to hand over the Love family to Chisnallwood School. While there they visited Waitakere school, a new school (2014) combined from Windsor & Burwood. Open plan collaborative learning spaces. Would not suit everyone, but was interesting and good to see it in action.

**Teacher Only Day** May 29. This is one of the new TOD ministry approved days.

**Preparation for next meeting:**

**Date of next meeting:** 17 March 2020 at 6.45pm

**9 Meeting Closure:** 9.50 pm

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

**Action Points Outstanding**

Month	What	Who	Status	Comment
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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
Dec 2019	Meeting with PTA/BOT/Staff			Schedule for end of term 1
February 2020	Office assistant vacancy:	Paul/others		Interviews 16/17 Mar
	2020 Budget	Paul		Finalise & send to members
	COL leader role	paul		Let members know outcome.