

**MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES**  
**February 16 2022 6.30pm in Staffroom**

**1 Administration Matters:**

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

**1.2 Apologies:** Nil

**1.2a Addition to agenda:** discussion re uniform request letter from Nikki Baigent (see correspondence), if time allows

**1.3 Confirmation of Minutes 14 December 2021** Manson/ Leathem carried

**Matters Arising:**

**2022 Budget** See Finance

**Televising of the final assembly** was a wonderful idea and Grandparents and Family from afar really appreciated this.

**Principals performance appraisal-** The Principal working with Maunu is on board, but timing & priorities have been directed to setting up the start of school and to adapting/applying the constantly-evolving requirements of covid protocols. This is on the radar & we will endeavour to get this done as soon as is convenient for all parties.

**1.4 Correspondence:**

**School Docs-** A lot of correspondence relating to Ministry of Health & covid changes.

**School uniform proposal-** to be covered in meeting

**NDHB -** Re childhood vaccinations - School supports this but doesn't want to be the site for vaccinations. We have recommended Barge Park as a potential venue.

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

*Manson / Davies Carried*

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

**2. Strategic Reports:**

**2.1 Principal's Report:** Paul spoke to the following, with the balance being taken as read. Refer to the principal's report.

**NAG 1 – CURRICULUM:**

**EOTC:** Many EOTC activities can continue in RED, however, this is usually with an authorised provider or when it only involves the school.

The Senior Syndicate camp due to be held 8 - 11 March at Marsden Bay Camp has been deferred. The level of organisation and the unknown under RED were the main reasons for this. There were implications as an employer, guardian of children and the impact on parent volunteer's leave.

## **NAG 2 – STRATEGIC PLANNING, REVIEW and REPORTING:**

### **NAG 3 – PERSONNEL:**

**Library:** In the process of considering what we need to enable the library to continue in the high quality way it has been run in the past. This includes the role of a librarian, the hours involved and any other skills that could be added (eg ESOL)

### **NAG 4 – FINANCE and PROPERTY:**

#### **Budget:**

- The 2022 budget has been revised after the staff termination process and there is a \$452 surplus.

#### **Projects**

- **Pool Project - .Property Projects:**

- The canopy & seating have been completed.
- The fencing is completed- the quality of the fence galvanising is being questioned. This is being looked at with LM following this up.
- Resurfacing has been completed
- Pump/chemical & store sheds in progress
- Changing rooms - still to begin
- Toilet refurb - still to begin

- **Painting - Cyclic maintenance:** Rm 14; Rm 11 & 12; Senior Toilets; Admin block (including Rm 9&10 and Library) were all painted over the holiday break. This was carried out by Guyco. They are completing the “final touches” before the final payment is handed over. The rest of the school will be done at the end of 2022.

- **Roll Growth Classrooms:** While these have been “completed” we are still having some problems with:

- Lighting - no consistency with turning on and off
- CO2 Sensors - do not make sense with their readings
- Internet - not working in classrooms and tidiness of work

These are being dealt with by ALine and sub-contractors.

**Outside bell speakers** 5 of these were stolen from the exterior of the buildings over the weekend 12/2/22. As these are fixtures they are not covered by the schools insurance and MOE building insurance. Quote from Wormald \$4000 to replace. They are essential and are being replaced this week.

### **NAG 5 – HEALTH and SAFETY:**

### **NAG 6 - LEGISLATION:**

**Staff Only Day (Accord):** A SoD on Friday 1 April is requested to look at Report Writing, Assessment and data gathering. This date may change, but the community will be informed as soon as possible.

In Term 2, Wed 11 May A SoD is booked with the Pause breathe smile co-ordinator Both dates are approved.

### **NAG 7 – CHARTER:**

The MoE is continuing with their “steady as she goes” approach to Charter reviews due to the interruptions to the school year - the previous due date of 31/3/22 has been waived. Work on the charter will continue as other demands permit.

## **NAG 8 - ANALYSIS OF VARIANCE:**

This information is stored in ETAP. There is a problem accessing data and information that we normally can retrieve. An ETAP trainer is organised to meet via zoom to help with this. It is intended that we will have the info for the March meeting.

## **OTHER:**

**Covid-19 Preparedness:** Paul & Claire have prepared the following based on the MOE guidelines.

- Spreadsheet- for tracing
- Template letters to send to community
- Staff & Contractor Contacts
- Staff Leave provisions
- Media statements

## **2.2 Financial:**

Phil commented on the following.

December draft report. - showing an overspend of \$67k for the year.

PTA \$35k donation didn't get put across in December. This has been actioned in February.

Awaiting \$9500 reimbursement from the Ministry for the IT connection to the 4 new MOE buildings.

=> the final deficit is likely to be smaller than this

Avail funds 142k

## **2022 Budget**

The 2022 budget is approved with a \$452 surplus.

*Shepherd / Currey*

*carried*

Factors likely to affect the school's budget and financial position in 2022:

Fundraising income is again likely to be affected by covid restrictions - it is hoped to restart the PTA sausage sizzle as this is a great fundraiser. We are researching the feasibility in the current covid climate.

Staffing/sick leave expenses are likely to be increased by isolation requirements for close contacts

Should there be significant (e.g. supply chain-related) delay in completion of Puriri Park Rd Kainga Ora development, roll numbers and hence operations grant in the second half of the year may be lower than anticipated. Staffing - the less flexible part of expenditure - would fortunately remain the same.

The Board and Management are mindful of these factors, and also that the school has cash reserves sufficient to meet these contingencies as they arise, and some ability to modify variable expenses over the course of the year should this become necessary.

## **2.3 Staff Report.** Presented by Claire, taken as read with particular discussion about the following

**Staff only day** on Tues 1 Feb- focus was on Maths, held at Ngunguru with Rob Proffit-White. This was a really worthwhile day. The teachers felt inspired and it was good hearing common messages together about best practice.

**Setting The Scene:** Unfortunately we cannot hold the Setting the Scene evening. We will be holding a powhiri for new staff, students and families (numbers permitting) date TBC once new staff are on site.

CT is making contact with all new families via phone and a follow up email with useful links. This is designed as a Welcome Call from SMT and to check to ensure their children are settling in well. We want to think outside the box to connect our community with the school in such unprecedented times.

#### **2.4 Property-** see Principal's report

Paul is chasing the MOE property for replacement of drainage.

Waiting to hear from MOE (Linda & Charles) re upgrade of sewerage system to accommodate 4 new buildings

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

#### **3.1 Election of Officers.**

Alison vacated the chair. Chair Nominated by Paul, seconded Todd.

The board thanked Alison for her work

Portfolios remain as previously

Chair - Alison

Treasurer - Phil, who has confirmed he will be able to stay on until the September Board Elections, for which we are most grateful to him

Property - Todd / Rachel

Health & Safety - Kate

Discussion raised around the current pressures on PS & CT. Board reassured Paul & Claire that they are doing a great job in difficult circumstances that we have never experienced before. Thanked Paul for the good job he does in keeping the community informed. Caution to the staff to preserve their own health. Omicron outbreak necessitates a shift to accepting that covid will occur within the school. The school is responsible not for keeping it out, but for reducing the risk and for playing its part in mitigating spread and impact.

**3.2 Policy review:** Emergency, disaster and crisis management - refer to schooldocs current review tab on : <https://maunu.schooldocs.co.nz/>. This is a year-long process. We will be informed of proposed changes by schooldocs as they are formulated.

#### **3.3 Assurance:**

**Medicines/Minor injury** - AM checked, nothing of any concern that can be mitigated- trips, falls, concrete etc.(Normal childhood accidents)

**Police vetting** for non-teachers- all vets current and teacher registrations up to date.

**Letter re uniform** - Due to time spent at this meeting working through Covid processes, it was felt due consideration wasn't going to be able to be given at the late stage in meeting to the Uniform proposal received.

Initial thoughts were:

This is a question which comes up periodically. Previous investigations have not resulted in adoption of a uniform.

Families hold a range of views on uniforms, due to different values and circumstances. Some have very strong views in either direction. Being a non-uniform

school currently, outside a consultation process we tend to hear only from those who support uniforms of some kind.

It was broadly agreed that compulsory uniform would not be beneficial; not least because enforcement would divert energy and attention from education.

The request concerns optional uniform. We wonder if the outcomes the writer hopes for would be dependent, on a practical level, on a certain level of uptake?

A few local schools have optional uniform. Alison will contact Manaia View School + ? others, to ask their experience of this.

Circumstances demand that managing the impact of the covid outbreak on the school, and optimising education in this context, remain the focus of attention. Both have required sustained and significant above-and-beyond commitment from management staff over the last two years. We would hesitate to add a uniform consultation/adoption process to the demands of the school, unless it were clearly demonstrated that it addressed existing significant and widespread problem/s. This is not our current impression.

Alison will contact the writer to discuss the above and her ideas of how an optional uniform might work, and contact Manaia View School as above, and the question will be discussed further at the next meeting.

#### 4 **Significant Successes-** as mentioned in staff report

##### **Preparation for next meeting:**

see action points.

**Date of next meeting:** March 23 2022 @ 6.30pm

**Meeting Closure:** 8.50 pm

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

#### **Action Points Outstanding**

Month	What	Who	Status	Comment
Aug 2021	NELP's	PS	ongoing	To be placed on the website - delay due to needing to get the website 'unlocked' by the provider.
Sept 2021	Behaviour Management review	PS		Part of PB4L review.
Nov 2021	Principal's appraisal	AM/PS		To arrange meeting with peer reviewer.
Feb 2022	Uniform proposal	AM		Check with a couple of schools about what they have as an optional uniform & Contact writer.