

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
Held October 22 2019 6.50pm in Staffroom

1 Administration Matters:

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

1.2 Apologies: Nil

Confirmation of Minutes 17 September 2019

Matters Arising from 17 September 2019 Meeting:

Oxford Trust application to replace devices. This application was to replace devices that are coming to end of useful life. This will bring the total number of chrome books to 60.

Moved that the 17 September 2019 meeting minutes be approved subject to addition of above comment.

Lambert / Davies

Carried

Confirmation of the in Committee Minutes 17 September 2019

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

Lambert / Davies

Carried

1.4 Correspondence:

Outwards- letter sent to staff member accepting their resignation.

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:

End of Year assessments are being done in preparation for report writing.

NAG3 Personnel

2020 Staffing: Presently trying to work the FTTEs (Full time teaching equivalent staffing) into a staffing scenario that allows us to continue with our present organisation.

LSC: We will have a position here, but it is not yet clear whether it is solely for us or to be shared with Otaika Valley.

Professional Development 2020:

PB4L: (Positive Behaviour for Learning) We have met with the MoE to look at possible involvement on the PB4L programme. This is a programme supported by MoE with a coach/mentor, involves the whole staff and is supported with \$10,000 for PD & resources. Before we get accepted on the programme, the MoE carries out a survey of staff commitment. If there is less than 85% of staff committed they will not accept school into the programme.

Well Being: The HUB (all 5 CoLs in Whangarei) are looking at a proposal to have a Whangarei wide PD around Well Being. The details have yet to be clarified - there is a meeting on Monday 11 November, 3pm. We are hoping this will link closely to PB4L.

Write that Essay (WTE): We are investigating involvement in this programme to support our Literacy (Writing) focus. It is run by *writethatessay.org* and focuses on structures, processes and writing for purpose. There is a cost to it, and they are helping us with a PLD application for funding.

Yolanda Soryl - Primary Phonics: This programme focuses on phonics and the foundation of word attack skills. This term 5 staff will attend a course in Auckland. We have purchased resources to support the programme in school. 2020 will see the programme being used throughout the school. This dove-tails with the WTE programme.

Innovative Learning Time: We will continue to develop this philosophy through the school, linking it to oral language development and social interactions. This includes Play Based Learning; Learning through Play; STEM; Discovery Learning Time and Global Citizenship.

Teacher only Days: The Teachers' Collective Agreement included the provision of 8 ToDs during the term of the agreement. As there was discussion with MoE around the use of the days, they effectively couldn't be used until October 2019. They must be used by July 2022.

NAG4 Finance & Property.

Property Projects:

Turf: Completed 4 Oct.

Sewerage: We continue to have problems with the pump. We are in discussions with the manufacturers to ascertain why the pumps keep failing. I am also seeking documentation from the manufacturer (White International) around the past pumps and warranty conditions. WATCO are working with Whites and McQuinn Pumps to solve the problem.

Electrical: A new line was put into the school after power failed to Rms 7, 8, 9, 10, Library and the Caretaker's Shed. This was completed on Tuesday 2 Oct by Mark Woofe. It will come from the balance of the 5YA as the MoE would not cover it through insurance as the "likely cause of the problem was more than 3m from the school boundary".

Finance:

Oxford Trust :Received \$4011 for purchase of chromebooks.- Purchase actioned.

Shepherd/ Lambert

Carried

NAG6 Legislation - Nil
NAG8 Analysis of Variance - Nil

2.2 Financial: Phil spoke to September financial report. This is tracking well, Staffing over use coming down as being charged to Bulk grant.

Term deposit: Approval given to finance committee to arrange placing of funds back on deposit for 3 and 6 month terms.

Currey/ Shepherd Carried

Move that Creditors Schedules 21,22,23 & 24 be approved for payment.

Currey/ Shepherd Carried

2.3 Staff Representative Report: Refer to report.

Claire spoke to the activities happening around the school.

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 7.45 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

Seniors trip to Millennium was very successful.

Turf completion.

Kapa haka group performed at the pink ribbon walk.

Maunu's got talent finals have taken place- congratulations to all winners!

Preparation for next meeting: See action list.

8 Date of next meeting: 19 November 2019 at 6.45pm

9 Meeting Closure: 8.20 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
July 2019	Turf Project	Paul		Completed
August 2019	Maunu Town Centre	Steve/Paul		Completed
Sept 2019	Oxford Application-Devices	Claire/Paul		Completed
	Rename of Kapa haka Group	Paul		Completed
	Hall Depreciation write off	Paul/Carolyn		
	Staff Resignation- letter to staff member	Bridget		Completed
Oct 2019	Sewerage- follow up pump replacements with supplier	Paul/Todd		