

Draft MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
Held March 17 2020 6.45pm in Staffroom

1 Administration Matters:

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

1.2 Apologies: Claire Turton,

Confirmation of Minutes 19 February 2020

Matters Arising from 19 February 2020 Meeting: Nil

Moved that the 19 February 2020 meeting minutes be approved.

Manson / Leathem *Carried*

Confirmation of the “in Committee” Minutes 19 February 2020

Moved that the 19 February 2020 In Committee meeting minutes be approved

Manson / Shepherd *Carried*

1.4 Correspondence:

Inwards

NZSTA elections

Agreed to abstain from voting for position of president.

Agreed to Vote for Derek Slatter for Executive board - Completed.

Moved from the Chair “that the correspondence schedule be accepted”.

Leathem / 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:

1. Phonics PD and in class programmes are underway using purchased resources and the CoL ASL, Ella Hollows
2. Write that Essay (WTE) will begin toward the end of term with facilitators from Christchurch working with staff on sentence composition

NAG4 Finance & Property.

Budget:

The issues with Ed Services have been resolved. These surrounded the cost of the projects that were listed. This was because at the time of presenting we had not confirmed 10YPP, AMS or SIP projects. The 2020 budget was presented in its final draft.

Deficit budget \$39k includes a component of \$30k allowance for teacher salary to cover sick leave if required

Moved that the 2020 budget be approved

Shepherd/ Currey *Carried*

10YPP: Paul met with Liz and Kate from LM Consulting and Brent from MoE. There are 3 funding streams available:

- 5YA \$301,273
- AMS (Innovative Learning Spaces) \$200,000 (This is part of the 10Y pp)
- SIP (School Investment Package) \$233,541 (A one off drop)

We looked at ways to use each of these funds to complete the projects we have in the school based on building condition assessments (5YA); classroom refurbishments and school projects.

The following projects have been included in the plan, with some final costs to come in.

- Security System
- Pool Paint
- Pool Fence and seating area
- Pool toilet and changing rooms
- Pool pump shed
- Security Cameras
- Dental Clinic remodel (done with LSC funding of up to \$85k - extra to above streams)
- Caretaker workspace
- Shade shelters (as can be afforded)

Extra to that we have negotiated with the MoE for extra funding to complete

- Resource & Admin roof (it has doubled in price)

and

- Rm 13 renovation. (At this stage, if we commit \$80k from 5YA, the MoE will pick up the other \$420k to completely overhaul the room)

NAG 5 Health & Safety

Coronavirus Pandemic planning:

Paul is expecting some overuse of the sick leave budget but advised if required will use the 3 teachers who are already on staff (Kaiawhina & 2x deputy Principals) who may have to relief teach and be released temporarily of their other duties.

Paul explained the school's action to date.

- At a staff meeting on Mon 16th, staff agreed to cease assembly until further notice.
- Supplying each class with spray & wipe cleaning products, wipes, tissues, paper towels and bleach to enable them to clean surfaces as necessary during the day.
- Paul is sending regular updates to the community from the guidelines received from Ministries of Health & Education.
- Spoke to staff about the unified voice and consistent message to children & community.

NAG 8 Analysis of Variance - being completed, presentation at next meeting.

COL GROUP

Paul has been appointed COL leader for term 1 & 2.

2.2 Financial:

Move that creditors schedules # 2,3,4 be approved for payment.

Currey/ Shepherd

Carried

Move that online payment schedules #2 2020 be approved for payment.

Currey/ Shepherd

Carried

2.3 Staff Representative Report: Paul spoke to Claire's report in her absence

Maunu Move-athon - On Tues 31 March the whole school will participate in a cross school afternoon of movement. Sponsorship forms have gone home today. Nearer the time this may have to be reviewed due to the current climate at the time with crowds etc..

2.4 Property: In Principals report

Discussion Topics/ General Business

Seesaw (a parent app personalised for each child) discussion around whether Maunu School will go to the paid version. It is a great way to communicate with the parents, but the free version only holds 10 pieces of a child's work at a time. Maunu school is a very big user of the free version and we are investigating the benefits vs. cost of moving to the paid version where a child's whole school time at Maunu could be recorded..

Change of Signatories

Remove Lambert & add Manson. Carolyn to advise ASB

To approve Alison Manson, Board Chair as a signatory on the ASB school account.

This is to replace Bridget Lambert, past chair who resigned.

School account number 12 3093 0151775-00

Davies/ Leathem

Carried All

Moved into committee 8.30pm

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

Succession Planning. Agreed to use selection process to find a new BOT member

Moved out of "in committee" 8.45pm

Feedback from PTA Annual meeting

Alison attended the PTA annual meeting and was asked to bring back to the Board an expression of interest in holding a process to consider a school uniform. The suggestion had been raised at 2019's last PTA meeting and some new attendees at February's meeting were also interested.

The board agreed that the process would involve a written proposal from either the PTA or a group of parents, followed by evaluation by the board. Community consultation would be critical. Paul will chat to the PTA Chair about the process required if this is to proceed. To clarify whether it is a PTA request or a group of parents with an interest in having a uniform?

2.5 Health and Safety: Refer to Principal's report

3 Significant Successes

Senior syndicate Paihia camp. Students demonstrated their 6 P's of Paihia very well and were a credit to Maunu. Perseverance, Participation, being Prepared, being Polite, Protection (looking after their belongings) & Positivity

Preparation for next meeting:

Date of next meeting: 20 May 2020 at 6.30pm - Wednesdays are confirmed

9 Meeting Closure: 9.10 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
Dec 2019	Meeting with PTA/BOT/Staff			Schedule for end of term 1
February 2020	Office assistant vacancy:	Paul/others		Interviews 16/17 Mar
March 2020	Change of signatory	Carolyn		Advise ASB
	Send confirmed budget to Ed Services	Carolyn		