

**Draft MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES  
Held February 17 2021 6.30pm in Staffroom**

**1 Administration Matters:**

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

**1.2 Apologies: Nil**

**1.3 Confirmation of Minutes 18 November 2020**

**Matters Arising from 18 November 2020 Meeting:** Confirmed that the Banked staffing 2019 overuse payment was made 1 Jan 2020.

*Moved that the 18 November 2020 meeting minutes be approved*

*Manson / Wright* *Carried*

*Moved that the 18 November 2020 in committee meeting minutes be approved*

*Manson / Wright* *Carried*

**1.4 Correspondence:** See schedule

*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 his report.  
**NAG 1 – CURRICULUM:**

**Extra-Curricular Activities:**

In addition to the usual classroom programmes and curriculum subjects we will also be looking to provide:

- Kapa Haka (full school)
- Choir
- Leadership Groups (Y 5&6)
- Sports codes as they come along

**NAG 3 – PERSONNEL:**

**Professional Development:**

PB4L continues through the year - Led by Diana & Talei

Write that Essay throughout year - Kendra B (CoL AST) Nadine (school lead)

The CoL HUB is focusing on Well Being which has external facilitators and involves all schools in the Whangarei CoLs (HUB). There is a hui in March for the wider CoL (Hub). Claire is school lead.

Cultural Responsiveness & Narratives - Cayne and Whaea Claudine.

## **NAG 4 – FINANCE and PROPERTY:**

### **Budget:**

This was approved in draft form Nov 2020. Ed Services have “proofed” it and made some adjustments and the deficit has been reduced.

Paul explained the Furniture grant figure \$39000 expected for roll growth. This will be spent to put furniture into the 4 new classes.

Audit fee cost to be confirmed mid year once 3 yearly audit fee is reviewed.

*Moved that the Draft 2021 (version 2 budget) with deficit \$3246 be approved as 2021 Budget.*

*Curry / Leathem*

### **Up-coming Projects:**

- Lighting throughout school
- Carpets & flooring in specific areas
- Walls/doors in Rm 3&4 and 5&6
- Dental clinic refurb
- LSC space
- Pool Project

### **SIPs:** Rm 9, 10 & Library canopy project

The plans for the shade canopies to go in front of Rm 9, 10 and library have been drawn. This work will start once we have cleared the current projects and can work in a manageable timeframe.

**Resource & Library roof** - As communicated to members over the Dec/Jan break; The resource roof was found to have bitumen asbestos underneath when the iron was lifted. This was tested positive and the roof had to be “wrapped” and the asbestos removed adding to the cost and the length of the project. The covers did not adequately cover the roof when it rained and water got into the resource room wall and ceiling causing the switchboard to “blow out.” Mark Woofe, electrician replaced this. There was evidence of water in the walls, so these had to be tested for moisture levels. This is a cost to the builder, not the school. The project is expected to be completed by 19 Feb - 3 weeks later than scheduled.

As part of the re-roof project the dental clinic roof and back of room 11 & 12 also had roofs replaced.

**Security System** - Installation of new alarm system is completed. Reduced from 7 keypads to 3. A slight variance in the quoted price as the existing system had not been properly installed and required extra investigation and remediation.

**Roll Growth Classrooms:** The final plans have been drawn and agreed. At the last property meeting, 15 January, we clarified that the school will not be liable for any extra costs to do with the “changed” design.

Yet to be confirmed: the actual replacement concrete area (254.5 sqm);  
replacement of bus shelter and dates.

At this stage they are looking at site work to be undertaken in April/May and handover beginning of July.

### **Swimming Pool:**

The “custodian” while Adrian was on annual leave did an excellent job and kept the pool in top condition. He had been put through a pool maintenance course at the end of 2020. As agreed we had contracted Northern Districts Security to answer any “callouts”.

To date there have been none and we have had less damage or problems than in previous years.

**Oxford Trust:** We received \$4800 for the senior adventure week to support the activities being undertaken.

### **NAG 5 – HEALTH and SAFETY:**

**Building Projects:** Full provision for safety fencing etc has been implemented with the roofing project. This has been overseen by the project management team and also sighted by me.

### **NAG 6 - LEGISLATION**

**Enrolment Schemes:** There have been changes made to the guidelines and implementation of enrolment schemes. The MOE will have much more control over zoning. Carolyn and Paul will review these and report back to the board.

### **NAG 7 – CHARTER:**

#### **Charter Review Focus:**

Because 2020 threw a curveball, we did not review the Charter and Strategic Goals. This will be done during 2021. In the meantime we have added to the strategic goals and made a start on aligning the NELPs (National Education Learning Priorities) to our goals.

Paul presented the “revised/amended” charter with specific 2021 goals and some possible “headings”, goals and links to the NELPS.

During 2021, Claire, Diana and Paul will lead a review of the Charter.

The NELP’s will be placed on the website.

### **NAG 8 – ANALYSIS OF VARIANCE:**

Tabled and discussed at the meeting. This is a collation of data that comes from a range of assessments. PAT, and various other assessments

Writing; This year 5 cohort is showing exceptional results. We are wondering if the Yolanda Sorrell phonics has helped to achieve such strong results

Reading; This year 6 cohort is a small group,

Maths Yr 4 & 5 cohort looking very strong, 100% at or above

All children will be signed up to the seesaw app. This is a paid version and has been budgeted for.

BYOD agreements sent home to children using devices/ phones. Discussion around social pressures to have the latest device.

Paul explained the new 2021 timetable incorporating the learn, play, eat, philosophy. This is still in the early stages of working out the finer details around timetabling.

## **2.2 Financial:**

Phil reported on Dec accounts.

After challenges of 2020 was a good result

Looking at a 2021 fundraising- Math “athon.” The Fit athon was cancelled in 2020 with covid

*Shepherd/ Currey*

*Carried*

*Moved that the report be accepted and creditors schedules # 22,23,24,25/1, 25/2, 25/3 & online payment schedule 9 be approved for payment.*

*Currey/ Davies*

*Carried*

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

#### **Teaching & leading to the North East”**

CT, PS, CW & CE attended a “Teaching & leading to the North East” lecture facilitated by Russell Bishop at Kamo High Sch. He focussed on high teaching skills & building high relationships with children & staff.

**Teacher only Day.** All staff participated and below are a few of the things covered.

ASD (Austic spectrum disorder) a great presentation by Beth Freeman MoE Psych PB4L team presentation

Home based learning- some work done in readiness for in case of change in circumstances.

PLD- Paul (& 3 staff & attending for the day) TTPA conference in Waitangi in April.

Year 5 /6 students off to Adventure week next week now back to level 1. All necessary Rams have been presented to Paul.

#### **Greets, Grands & Whanau Day**

Scheduled for 1 April.

We want to recognise the unique and special bond children have with their grandparents and extended whanau.

Children will invite their special family members to come to school. Each syndicate will run activities in their syndicates for guests to help celebrate our whakapapa and how our traditions and heritage get passed down through the generations.

We will invite our guests to a special assembly and celebration.

We understand that not all children have their grandparents or extended whanau close.

We will set up systems to allow special family members to write a letter to be shared or there will be opportunities to connect through technology like Google Hangouts or Skype.

### **2.4 Property:** In Principal’s report

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

### **3.1 Assurance items:**

**Medication and minor injuries register:** Reviewed by Alison. Nothing of any concern presented.

**Police vetting of non teachers:** Reviewed by Alison. All ancillary staff are up to date with the 3 yearly police vet. Good system in place to check this.

#### **General Business;**

##### **Review of confirmation of BOT Positions**

Discussion around portfolios holders. Paul is happy to continue the current system where he liaises with portfolio holders on relevant matters and put most of the items through his report, rather than expecting members to write a report each month. Very often all members are included in significant emails for things that happen around the school. If there are exception agenda items they will be placed on agenda as a special item.  
Election of officers.

Alison (Chair) vacated the chair.

It was agreed by all that Alison has done a wonderful job this year, keeping all on task and up to date and satisfying board requirements. Thank you Alison for your commitment to the school.

She was re-elected as chair.

*Wright/ Leathem*                      *Carried unanimously.*

Treasurer- Phil  
*Davies/ Leathem*

*Carried*

Property- Rachel and Todd (2 as there are a lot of projects planned for 2021)  
*Manson/ Currey*

*Carried*

H&S - Kate  
*Leathem/ Shepherd*

*Carried*

#### 4 Significant Successes

Setting the scene evening to welcome new and existing families. Great turnout of new families.

**Preparation for next meeting:** Carolyn requested to send BOT packs electronically in future. In PDF format

see action points.

**Date of next meeting:** Wednesday 17 March 2021 @ 6.30pm

**Meeting Closure:** 8.40pm

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

#### Action Points Outstanding

Month	What	Who	Status	Comment
July 2020	Meeting with PTA/BOT/Staff		Actioned	Alison & PTA Chair have discussed meeting early new year.
Feb 2021	Budget	CBB		Send to Ed services
	Enrolment schemes	CBB/ PS		Review Guidelines and implementation
	NELP's	PS		To be placed on the website.