

**Draft MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
Held September 16 2020 6.30pm in Staffroom**

1 Administration Matters:

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

1.2 Apologies: Nil

1.3 Confirmation of Minutes 19 August 2020

Matters Arising from 19 August 2020 Meeting:

Goal Holdings appeal -correspondence actioned

Asset management plan. Revised for clarity. Presented.

- Items that cost less than \$1000 will be expensed and recorded on a register of valuable items separate to the asset register.
- Items over \$1000 will be capitalised and recorded on the schools asset register.

That the revised Asset register policy be adopted

Currey/ Manson

Moved that the 19 August 2020 meeting minutes be approved.

Manson/ Leathem

Carried

1.4 Correspondence: Outwards Goal Holdings re town centre , WDC re flooding

Inwards Goal Holdings & WDC- re flooding, NZSTA (email) re Special General Meeting 7 November

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 1 Curriculum

ToD T4: We will have a ToD during term 4 for Assessment & Planning. We are looking at 23 or 30 Nov, depending on PD dates. 15th Dec will also be a ToD, making up the 3rd for this year.

NAG 2 – STRATEGIC PLANNING, REVIEW & REPORTING:

Review Focus:

Policy Reviews:

Appointment Procedures: Looks good. Could add in the 3rd paragraph, after second sentence: " The Appointment Committee policy outlines who is responsible for and involved in the employment of specific staff."

Appointment Committee: - policy is good as is.

*Move that "the Appointment Procedures policy are confirmed with the above additions"
Shepherd / Manson carried*

Assurance - Safety Management Systems: The Policy is fine. We may need to look at how to complete the audits & reports. Things have been somewhat thrown by Covid19 and the problems with the Fire Alarm & Evac system

NAG 2A – PROGRESS and ACHIEVEMENT: (more info in Staff Rep report)

NAG 3 – PERSONNEL:

Support Staff:

Teacher Aide Settlement: The first of the back dated payments has been paid to school. There is still NZEI issues around Fixed term v Permanent positions and regrading of positions. All our TAs signed their updated IEAs on 17 August. All info has been supplied to Novopay as required.

Appointments:

Junior Classroom - Term 4: Carolyn Scott-Petersen will begin a class in Room 7 in term 4. Rooms 3 & 4 (the new entrant classes) have grown beyond original expectation. Some of the older children will be moved from rm 3 & 4 to rm 7. There is a budget of \$30k for this, but it will only be \$15,500 as it is only 9 weeks plus holiday pay.

NAG 4 – FINANCE and PROPERTY:

Budget:

URF: Anne Parr and Paul applied for funds under the Covid19 URF -(Urgent Response Fund.) This fund is to support schools with re-engaging students in school (Emotional, learning & behaviour). This is for extra teacher support, teacher aide support, expert interventions and resources.

Since writing this report Maunu has been declined any funding, with no reasons given. This was disappointing and we will be redoing the application and hoping that the Ministry will review & reconsider. The funds would be used for PD for staff, to employ experts to help with special programmes and teacher aides.

We are seeing a lot of adverse behaviour. Some children are experiencing tensions at home, family dynamics - employment, some immigrant families have families overseas suffering.

Oxford Trust Funding Application:

We would like to apply for 15 ipads and covers and film editing equipment (microphones, LED Lights, editing software, drone) **Total of \$12,500**

We are seeking approval to apply to Oxford sports trust for funding for Ipads & covers, film editing equipment. The ipads are part of the replacement cycle of Ipads reaching the end of their useful life.

The following resolution has been passed.

The board applies to Oxford Sports Trust for up to \$12500.00, (Twelve thousand five hundred dollars) for Ipads, covers and film editing equipment.

Turton/Davies

Carried

10YPP: We are still waiting for a decision around the roofing project (extra funding required). The local MoE have suggested that they would push the process along as

long as we agreed to use 5YA funds for any \$\$ not allocated by MoE for the Roof project! That would take nearly all our funding, so Liz (LM Consulting) and I have told the MOE that this is not an option.

5YA Amendments & Projects:

Roll Growth: Site meeting was held Tuesday 15th. We had expected to have a digital “model” prior to the meeting, but this wasn’t provided. Kate (LM) is contacting ALine to see what is happening. A Line have gone away to put together the best possible scenarios.

The classrooms are 4 modular rooms in pairs- 2 x 2 rooms. There is difficulty in fitting them in suitable positions on the school site, where the classes will connect in suitably with other existing infrastructure.

SIPs: The Canopy project outside Rm 9, 10 & Library has been confirmed. LM consulting is working with Shade Systems to plan the timing of the project. It is hoped that we will be able to do it at the same time as the Pool Seating & Canopy Project, but this depends on the MoE signing the 10YPP/5YA off.

Fire Alarms & Evac System: These are causing real problems. We had a full system alert on 23 Aug. it was decided by Wormald a lightning strike had caused the alarms to “fail”. Fire engines arrived. Adrian attended and contacted Wormald. Wormald came in the next day to replace the panel which was destroyed in the lightning strike, only to find the replacement one was faulty! They returned 2 days later with a new panel and then found that parts of the Evac system were not functioning. Together the cost is over \$3500, so are applying through the MoE Building Insurance for cover of this. They are returning Friday 11th to install some part of the system that was never put in when the system was installed, over 6 years ago.

Another event happened on Tuesday 8th at 6.15pm. There was a power outage in the area which tripped the smoke sensor in Rm 1! The cleaners were on site and contacted me. Adrian attended, - the alarms had silenced by then. It turned out to be the Alarm System, not the Fire System.

Rock Wall: I have a quote from “Dr Rock” to fix the 2 holes in the front rock wall (Pompallier end) and to ‘wall’ up the gateway by Rm 4 where the flood water came in. This is to attempt to reduce the problem from happening again and close of an immediate area where new entrant children can access Austin Road. Cost is \$2300.

Move that the “Dr Rock” rock wall quote be accepted and proceed to repair the rock wall.

Shepherd / Davies

carried

NAG 6 LEGISLATION:

CoL:

Leadership: The CoL leadership position is currently being advertised. An option is for Paul and Danny Jewel (Whangarei Pr) to co-lead. 1 day per week each.

Discussion was held concerning:

The achievements and limitations of the COL to date

The cost/benefit to Maunu School of Paul potentially co-leading, and the effect on the COL itself

Claire spoke enthusiastically about the benefits of the COL on knowledge-sharing and relationship-building between schools and staff, and its tangible and intangible benefits.

Discussion concluded that:

Maunu is already committed to the COL; Paul's co-leadership offers the best chance of the COL's success and of deriving benefit from this commitment.

The management team are confident that, given the depth in the team, Paul's time commitment to the COL will not adversely affect the school.

Staff's clear enthusiasm about the benefits of the COL, despite its accompanying frustrations so far, is evidence of the potential of the group to benefit student achievement, wellbeing and transitions.

The board's approval of Paul's application does not constitute an obligation on him; the board affirms the need for Paul to consider first his own personal and professional wellbeing in deciding whether to apply.

In the event that it became clear that COL involvement/co-leadership was not returning the expected benefits to Maunu students and to the inter-school community, or that the costs either to the school or to Paul personally were outweighing this benefit, management would inform the board and the situation would be reviewed.

Paul & Claire left the room.

Brief further discussion was held and the following motion passed:

The board have unanimously agreed to support Paul in his application for COL co leading with Danny Jewel should they be successful.

Manson / Leathem

carried

Achievement Challenges: The CoL has agreed to the following Achievement Challenges for the next 2 years.

Literacy: with a focus on Writing (Write that essay; Engagement; Phonics), Only some schools would be fully involved.

Culturally Responsive Practices: Identity, bi-culturalism (again only some schools fully involved)

Well Being: focus on student well being (all schools fully involved)

Across School Teachers: These positions will be advertised 17 Sept. They will align to the ACs above. We have teachers here who have the skills and interest to be ASTs.

Personnel - resignation

Moved into committee 9.20 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 the privacy of a natural person under Section 9 (2) (a) of the Official Information Act 1982."

Moved out of "in committee" 9.35 pm

2.2 Financial:

Phil reported

Tracking under budget, banked staffing under control

Moved that the report be accepted and creditors schedules # 15,16,17 be approved for payment.

Currey/ Manson

Carried

2.3 Staff Representative Report: Claire spoke to her report.

Term 3 assessment & reporting; **PAT** testing began in Week 8 and will run until the end of T3. There will be some other class based and individual testing at the beginning of T4 to further inform teachers as they begin to write the end of year summative report.

Year 6 ICAS Testing Year 6 capable students were invited to sit international testing in English, Maths & Science. There have been some good results.

Write that Essay CT shared the analysis of the baseline data at the meeting.

Diagnostic testing was done for all Yr 4&5 students- 20 minute testing 5 areas analysed.

Strengths identified- good output, spelling & writing structure

Weakness- Sentence length, punctuation, writing structure, types of sentences

Keeping momentum- Shared resources, sharing in teams, writing competition for students at the beginning of next term

The WTE facilitator Paula Walker, came on site on 25 & 26 August to Model the lesson to the teachers. She ran workshops on the first day around using the Sentence Train Resource. On the second day Paula modelled this with each syndicate in classes. All feedback and discussion indicate teachers at all levels are enjoying the PLD.

We have two scheduled in Week 10, 22nd & 23rd September

The TOD was a great success. Having the opportunity to further support staff on current PLD and programmes is invaluable. Below was the format of the day.

DH & TW: presented -**PB4L** Introducing PB4L, Active Supervision / ETAP, Values

PS: Summarised **PB4L**

KB & CT presented **Literacy Focus / WTE PLD** Analysis of Results - Key focus, WTE /Yolanda Soryl Sharing - Teams, WTE Resources & Collaborative Writing Task

JW & LA: presented on what the **Library Team is doing-** lego wall, competitions, displays etc.

CT, CW & CE: presented on **Cultural Responsiveness / Well Being;** Link to Well Being / Cultural Responsive - promoting student leadership and tuakana teina relationship during Maori language week. Maori Language Week Organisation. COL Project.

The staff enjoyed the day and agreed days like this are beneficial for many reasons.

Maori Language Week- This has been a huge success. Monday- Wednesday, across the Jnr, Middle & Snr teams. Children were split into groups and rotated doing fun activities. Each day was started with a special powhiri. Children modelling Tikanga & Te reo. A big thank you to Cayne & Whaea Claudine for all their work in preparing the week. It was well organised.

2.4 Property: In Principals report

Discussion Topics/ General Business

2.5 Country Fair - Confirmation of the cancellation of this year's event due to the uncertain covid levels going forward. Email decision was made in consultation with PTA & BOT .

2.6 2021 Dates Agreed start date is Wed 3 Feb- Finish 14 Dec 2021

2.7 Principals Performance agreement. See in committee minutes

As the meeting was running over time the following points were briefly discussed and will be addressed at the next meeting.

2.8 Annual swimming pool safety review, especially with respect to hire of pool keys over summer. MOE guidelines were provided in packs, along with a copy of Maunu guidelines. Key is whether there is a requirement for a lifeguard, or whether caregiver supervision fulfills this need. PS & CBB will seek information on this. AM summarise by email for the board, other points of difference, if any, between current and recommended practice, to facilitate discussion and decision at next meeting.

2.9 Health and Safety

Internal audit of the safety management System

Kate has proposed some questions to examine. Board invited to add to these by email prior to next meeting. Paul & Carolyn will work on this for the next meeting.

Hazard register - Paul presented the register and discussed the process used. Caretaker is alert to new hazards, which are also noted and reported to caretaker by staff. Caretaker and principal communicate regularly on management of new and existing hazards. Hazard register is presented to the board annually, as part of the H and S audit.

Fire drill Was deferred in Term 2 due to the lockdown and subsequent disruption. It was recognised that children were already significantly anxious and management and board agreed that the priority was not to worsen this anxiety. The same concerns have continued into term 3, and a fire drill has not yet been completed. Was agreed that a drill is now required, and will be completed in term 4.

2.10 Board self review: A copy of collated responses to each member. Any feedback or suggestions for addressing the points raised, invited by email. Alison will summarise feedback and suggestions for the October meeting.

3 Significant Successes

Maori language week, Teacher only day. Year 6 ICAS results

Preparation for next meeting: see action points.

Date of next meeting: 21 October 2020 @ 6.30pm

Meeting Closure: 9.35 pm

Signed _____ Date _____
Chairperson

Action Points Outstanding

Month	What	Who	Status	Comment
July 2020	Meeting with PTA/BOT/Staff			Maybe check Nov Meeting to have a get together at end of term 4
Aug 2020	PB4L - Board members wellbeing survey	Claire		Board to provide responses to the document Claire presented at August meeting
Sept 2020	Pool key hire/swimming pool	Carolyn /Paul Alison		To ascertain: Is there a requirement for a lifeguard, or does adult supervision suffice? To identify any other areas of difference between current and recommended practice, and summarise by email for the board, for discussion at Oct meeting
Sept 2020	Internal audit of the safety management System	Carolyn /Paul Board Members		Prepare information for next meeting Review the proposed questions and add any they feel are needed
Sept 2020	Board self review	Board members		Board to read responses, provide any further feedback/suggestions by email. Alison will summarise these for the October meeting.