

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
Held April 14 2021 6.30pm in Staffroom

1 Administration Matters:

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

1.2 Apologies: Todd Leathem

1.3 Confirmation of Minutes 17 February 2021

Matters Arising from 17 February 2021 Meeting: Nil

Moved that the 17 February 2021 meeting minutes be approved

Manson / Wright *Carried*

1.4 Correspondence: See schedule

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:

Extra-Curricular Activities: Adventure Week completed 22-26 February (staff report)

- Swimming demos and Senior Sports - Middles held during level 2 restrictions

NAG 3 – PERSONNEL:

Professional Development: Covered in Staff report

Paul attended the TTPA Conference 7-9 April at Waitangi. DH, CT& AP went up for the day on Thursday 8th. The Principal from Hukerenui was motivational in her delivery of curriculum design for what is happening at their school. PS & CT will be following up & pay a visit to Hukerenui as part of the curriculum review.

Discussion about the science (stem) curriculum and the value of this and the value of drawing on the community for encouraging and motivating children. Discussed the bring a parent to school idea.

NAG 4 – FINANCE and PROPERTY:

Budget:

2020 Audit: The process has begun and Ed Services have sent through the draft end of year report. Phil will expand in his report - the summary is that we budgeted for a deficit of \$39,547, and ended with a surplus of \$40,039

Audit visit to school completed and seemed to go more smoothly than in 2020. It was a new person, so Carolyn and Paul had to explain some of the school/MoE terms etc to him. We await the report.

Oxford Sports Trust: Application has been lodged via the financial sub-committee for \$10,531.13 for IT & AV Equipment including i-pads, chromebooks and a drone. This will need to be minuted at this meeting.

The following resolution has been passed.

The sub committee of the Maunu school BOT formally passes a resolution to apply to Oxford Sports Trust for funds to support the school's IT and AV curriculum programmes. Specifically the application is for i-pads, chrome books and a drone to support the schools digital learning programme and visual arts programme. The application is for up to \$14100

Moved Shepherd

Seconded Manson & Currey (Finance committee)

Sport Northland, Tu Manawa active Aotearoa.

The Junior team are going to Whangarei Gymnastics club. Jenny Canty team leader has applied for funding from **Sport Northland, Tu Manawa active Aotearoa.**

The following resolution has been passed.

The application for funding to Whangarei Academy of Gymnastics, for bus & gym entry fees for \$738.26 is approved by board

Moved Shepherd

Seconded Manson Currey (Finance committee)

- **Resource & Library roof** - this is now complete!
- **Pool Project:** The fencing, seating, canopy, painting and building renovations has now been agreed to and sent to engineers for final approval. Plans to be viewed at the meeting. Work is being completed on the best fence design - Todd & Rachel have been included in this process.
- **Canopies:** The canopies in front of Rm 9, 10 & Library will be done at the same time as the pool project to lessen the impact of machinery and workmen on site. The same company has been awarded both projects.
- **Electrical Part #2:** The procurement forms for the electrical project (lighting and switchboard) have been sent to MoE. This is a 5YA project with a budget of \$44,550. The other part of the Electrical was the security system already completed.
- **LSC:** work is still continuing on the scope for this space. The budget the MoE have allowed for this is insufficient to build a separate building of 15 sqm.

Up-coming Projects:

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

Roll Growth: ALine are looking to start site works in May. They will communicate with Shade Systems over "shared" site works. Due for completion end of term 2.

Design/master plan briefing meeting

- Meeting held. They have been contracted by MoE to engage in a "master planning" exercise for the school spanning 30-40 years.
- This is something of a followup from an unscheduled meeting in 2020

NAG 5 – HEALTH and SAFETY:

Covid 19: Each time the regions go into a new Level, the guidelines and requirements change slightly. It is a little hard to work out what is allowed at the beginning of a level change. Even the fact that camps were allowed during L2 was new.

NAG 6 - LEGISLATION

NAG 7 – CHARTER:

Charter Review Focus:

A recommendation for schools is for them to flow the 2020 goals into 2021 due to the impact of Covid19 on the 2020 school year. Add any extra goals that are specific to 2021.

This is what we had agreed to do.

Child behaviour

Moved into committee 7.20 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” 7.25 pm

2.2 Financial:

Phil reported on February & March accounts.

March accounts 2 items of significance explained;

Seesaw is to be coded to authentic learning.

Camps: Where parents contribute to the camp cost, this has to be classified as a donation and the coding for income is in a different area to the expense.

Shepherd/ Currey

Carried

Moved that the report be accepted and creditors schedules # 1&3 be approved for payment.

Currey/ Davies

Carried

2.3 Staff Report. Claire spoke to her report. This has been a busy term of professional development. The various PD the staff were involved in is as follows;

PB4L Team (PS, DH, CT, AP, TW, KW) will continue PLD this year and focus on initiating change with the whole staff.

Well Being - Hauora Staff & Student Focus. CT will continue to take a lead role in this within the COL supporting teachers with resources. **The Valuables Team** support Well Being initiatives in school. This is led by KB.

Yolanda Soryl / WTE - Phonics & Written Language for new Maunu teachers and teacher aides is postponed until 10/5 due to Covid Levels

Prime Maths- Support & Review. Staff Mtg 15/2. Postponed until Term 2 due to Covid Levels.

Numicon Workshop - was held at Maunu. 5 of our staff attended.

Improving Your Students' Achievement By Teaching Executive Skills And ADHD Strategies: Joseph Driessen - 2/3. CT, AP, OP

ASD - second session following on from PD day at beginning of the year.

Defibrillator Training for all staff was held 16/3

Adventure Week was a huge success. Maunu students were a credit to their whanau and the school. The activities Included Sailing, Surfpad, EMR - Snorkelling, Heads Up Adventures, Bike Programme, Adventure Forest.

2.4 Property: In Principal's report

3 Discussion Topics/ General Business

Ministry letter asking us to review the operation of the school enrolment zone. Agreed that the zone is currently necessary and that it should be retained.

Manson/ Shepherd

carried

Policy reviews

Finance and property - discussed briefly by email during meetings, and reviewed in course of audit preparation, with both AM and PC working through audit questionnaire. Board and management agree that all is working well.

Visitors- Schooldocs review has added a clause about covid sign in. Other covid measures are dictated according to alert level, by external MOH policy and do not need to be included. Rest of policy remains appropriate.

3.1 Assurance items:

SUE reports- (payroll reports) Alison checked this. Phil and Paul sign these after Carolyn has reviewed the fortnightly pay run.

Risk Management - reviewed in full late 2020. [See email note]

Abuse recognition and reporting. Satisfied protocols and procedures are being followed.

4 Significant Successes

'Greats, Grands & Whanau Day' on Thursday 1st April was a wonderful opportunity to welcome approximately 350 of our extended members of families. A full assembly was held with all the students involved, then lunch provided for our visitors and then question time and sharing of stories back in classes.

Preparation for next meeting:

see action points.

Date of next meeting: Wednesday 19 May 2021 @ 6.30pm

Meeting Closure: 8.15 pm

Signed _____ Date _____
Chairperson

Action Points Outstanding

Month	What	Who	Status	Comment
July 2020	Meeting with PTA/BOT/Staff		Actioned	will be in conjunction with first PTA meeting of term 2, for those board members able to attend.
Feb 2021	Enrolment schemes	CBB/ PS		Review Guidelines and implementation
	NELP's	PS		To be placed on the website.
April 2021	Assurance items	Claire?/ CBB		Advise School Docs of completed items.
	Hazard Register			To review- term 2