

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
March 23 2022 6.30pm in Staffroom

1 Administration Matters:

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

1.2 Apologies: Phil Currey, Claire Turton

1.3 Confirmation of Minutes 16 February 2022

Manson/ Shepherd carried

Matters Arising:

Principals performance appraisal- Now called PGC- Professional Growth Cycle.

Work has started on this. Awaiting meeting between Peer reviewer, PS, AM, once other commitments allow.

Uniform - Alison met with the writer of the letter received in February. Discussed the board's thoughts so far:

- Compulsory uniform is not a viable option, due partly to enforcement detracting from resources available for the core business of education. Writer agreed her question is re optional uniform

AM spoke to 2 schools about their optional uniforms to see how this has worked out elsewhere:

Maungatapere - compulsory uniform for Y7&8. Optional junior uniform, very little uptake - only a couple of shirts sold in the office person's time there.

Manaia View - compulsory uniform in Y7&8. Optional junior uniform. Shirt on top and anything black on bottom. Has about a 4% uptake. Optional shirt \$26.50 sold via The Warehouse. Logo shirts a few hundred dollars set up costs, and used to be sold via school office for \$16.50. Uptake was very low so too hard and expensive to hold sizes to make this feasible. Optional uniform uptake is low among low income families.

Board held a robust discussion on pros & cons.

There already exists the option of fantail house t-shirts, which the children find comfortable and which are inexpensive to replace should they be lost or damaged.

The Board is to consider options at the next meeting of optional top or no uniform.

1.4 Correspondence:

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:

NAG 2 – STRATEGIC PLANNING, REVIEW and REPORTING:

NAG 3 – PERSONNEL:

Provisional Staffing: Have a review into resourcing as there seems to be a discrepancy in the MoE entitlement and PS calculations. Waiting for an update that will include the CoL Within School positions funding.

NAG 4 – FINANCE and PROPERTY:

- **Pool Project:**
 - Pump/chemical & store sheds in progress
 - Changing rooms - still to begin
 - Toilet refurb - still to begin
- **Roll Growth Classrooms:** IT costs reimbursed by A Line March 2022
- **Painting - Cyclic maintenance:** Stage 1 completed.
- **Up-coming Projects:**
 - LSC space
- **Sewage System:** Made contact with our new Property Advisor, Peter Gallivan, who is contacting Liz M to get an independent report completed on the system. No update at this stage.

Operational Grant:

Vaccine Mandate Reimbursement: Applied for Additional Relief Funding to cover the extra costs incurred with loss of staff during the end of the year (Vaccine mandate). \$3k received today.

Budget:

Covid Staffing: It is expected that we will incur some extra costs due to the Covid Isolation requirements. If a staff member is away due to being a positive case, they have what is known as disregarded Sick Leave. This means they do not lose any days from the accumulated sick leave. If they are a Household contact, the school has to code it as Discretionary Leave, meaning it comes from our budget. In each case, we have to cover the first 4 days (approx \$1500) and then can claim for the remainder of the leave.

Masks: School purchased face masks 3-ply disposable & N95 to cover the interim before the Ministry supplied us with a large supply.

RATs: The MoE did not have RATs available to schools, so we purchased a small supply - 4 packs of 5. PS applied successfully to MBIE to be a critical workplace; got an authorisation number and applied for RATs. MoE then delivered 5 packs of 25!! Single person RATs. I applied again and got 51 delivered. All staff have been given RATs to hold at home.

NAG 5 – HEALTH and SAFETY:

Covid-19 Preparedness:

- **Phase 3:** All the preparations for Phase 1 & 2 went out the window when Phase 3 came into operation. We were hit particularly hard at the beginning with Rm 1 losing most of its chn in the first week (15 of 22).
- We had to accelerate systems so we were on top of who was away as a positive confirmed case or as a household contact.
- We have the following in place and they have been updated to the new 7 Day isolation requirements:
 - Confirmed Case Database (Day 0, Day 8; Letter for return; date returned)
 - Household Contact Database: (Day 0, Day 3 test; Day 8 test, Letter for return; date returned; move to +ve if they become confirmed)
 - Letters to classes when there is a “first” confirmed case

- Community Newsletters
- Home Learning - teachers touch base with all chn who are away.
- There are a number of chn who are away, but not because they are +ve or HC. Some have compromised family members, some are worried, some are just away!!!
- The difficult decisions are mainly around confirming Day 0. Is this the test day or an earlier day? We have to be quite strong sometimes as we have been told that the child had symptoms for 5 days before being tested, and that should be Day 0.
- **Electrical:** I use a CO2 sensor to randomly monitor CO2 levels in classrooms. I have a table for the reading and the conditions in the classroom. All rooms have been well within the acceptable level (below 800ppm). Rm 15 - 18 have their own sensors. I have tested these against the mobile one. The CO2 sensor works perfectly, but the Temp & humidity are not accurate.
- **Power:** To maintain the best ventilation, classes have ACs on and windows & doors open. This has pushed our power bill to the same as it would usually be in mid winter (July/Aug). We are monitoring the use of the ACs as the weather cools - it may be sufficient to just have windows & doors open.

2.2 Financial:

Phil presented a written report, tabled in his absence.

Annual report 2021

We have sent a letter of explanation to UHY explaining that the draft deficit is subject to income streams that we have not received yet.

- PTA donation \$35000. There was a change of office holders in the PTA during the year. The PTA treasurer & Chair had a miscommunication when processing the payment at the end of the year & funds were not received until Feb 2022
- Parent Donations- Budgeted figure based on previous years was \$30k, Only received \$21k so an unexpected shortfall approx \$9k.
- MOE Property expense related to IT access points, wireless & communication setup in the 4 new classrooms. The school paid Northcom Communication \$9578.25 as the group who undertook the work. We were then told to invoice the MoE, who are now saying the builders (ALine) should be the ones paying the school. MoE is chasing this down for the school.
- There are a number of Property Projects that were due for completion in 2021. Many of these have been paid in full, but the MoE has not reimbursed the school for the retention amount. Therefore we paid out more than we received for these contracts in 2021. (Property projects closed off (10% retention to be paid: Fence \$5k; Paint \$3k; Seating & Canopy \$12k; Interiors \$0.7k)

Schedules 4,5,6,7,8 passed

Schedules from Feb meeting passed

2.3 Staff Report. Claire presented a written report tabled in her absence. Refer to report. With the uncertain times the PTA are being flexible and looking at other options to fundraise this year.

Mother's Day Gift Fundraiser sent out in Week 7.

The PTA will support the Events Team. Each syndicate will have an Easter Celebration with a dress up and Easter Hat Parade / competition.

2.4 Property- see Principal's report

3 Discussion Topics/ General Business

3.1 Out of Zone applications- Agreed that there will be no change to the Maunu school current policy on acceptance of out of zone enrolments.

3.2 Moved into committee 8.40 pm
To discuss Leave requests & out of zone application

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" 8.45pm

3.3 Analysis of Variance

Writing

Has been assessed using Write that essay in 2021 to a strict criteria of progression which makes assessment easier. There is a dip when children get to Y5 as the level 3 criteria is quite a jump from the level 2 set.

WTE has been a success. Y5 & 6 will use the writers toolbox in 2022- a cost to the school.

Reading

Reading has always been a strength of the school. An increased number of ESOL students has caused us to rethink some programmes to give specific support to students in Y 1&2

Y3 2021 has been impacted by number of lockdowns & online learning. This type of learning cannot deal with specific strategies in the same way as face to face learning can. This cohort has a large number of priority learner students in it.

BSLA (PD) will be implemented in 2022 for 3 classes at the Y1 level.

Maths

In 2021 the seniors moved away from the dominant Prime programme. In 2022 the senior programme is being enhanced & PD being undertaken by all staff around NZ maths, authentic problem solving & integration.

The shift from Y4 (L2) to Y5 (L3) has shown another drop as expectations within the levels increase.

DH is looking into whether our levels and assessments match the national learning progressions.

Overall, results remain excellent, which is particularly reassuring given the disruption to the last two school years.

3.4 Charter/ strategic Plan

Paul & Claire are still working on this. [As noted in February minutes, date this required by MOE has been made open-ended, acknowledging the other demands on schools at this time].

3.5 Policy review: Safety management system this is attended to by school docs PS to check with other schools about how they advertise school docs and certain policies to their communities

3.6 Assurance:

Equal employment opportunities- we use the standard employment policy, which has been implemented as written.

10 YPP implementation- is progressing as required.

3.7 Appointment of returning officer

Kristy Williams is appointed as returning office for upcoming elections in September 2022. Agreed to adopt the recommended STA timeline for the election process.

4 Significant Successes-

WTE professional development has produced improved results across the school.

Seniors Tryathon - was enjoyed by all.

Powhiri to welcome new staff & children.

The community's general support in our handling of the covid pandemic. The community has responded well to all communication and generally kept the school well informed .

Preparation for next meeting:

see action points.

Date of next meeting: May 18 2022 @ 6.30pm

Meeting Closure: 8.45 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	Underway	To arrange meeting with peer reviewer.
March 22	Uniform proposal	CT & PS		Prepare a google type survey for children.