

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
Held November 26 2019 6.45pm in Staffroom

1 Administration Matters:

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

1.2 : Steve Capper

Confirmation of Minutes 22 October 2019

Matters Arising from 22 October 2019 Meeting:

Moved that the 22 October 2019 meeting minutes be approved.

Lambert / Shepherd

Carried

Confirmation of the in Committee Minutes 17 September 2019

*Moved that the 17 September 2019 In Committee meeting minutes be
approved*

Lambert / Manson

Carried

1.4 Correspondence:
Outwards- Nil

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 the Principal's report.

NAG 1 – CURRICULUM:

NAG 2 – STRATEGIC PLANNING, REVIEW and REPORTING:

NAG 2A – PROGRESS and ACHIEVEMENT:

NAG3 Personnel

2020 Staffing:

The following positions have been confirmed and are to be ratified by the board.

Cayne Wright has been appointed to permanent year 5-6 position.

Olivia Paxton(nee Lansdowne) will be in a fixed term position for 2020 in the senior school.

Mary Mulligan continues in a Fixed term Year 2 for 2020 covering Jennie Hawkes' refreshment leave.

Jeni Walsh returns from refreshment leave to a year 3-4 position.

Claudine Edwards will be a .9 position doing Te Reo/ CRT and to help with the cultural responsiveness portfolio.

Anne Parr confirmed as Learning Support Co-Ordinator effective 2020 for just Maunu school. This position takes over her SENCO role.

Diana Hesketh will be training in reading recovery and doing her DP role in the afternoon.

Approved all appointments- Carried

Professional Development 2020:

PB4L: (Positive Behaviour for Learning) As a result of the survey the staff have indicated they are 100% committed to The PD.

Well Being:

Claire and Paul attended a HUB meeting on 11 Nov to listen to a presentation re PD for Well Being for the schools in the HUB. Essentially this would entail us having a Well Being team (2 -4) staff members. They would attend one meeting a term with the facilitators and other school team members. Information and activities from this day would then be brought back into the school. The team leader would then meet with other school team leaders at the end of the PD day. The initial phase is aimed at school staff well being.

NAG4 Finance & Property.

Property Projects:

Sewage Whites international have been to school today and inspected pump. We are working with Watco to see a cage put over the pump.

Roll Growth: A productive meeting was held with Michael Stride and Brent Stephen on 23 Oct. After a very robust discussion and a tour of the school (all buildings) the recommendation is to move from roll growth to a redevelopment, as a number of our current buildings do not meet standard and the school is "a rabbit warren". I am waiting to hear back from them as to the process for this.

Driveway beside Turf: Quote received from Evolution Concrete and despite being cheaper, he was not prepared to connect the water runoff to the existing stormwater drain.

I have kept Todd, Steve and Phil informed. It has been agreed to use Clements to create the new drive beside the turf who will also clean up the broken concrete near the swimming pool entrance. Paul has met with Wayne from Clements and designed a plan to tidy up the broken concrete and leave an area that has some other roots.

The quote is for \$33,278 for both jobs. This is likely to be cheaper as we are not doing so much of the concrete area around the trees. This money was agreed to support the turf project and comes from reserves.

Swimming Pool over Summer: Does the board want to keep the pool open to key holders over the summer period?

There will be health and safety requirements if we choose to do this:

Regular testing of water quality

Regular checking of chemical levels

Regular vacuuming

Provision of first aid kit

In the past we ask that people purchasing a key sign an agreement that stipulates they will abide by the rules set out and they are responsible for their own safety.

The board would like to keep the pool open if at all possible.

There is a 3 week window where we have no caretaker on site, so will require someone to take on the duties of pool maintenance.

We will ask the person who has managed the pool previously if they are interested in doing this again, if not the suggestions are

- to see how Pompallier is managing their pool over this time
- See if there would be any one at the Museum who may be prepared to do this.
- If no-one comes forward, then will ask the community in the next newsletter.
- Pool care course will be provided

Some recommendations made are

- To increase pool key to \$120 with a \$20 bond, making the cost to families for the use of the pool for the summer \$100.
- To provide CPR signage
- To Provide signage with the location of the nearest AED.

Turton/ Shepherd

Carried

Finance:

Asset Register- Hall

Correspondence from MOE confirming the following.

MOE agreed that according to deed of settlement dated 25 February 2015 the Ministry has full ownership of the hall.

This means it is to be removed from the asset register.

Education Services are to be advised with changes made to the school asset register in time for annual accounts 31.12.19.

School fees

A discussion was held about increasing of school donation requests.

It was felt that at this stage the parent donations for 2020 did not need to be increased, but agreement that there could be confusion next year with the new government funding scheme coming in for schools up to decile 7. (We are not included in this)

Information to be put in newsletter informing community about decile rating v's school funding and the importance of donations to our school.

Agreed that donation structure should be reviewed mid 2020 and any changes advised with plenty of warning to community.

NAG6 Legislation

NAG8 Analysis of Variance

Shepherd/ Lambert

Carried

2.2 Financial: Phil spoke to October financial report.

Currey/ Shepherd Carried

Move that Creditors Schedules 25,26 & 27 be approved for payment.

Currey/ Shepherd Carried

2.3 Staff Representative Report: Refer to report.

Claire spoke to the activities happening around the school.

We have worked closely with all intermediates to make a smooth transition for our year 6's to the respective intermediates and enrolment of potential new entrants from the local day care centre in 2020.

Current year 5's have had a successful "leadership" day of different problem solving and collaborative tasks. Teachers and current leadership council observed students and identified key leadership skills. This will help with forming a student leadership council for 2020.

Choir is off to entertain residents at Selwyn Park and will perform with Glenbervie in town.

Successful Middle bike trip down at the town basin. This was a culmination to the bikes and fitness work they had been doing all year.

Senior team camp to Paihia. 10 to 13 March 2020

Request for approval to take 4 senior classes to Paihia. Paihia is one of the few camps that can accommodate our large class and parent numbers. Board commented that school overnight camps are something children always remember but also acknowledges the large amount of work it is for the teachers.

Approved

Leathem/ Lambert Carried

We are seeking approval to apply to Oxford sports trust for funding for Education outside the classroom for approx 120 children.

The following resolution has been passed.

The board applies to Oxford Sports Trust for up to \$8000.00, (Eight thousand dollars) for education outside the classroom trip to Paihia for accomodation and Actionworld

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 8.30 pm

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."

Significant Successes

Middle school Bike trip

Kapa haka festival at Mangakahia- 2 Ropu performed with pride and were a credit to the school.

Stationary Engine club meeting with group of children each week.

Country Fair. Great day & result. Profit for day almost finalised- \$30,000 with sponsors included.

Bream Bay College Panimals- year 9 & 10 steel drummers performed at assembly.

Athletics- good day, weather and athletes

BOT Xmas get together for members and children. 4pm if swimming, At Lamberts, 22 December, Women Salads, Men Desserts. Meat to be purchased from Pak N Save.

Preparation for next meeting: See action list.

Draft budget to be forwarded to members.

8 Date of next meeting: 17 December 2019 at 5.30pm

9 Meeting Closure: 8.50 pm

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
Nov 2019	Oxford Application-Devices	Claire/Paul		Completed

	Hall Depreciation write off	Paul/Carolyn		
Oct 2019	Sewerage- follow up pump replacements with supplier	Paul/Todd		