

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
Held June 17 2020 6.30pm in Staffroom

1 Administration Matters:

1.1 Present: Alison Manson (Chair) Paul Shepherd, Kate Davies
Todd Leathem, Claire Turton, Rachel Wright

1.2 Apologies: Carolyn Boyce-Bacon (Secretary), Phil Currey

Confirmation of Minutes 20 May 2020

Matters Arising from 20 May 2020 Meeting: Nil

Moved that the 20 May 2020 meeting minutes be approved.
Manson / Leathem Carried

Confirmation of the “in Committee” Minutes 20 May 2020

**1.4 Correspondence:
Inwards**

Moved from the Chair “that the correspondence schedule be accepted”.
Manson / Leathem Carried

1.5 Changes to disclosures of interest: Nil

2 Strategic Reports:

2.1 Principal’s Report: Paul spoke to his report.

NAG 2A – PROGRESS and ACHIEVEMENT:

Mid Year Reporting:

Positive feedback from the teachers re. the new format for mid year reporting. Focus on the school values (competencies) rather than academic levels.

Testing. We usually test in term 2 to inform for reporting purposes & then again in term 4 to confirm data. Refer to Claire’s report for decision

NAG 3 – PERSONNEL:

Support Staff There has been settlement of the TA Collective Agreement. As information comes regarding admin/ancillary staffing this will be passed onto the board.

Appointments Interviews for the fixed term senior syndicate position in Rm 13 have been held and the position has been offered to an outstanding candidate. Their decision is pending.

Professional Development Claire and Cayne have been working on the school’s wellbeing audit. The next CoL/Hub Wellbeing hui will be held on 28 and 29 July.

NAG 4 – FINANCE and PROPERTY:

Audit: Draft audit report has been sent to Phil and Alison for review.

10YPP: The 3rd draft is currently with MoE for approval.

5YA Amendments: None

Roll Growth Paul has been following up with Brent Stephen (local MoE) and Michael Stride (Regional Property Manager) to discuss the roll growth. Meeting with Auckland MoE to be held at a future date.

SIPs There is a procurement plan that has just been signed for the pool upgrade project - fencing, seating, canopy outside rooms 10,11 and library, changing rooms, toilets, pump shed

NAG 5 – HEALTH and SAFETY:

Novel Coronavirus - COVID 19: Level 1 has meant the ceasing of the contact tracing requirement. Good hygiene practices will continue - hand washing, sanitiser etc. Drinking fountains are still turned off and Paul is looking into a better variety of fountain that is more hygienic.

CoL Group

Paul will end his role as CoL Two Lead at the end of this term. Due to the changes within the CoL such as Allister Gilbert returning to WBHS from KHS the future leadership of the CoL is not clear. Paul to keep the Board updated.

School Jackets

The Board has approved the purchase of all-weather jackets for each teacher to own - mainly for use on out of school trips, sports events and whilst on playground duty. Shona Anderson and Paul have a draft design and this is currently being proofed. Approximate cost is \$100 per jacket (27 jackets) from PD/staff wellbeing budget.

2.2 Financial:

Move that creditors schedules # 9,10 be approved for payment. Carolyn to check where Phils signature is in schedule #9

Turton/ Manson

Carried

Water costs for March/April were twice the cost of March/April 2019 so this will be referred back to the council for clarification. This is especially strange given that the school was closed over this time.

Projected budget deficit includes staffing of a teacher who may or may not be required later in the year.

2.3 Staff Representative Report: Claire spoke to her report.

Life Education Caravan is onsite Tuesday 16th June to support the children's learning

Reporting to Parents Teachers have completed mid year reports and these will go out to parents on Thursday 25th June. Testing and PAT testing is now scheduled for the end of term three or beginning of term 4. This will inform teachers as they begin to write the end of year summative report.

Write that Essay Began PLD for WTE via Zoom on 9/10th June. All teachers were released for half a day to work with the facilitators. The WTE facilitator will come in term 3, 25/26 August, to model the lesson to teachers.

PB4L Teachers are excited about beginning their journey on the PD.

2.4 Property: In Principals report

Discussion Topics/ General Business

Succession Planning. At the March meeting it was agreed to use the process of selection to fill the position vacated by Steve Capper. Public Notification of this was delayed by the disruption caused by the level 3 and 4 lockdown. Also, it was felt that it was unfair to make this notification at a time when the community were distracted by more significant concerns. Notification has now been made in the Advocate.

2.5 Health and Safety: Refer to Principal's report

Drills - have been deferred due to COVID19. The earthquake drill will be done with the Big Shake Out in October and fire drill in term three.

Health & Safety register Tabled for period 01/02 to 12/06. Two serious harm injuries reported to Worksafe. Twenty six other minor incidents. No concerns from the board. Maypole incidents conspicuous by their absence.

2.6 Audit Report (Appendix A) from UHY Haines Norton Board has gone through the audit observations and the schools response to these observations. We propose to request the following - Carolyn/Paul and Phil to word appropriately:

Deficit Budget - Leave as is, but request a management comment be added

Fixed Assets Policy - request removal of comment as this is a general statement of good practice rather than specific to the school, and the school is already following accepted assessment management policies.

Bank Confirmation Reports - request removal of comment as this is a simple administrative matter

Asset Stocktake - request removal of comment as again this is a general statement, and the school is already following accepted stocktake policies.

Cyclical Maintenance - request the statement be modified to point out that maintenance has not been carried out only in specific areas due to the reasons outlined during the audit process.

2.7 Asset Management Plan Tabled and to be discussed at next meeting

2.8 Financial Impact on school of COVID19 Document tabled for discussion. The school is taking a soft approach to debt collection and a discretionary approach to activities outside of the curriculum (book sales, Move a thon)

2.9 Trustee selection Still another a few days to run for the ability of the school community to object to board trustee selection.

School Fair Awaiting PTA's decision on Country Fair viability and how/when they propose to go ahead with this

Teacher Only Day To be held in Term three once WTE dates are confirmed. Decision will be communicated in the next newsletter

3 Significant Successes

Life Education is here. Thanks to the PTA for funding this.

In Committee:

Resignation letter of Molly North was tabled and accepted with regret.

Move that letter be accepted
Turton/ Manson

Carried

Preparation for next meeting:

Date of next meeting: 22 July 2020 at 6.30pm

9 Meeting Closure: 9.20pm

Signed _____ Date _____
Chairperson

Action Points Outstanding

Month	What	Who	Status	Comment
August 2018	Enrolment Zone area	Carolyn/ Paul	ongoing	Need confirmed zone from MOE?? Check Paul- I think this is complete
Dec 2019	Meeting with PTA/BOT/Staff			Scheduled for end of term 1 Deferred due to lockdown: for end of term 2? - discuss at next meeting
May 2020	Community donations fees & charges	Paul		Consider impact on community and school if some of these are waived
May 2020	School Docs site up & running	BOT Members		Members to check out site to familiarise themselves