

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
Held July 22 2020 6.30pm in Staffroom

1 Administration Matters:

1.1 Present: Alison Manson (Chair) Paul Shepherd, Phil Currey, Todd Leathem, Claire Turton, Rachel Wright, Carolyn Boyce-Bacon (Secretary),

Welcome to Rachel Wright as new member to the board, via selection.

1.2 Apologies: Kate Davies

1.3 Confirmation of Minutes 17 June 2020

Matters Arising from 17 June 2020 Meeting:

Confirmation that schedule #9 was signed by Currey, the Treasurer

Moved that the 17 June 2020 meeting minutes be approved.
Manson / Leathem Carried

1.4 Correspondence:

Inwards

NZSTA Agm - 5 September 2020

Moved from the Chair "that the correspondence schedule be accepted".
Currey / Turton Carried

1.5 Changes to disclosures of interest: Nil
Forms completed by Rachel for acceptance onto board.

2 Strategic Reports:

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

NAG 2 – STRATEGIC PLANNING, REVIEW & REPORTING:

REview Focus: Paul has collated policies for review and aligned them to the school Docs programme. Alison & Paul will meet to look over the timeline and process. School Docs site allows for the community to easily give direct feedback, and for it to be collated and returned to the school anonymously, by school docs.

NAG 2A – PROGRESS and ACHIEVEMENT:.

Teacher Only Day:

As approved Staff Development Day (TOD) will be 31 August. This will include;

- transitions for students
- Appraisals
- PB4L
- Well Being & Cultural Responsiveness
- Forward Planning

NAG 3 – PERSONNEL:

Support Staff: Anne Parr (LSC) and Paul are working through the Teacher Aide job descriptions in readiness for the translation to the new grades and rates as part of the new award.

Appointments: Katie Bassett-Allen has been appointed to the Fixed term position in Rm 13 - term 3 & 4 2020.

Staff Powhiri: A number of staff and students (Senior Kapahaka) attended a powhiri at Mangakahia Area School to support the 'handover' for Molly North on 21 July. The kapahaka roopu performed the karanga and the mihi and supported taking Molly across from the manuhiri to the tangata whenua. A child spoke on behalf of Maunu School and was superb. The karanga team was excellent. The speakers from the other parties acknowledged the Maunu children with great respect. Whaea Claudine had prepared the children well and the senior kapahaka roopu were awesome.

NAG 4 – FINANCE and PROPERTY:

Audit: After some discussion with the auditors, we were able to get changes to the Appendix A. This has been sent out to board members prior to the term break. A management comment will be included around the deficit budget stating that the board understands their budget and planning.

Paul had a lengthy discussion with the auditor leader Sungesh around the procedure for 2019 audit.

Move that the 2019 audited accounts be confirmed after the addition of points as raised at previous meeting. These are to be submitted to MOE and placed on school website
Currey / Shepherd *carried*

Asset management Plan:

The asset management plan is not clear to the board. Carolyn & Paul to check with Jessica from Education services around "like assets that cost less than \$1000 recorded in the register of assets". The intention was to allow for common sense discretion in allocation as like or individual items, taking into account the likely procedure for replacement.

10YPP: The 3rd draft is currently with MoE for approval. Once back will get started on the schedule of projects.

5YA Amendments: There are no amendments to the 5YA

Roll Growth Paul has been following up with Charles MacCulloch MOE to see where the planning process is. Preferable that LM Consulting be involved from the outset to avoid duplication of work and so that their knowledge of the school can be applied to planning; Paul will continue to advocate for this.

SIPs:

The plans for project- Pool Canopy & Seating and Canopy outside Rm 9, 10 & Library are ready for our sign off. We agreed to reduce the tiered seating to 4 rather than 5, as the 5 tier option would greatly increase safety requirements and associated costs. This is supported, as 4 is ample and 5 was a bit of "future proofing".

Move that Library & Rm 9 & 10 canopy project be approved cost \$69900 + gst

Move that cantilevered pool canopy and seating project be approved, cost \$100000+ gst

Both these projects are covered by SIP and 5YA funding

Currey/Manson

Carried

Flooding:

On 17 July, Rooms 3 & 4 had water come in through the back doors. The carpets were saturated and as this was black water required uplifting and replacement. Some furniture and many resources were damaged beyond repair (books etc). LM Consulting and the MoE were contacted. The carpets and fixtures will be covered by the MoE Building Insurance and other damage (furniture, resources etc) through the MOE Risk management Scheme. Brent Stephen (MoE Property Advisor) is notifying the assessors.

Chem Dry supplied vacuum “suckers” and we have hired blowers to dry the rooms out. Rm 3 is currently in the Library and Room 4 in Rm 7. The water appears to have come down the swale drain opposite the school, across the road and through into the school grounds, entering room 3&4 through the back doors. There was no other damage to the school property from the storm.

NAG 5 – HEALTH and SAFETY:

See above for wet carpets as result of flooding.

2.2 Financial:

Move that creditors schedules # 11,12 be approved for payment.

Turton/ Currey *Carried*

Country Fair

Paul, Claire & 3 members of the PTA met to discuss the 2020 Country fair.

They were keen to continue with the fair as this is a community-building event and shows Maunu School off well. The fair will run as in the past hoping to break even.

There will be no request for sponsorship from the community due to COVID.

Suggestion to use food trucks. A final decision will be made at the next PTA meeting
The PTA fundraising project for 2020 is based on supporting curriculum resources.

2.3 Staff Representative Report: Claire spoke to her report.

WTE- Baseline testing of writing samples is testing the Yr 4&5 cohort. This will be analysed by WTE. The facilitator will be on site to model lessons to staff.

COL-Well being reflection staff meeting. Claire & Cayne are the school representatives.

Started by brainstorming & bus stop sessions. A google document has been started for each team as to what is being done now & what the future will look like. The outcome is to look at general well being for staff & students alike. There may be some changes as this evolves. We will listen to student & staff voice.

Cultural responsibility. Cayne is the COL lead teacher for cultural responsiveness. The term 3 plan for PD is to work on pronunciation of Te Reo, School Karakia & Greetings. At each staff meeting Whaea Claudine will have a 15 minute slot to work with the staff.

2.4 Property: In Principals report

Goal Holdings Appeal

School received an email from Reyburn and Bryant on 10/7/20 advising that they are appealing the council’s decision on Goal Holdings’ application for zone change of the land opposite the school. Is not clear what the school’s further options are for input into this decision.

Agreed it is important that we make every effort for it to be publicly notified. Rachel will contact WDC for further clarification and report via email to board members.

Discussion Topics/ General Business

2.5 Health and Safety: Refer to Principal's report

3 Significant Successes

Special Friday assembly to farewell Molly North.

Farewell staff dinner for Molly & Michelle

Visit to Mangakahia School and kapahaka group performance to hand over Mrs North.

Preparation for next meeting:

Date of next meeting: 19 August 2020 at 6.30pm

Meeting Closure: 9.05pm

Signed _____ Date _____
Chairperson

Action Points Outstanding

Month	What	Who	Status	Comment
July 2020	Meeting with PTA/BOT/Staff			May be check Nov Meeting to have a get together at end of term 4
July 2020	Subdivision Austin Road	Rachel		To check with council.