

~~DRAFT~~ **MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES**
Held December 17 2019 5.30pm in Staffroom

1 Administration Matters:

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

1.2 Apologies: Kate Davies

Confirmation of Minutes 26 November 2019

Matters Arising from 26 November 2019 Meeting:

Moved that the 26 November 2019 meeting minutes be approved.

Lambert / Shepherd

Carried

Confirmation of the in Committee Minutes 26 November 2019

Moved that the 26 November 2019 In Committee meeting minutes be approved

Lambert / Manson

Carried

1.4 Correspondence:

Outwards- in committee letters

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

Professional Development 2020:

Write that Essay (WTE): This has been accepted - 120 hours starting term 2 by the time it is organised. The facilitators are now working out the travel and meeting schedule.

Kathryn Berkett: The staff have a PD day on 29th January with Kathryn Berkett. She is then doing a Parent/Community evening in the school hall from 7 - 8.30am. This will be open to parents and community members from Maunu, Otaika Valley and Maungatapere schools.

James Love We are looking at some staff travelling to Christchurch to "hand" James over. This will be 7th Feb. Yet to confirm staff and details. Board agreed

in principal to this. Paul has been asked by the Christchurch school to lead the formalities. Paul will contact the board once confirmed.

NAG4 Finance & Property.

Property Projects:

Resource Area Roof: Going back to tender with a close off date of March 2020. MoE have agreed to carry the money over as the project is in process.

Sewage: A cage was constructed but unfortunately when it was installed it stopped the pump working! WATCO are looking into the design and functioning.

Roll Growth: Lance Florence (MoE Christchurch) visited to look at the roll growth classrooms. His role is to “get these classrooms on site as soon as possible”. He agreed that a redevelopment was needed, but said his role was to get the roll growth classrooms sorted. He is talking modular. Paul expressed disappointment at this and the fact that they would place these classrooms on site and then have to shift them later!

Lance agreed to get the Location and Planning people to come and look at the school.

Swimming Pool over Summer: Gerard Anderson has agreed to look after the pool again whilst caretaker is on annual leave. He also did this last year.

We have had problems with vandals throwing rocks in the pool.

Infrastructure Allocation: Maunu School has received \$233k from the Government infrastructure announcement. There is still a lack of clarity around what projects can come from this allocation. Paul is in touch with MoE and has a meeting with Kate from LM Consulting in the new year to look at 10YPP projects and which ones could now be shifted to infrastructure. The driveway can be as you can do repairs to broken concrete. This money has to be spent within 2 years, which is suspected will put huge pressure on resources in the north, with 164 schools wanting contractors all at the same time.

It is my intention to beat the rush.

Driveway concrete laying starts 6 Jan.

Shepherd/ Turton

Carried

Finance:

2020 Budget Preparation: Living wage & minimum wage has come into effect for teacher aids & will impact on the budget. NZEI advise that the T/A & support staff will be funded in ops grant. We are awaiting confirmation of this. This will affect 2020 budget. Once figures are known Paul will share with BOT for approval at Feb Meeting.

Asset Register: Education services agree that the Hall will be taken off the register at the end of 2019. This will show as a deficit for this year, but is an explained one and does not impact on actual cash flow or reserves.

There are other items that will need to be taken off the register at the end of 2019, as they now have no book value.

**NAG6 Legislation
Enrolments**

We continue to receive in zone enrolments, expected February starting roll is likely to be nearer to 330 rather than 321 expected.

Paul thanked the Board for their continued support and counsel over the year. Maunu School is very fortunate to have a board of trustees who have skills in business, passion for the school and who are committed to working as a team.

Shepherd/ Lambert

Carried

2.2 Financial: No finance reports available

2.3 Staff Representative Report:

2.4 Property: In Principals report

As per Principal's report.

2.5 Health and Safety: Nil

3 Discussion Topics/ General Business

Significant Successes

Final assembly. Was a successful event, although took slightly longer than is ideal, but Paul believes there is value in the whole school being part of the formality of the final assembly. He requested feedback from the board.

Discussion around sound system & whether an outside speaker is warranted for large events when the public spill over out of the hall onto the verandahs.

Preparation for next meeting:

Setting the scene 13 February 5.30. PTA will provide sausages. Classes will be open to meet teachers.

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

Date of next meeting: 18 February 2020 at 6.45pm

9 Meeting Closure: 6.15 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