

**Draft MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES**  
**Held August 19 2020 6.30pm in Staffroom**

**1 Administration Matters:**

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

**1.2 Apologies:** Phil Currey

**1.3 Confirmation of Minutes 22 July 2020**

**Matters Arising from 22 July 2020 Meeting:**

**Goal Holdings appeal** Following on from emails to BOT members since last meeting;

Suggestion that the board send a letter to WDC to reiterate the recent flooding and its effect on the school and to highlight the issue around water flow for any future development proposals. We would like the swale drain and storm water flow to be considered.

A letter to be sent to Goal holdings. To reiterate we want to be included in their development process and to work with them. Just because we didn't oppose the application doesn't mean we don't want to be considered in the future process

No response from Ed Services as yet on our query about assignment of single/multiple items on asset register, as Jessica at Ed Services has been away. Paul will follow this up.

*Moved that the 22 July 2020 meeting minutes be approved.*

*Wright/ Leathem*

*Carried*

**1.4 Correspondence:**

**Inwards**

*Moved from the Chair "that the correspondence schedule be accepted".*

*Manson / Turton*

*Carried*

**1.5 Changes to disclosures of interest:** Nil

**2 Strategic Reports:**

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

**NAG 2 – STRATEGIC PLANNING, REVIEW & REPORTING:**

**Review Focus:**

**Recognition of Cultural Diversity Policy:** Paul outlined the policy and these are the recommendations for addition to the current policies. These points are not new to the Maunu School culture, just formalising the policy

- Our school has families from many nationalities and cultural backgrounds.
- Being sensitive to all religious beliefs and belief systems.
- Celebrating festivals and significant holidays from a range of cultures.
- Running our own cultural events & activities.
- Fostering relationships with local iwi and visiting marae as appropriate

- Holding whanau hui and convening whanau groups
- Combining with another school for parts of the day/programme or exploring other schools that may offer programmes.

We have a significant Indian group. The MOE include these in Asian. Paul will see if this is something that can be referred to be included in our policy

**Child Protection Policy:** For review. The policy does not seem to require any additions or alterations. The designated person will be the Principal.

Move that “the *Recognition of Cultural Diversity & Child Protection policies are confirmed with the above additions*”

Shepherd / Manson

carried

### **NAG 3 – PERSONNEL:**

**Support Staff:** Teacher Aide Settlement:

There have been new IEAs, (Individual Employment agreements), job descriptions drawn up and the translation of each T/A’s old grade to the new grade actioned.

### **Appointments:**

A new fixed term part time teacher Aid (Elleisha-Jade Edwards) has been appointed in the junior team as we have increased numbers and a child who has begun to “wander”. We are seeking extra support (financial and other) from the MoE for this.

### **NAG 4 – FINANCE and PROPERTY:**

#### **Budget:**

**July Review:** Draft was sent to Alison and Phil for comment & sent home in BoT packs outlining the reviewed figures. The review reduced the deficit to \$24k from \$38k. This is due in main to an increase in Ops Grant, based on more students. We may get a further slight increase in Oct if pupil numbers continue to increase.

We are fortunate that the roll growth Ops funding has offset the lack of fundraising and parent donations not paid this year.

We will do another budget review at the end of September to check the effects of the current financial climate

*Move that the July 2020 budget review be accepted.*

Shepherd / Leathem

carried

**10YPP:** The MoE have put a hold on 10YPP sign offs as budgets have been redirected and we are waiting to hear from them. This is frustrating as we had planned to get a number of the projects underway asap.

**5YA Amendments:** Nil - as linked to 10YPP as referred to above

**Roll Growth** Paul today met with LM consulting & A Line to walk around the school & then linked into MOE via zoom.

Meeting again in 2 weeks once geotech report etc should be done. Modular buildings don’t fit in the preferred spaces where it would be best to place them. A bespoke building would be far better designed to fit into the required area and be much more fit for purpose. ALine have gone away to see what can be done. Paul has indicated the schools’ preference but the roll growth funding stream’s conditions are very constrained, and are geared only to most cost-effectively provide for extra students in the short term.

### **SIPs:**

Projects are now called Library/ Rm 9 & 10 Canopy project and Pool Seating Project

and are separated into 2 contracts as they were over the certain level to only need one quote. The preferred quote was for a reliable company we have worked with previously.

### **Flooding:**

The Flood Insurance for the flooring, covered by MoE Property Insurance, has been completed and sent to the MoE.

The contents claim through the schools Risk management Scheme with the MoE, has been processed. A list of damaged items and estimates/ quotes for replacement has been accepted. Agreed amount \$5,795.83 Less \$500 Policy Excess = \$5,295.83. Replacement of resources are now being actioned.

### **NAG 5 – HEALTH and SAFETY:**

Under Level 2, we can only have food in the school that is prepared in a commercial kitchen and does not require handling by us. As a result, we will have Wednesday Lunch-on-Line, but not Tuesday Sushi or Friday sausage sizzle.

### **NAG 6 LEGISLATION:**

**Covid 19 Level 2 from 12/8/20** applies to Maunu School.

We have continued to maintain our hygiene practices and have brought back the drop off and pick up requirements from, previously.

We cannot go to Barge Park to practice or hold our Cross Country as it is a public place. We also are unable to have parents come to watch the cross country if we run it at school as they are not part of our school “bubble”.

I have sent communication to the school community and will update as necessary.

## **2.2 Financial:**

Financial report from Education Services was reviewed. Paul explained expenses graph tracks differently to budget because of misfit of categories between Ed Services' system and ours. 5YA/10YPP costs are reimbursable by the Ministry.

*Moved that the report be accepted and creditors schedules # 13 & 14 be approved for payment.*

Davies/ Shepherd

*Carried*

## **2.3 Staff Representative Report:** Claire spoke to her report.

**COL**-Well being reflection for board members. Claire has asked members to complete a survey. Meeting with other like minded schools with focus on transitions between schools.

**PB4L (positive behaviour for learning)** Worked today with Portland school at Maunu. There were some good discussions around teaching & learning & how to promote positive behaviours throughout the schools, reinforcing the school values. PB4L were impressed that Maunu Children seemed to understand the school values well.

**TOD** -Mon 31 August. Plan to continue work with staff around well being and PB4L & Cultural responsiveness.

Write that Essay & sharing practise continues.

## **2.4 Property:** In Principals report

### **Discussion Topics/ General Business**

**Country Fair - Proposed date Saturday 31 October**

Discussion around whether we would be liable for cancellation fees for food trucks & activities/rides, in the event of cancellation being necessary due to covid level at the time.

Recent outbreak has made clear how possible it is that the fair might need to be cancelled at last minute for this reason. Fair relies, especially this year, on vast work largely by small numbers of PTA members, some of whose professional workload has increased markedly due to the covid outbreak also. Decision needs to be made soon as to whether this is doable/or too great a risk in these times. Paul & Claire to meet with PTA fair committee & sound them out. A decision needs to be made promptly in conjunction with the PTA and then a BOT email tree with the information.

## 2.5 Health and Safety: Refer to Principal's report

**Board work plan:** School Docs policy reviews and assurances have been integrated into the work plan for this year, and will continue so on three year cycle. Discussed board self review. Previously Maunu-specific survey was found to be useful by members; CT will send to Alison for distribution to the board and members will respond.

**Out of Zone Enrolments:** There are no out of zone enrolments so there is no ballot required

**NZSTA delegate** agreed that we didn't want to send a delegate to the annual meeting.

### Personel - resignation

Moved into committee 8.40pm

*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."*

Moved out of "in committee" 8.45

## 3 Significant Successes

Cross Country was run up round Pompallier College( while their children were in class) & Maunu school grounds with the children responding very well to the changed course.

Staff jackets. Big thanks for the board supporting these. They look great and the staff are loving them & wearing them proudly.

### Preparation for next meeting:

Date of next meeting: 16 September 2020, 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	Completed	To check with the council.
Aug 2020	Asset register check with Jessica Ed services	Paul/ Carolyn		Sort out "like assets that cost less than \$1000 recorded in the register of assets".
	WDC letter -recent flood	Paul		Re damage to Rm 3/4
	Goal Holdings	Paul		Awareness of schools position
	Effective governance & review survey.	Claire/ Alison		Survey to be sent to members
	PB4L - Board members wellbeing survey	Claire		Survey to be sent to members