

**MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES**  
**May 18 2022 6.35pm 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

**1.3 Confirmation of Minutes 23 March 2022**

*Shepherd/Manson carried*

**Confirmation of In Committee Minutes 23 March 2022**

*Manson/Shepherd carried*

**1.4 Correspondence:** Refer to schedule

Additional correspondence; from Waka Kotahi- road speed survey requesting a submission from the board. Paul is emailing this to members for consideration.

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

*Manson / Davies Carried*

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

**2 Matters Arising:**

**Uniform**

Paul, Clare & Alison have met between the last meeting, Agreed if children not prepped on a survey, then it will not carry any weight so consider no value to come from surveying children.

Board held further discussion.

About the level of work and commitment required from the board & staff to set up a uniform.

Reservations about the quality of polos from The Warehouse, and the acceptability of polos to children - staff advise at other schools they are not found comfortable/liked by children - so to proceed would result in an expensive product.

Agreed that due to current cost of living and other issues that we were happy with the level of uniform currently available i.e. the house Fantail tee shirts and hat with logo, which have the dual advantage of encouraging school and house spirit.

Uniform not to proceed.

Alison will contact the person who made the original approach.

**School Docs**

Agreed to advertise school docs annually in the newsletter. It is on the website.

**Audit/ Annual report.**

Ed services advised today that there were 2 small journals required by them, but as yet we are still waiting on the report from UHY Norton.

### 3. **Strategic Reports:**

3.1 **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:**

#### **NAG 4 – FINANCE and PROPERTY:**

**Staffing:** We have put 1 teacher over to BG to manage the Banked Staffing overspend because of the extra costs associated with Covid. When a teacher is away we have to cover the first 4 days.

**Junior Team:** The junior (NE) roll has grown more than expected. We currently have 18 in our Y1 classes which is too high. There will need to be an extra teacher for terms 3 & 4 (into Rm 7). This will cost around \$45000, although I am working on ways to reduce this cost to the school. Once/When/If we get to our grading roll of 350 (20.20 staff) we can apply for extra staffing - this depends on numbers and what level they come in at. However, it will mean committing some of our reserves to enable us to work within our vision and strategic intent.

#### **Budget:**

**Covid Staffing:** This continues to be an excessive “unbudgeted” expense. We have to follow the requirements around isolation. In some cases a staff member has had to isolate as a close/household contact and then at the end of that time has tested +ve and has had to isolate for a further 7 days. We have also had situations where a staff member completed 7 days of household isolation and then a few weeks later either tested +ve or became a household contact again! This expense will throw our budget bottomline out as we have no way of recovering the expected \$25-30k expense.

To date 9 of 31 staff have tested +ve

*[Board agreed that ensuring adequate staffing is a critical priority, and is appropriate use of reserves where no other option exists. Banked staffing allows some flexibility of timing this outlay, which will be taken into account in determining 2023 budget priorities. It was acknowledged that covid impact on staff costs is a challenge for all schools. While attention is being drawn to it through all available channels at the political level, it is very likely that further government assistance will not be forthcoming].*

#### **PROPERTY:**

##### **Cyclic Maintenance:**

The cyclic maintenance provision is accumulated with the main purpose to be exterior painting of the school. There are other “projects” which include interiors - while some of these are completed during refurbishments or other 5YA projects, others come under cyclic. At some stage the BoT needs to approve the provision for cyclical maintenance. PS requested LM Consulting to confirm the plan and provision in time for the next meeting.

##### **Property Projects:**

##### **Pool Project:**

Pump/chemical & store sheds - looking at options  
Changing rooms - contractors have been to school to view. Waiting for quotes. Procurement plan signed.  
Toilet refurb - included in above.

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

Electrical - still working with electricians in a few areas.  
Handrails: I have concerns about the distance from top rail to deck and whether it meets regulations. ALine yet to come up to check. MoE (Linda) is not very involved.

**Up-coming Projects:**

**LSC space:** Looking at using funds from the R13 project to add to Dental and LSC funds to develop an area within the dental clinic space.

**Sewage System:** Leslie Drainage has come up to look at the system. This has been requested by LM after consulting MoE. LM working with Leslie Drainage.

**NAG 7 – CHARTER:**

**Charter & Strategic Plan:**

CT, DH & PS met to look at the Goals and the format. Work has begun!! Paul presented the first draft of Goal 1.

**CoL:**

Looking at funding support for Migrant, Refugee & ESOL families. This has been available in Auckland and PS found out about it and is working with a group of principals and the Auckland MoE contact to secure funding. This would give 10 hrs/wk for up to 5 support workers to work with families, students and schools.

**Maori Achievement Collaborative (MAC):** CT, DH & PS met with Lindsay Dunn, coordinator/facilitator for MAC schools to explore Maunu joining the programme. This is a free service to help schools with culturally responsive practices, programmes and outcomes. I would like the board’s confirmation of us joining this programme. We are awaiting approval to join the MAC group. It is an exciting opportunity to get support, advice & guidance around cultural narratives, community engagement and sustainability, and success for Maori learning as Maori.

*Board approves joining this group if the application is successful.*

*Carried unanimously*

**Kainga Ora - Puriri Park:** CT & PSI met with Andre from Kainga Ora back in March. He advised he would ask the person in charge to contact the school. Still waiting to hear from them, but believe the first tenants are due in to the complex in June. We have no idea how many, who or when. This could impact staffing very suddenly.

**Activ Panels.**

Some of the TV’s in classes are nearing the end of their useful life. We need to replace these and purchase new TVs for the 4 new classes. Activ Panels are the preferred option.

*Grants for good* have agreed to help us with funding.

The board have agreed to make an application for funding to Pub Charity.

*Move that*

*Maunu School make an application to Pub Charity Limited for \$19,936.60 to buy Activ Panels. This is certified as true & correct.*

*Shepherd/ Turton*

*Carried*

### **3.2 Financial:**

Phil presented a written report.

Staffing overuse is as referred to in the Principal's report.

**Schedules 9 & 10** passed

### **3.3 Staff Report.** Claire presented a written report. Refer to report with the balance being taken as read.

**Pause, Breathe, Smile PLD**, held on the SOD, this was delivered via Zoom. Very worthwhile. All participants received an Educator's Handbook & have a tool box for instant use. They also have access to the online resources through a log in on the website. Teachers completed 6 short sessions prior to the day. The staff practised the sessions and now help children & offer them tools to help with anxiety etc.

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

## **4 Discussion Topics/ General Business**

### **4.1 Fundraising**

Acknowledging the effort of Cara Dawson and her enthusiasm and efforts and energy on the PTA.

PTA has only two office-holders currently. AM has d/w CD having a joint BOT/PTA meeting in spring to discuss priorities/projects for 2023.

Inability to hold the Country Fair in its usual form for the last two years - and likely this year also - has meant an increased number of smaller fundraisers are needed.

The board notes the need to be mindful going forward of the proportion of fundraisers including food, of alignment with the school's food and nutrition policy and MOH food in schools guidelines, and acknowledges the difficulty of achieving consistency in their implementation.

### **4.2 Board Self Assessment**

What works?

NZSTA questionnaire was unwieldy last year

Prior board-devised questionnaire more user-friendly

Claire will share this with BOT for action, and AM will combine results with other interval feedback to d/c at next meeting

### **4.3 Date for Board Election**

If we work with the recommended date range it will be between 5-22 Sept. There is no information as yet. NZSTA are working on the option of an electronic election process. CBB will keep the board informed and work with the returning officer.

## **5 Policy review**

Managing accidents & illnesses. This falls under the H&S policy, which is under year-long review by schooldocs. We will await their feedback.

## **6 Assurance**

- **SUE Reports** – checked by CBB and then by principal. Signed by CBB, BoT rep and Principal

- **Student Attendance** – Policy is correct and practices in school align. Information sent weekly to local MoE and end of term data sent to Every Day Matters (example shown at meeting)
- **Abuse Recognition & Reporting** – Policy and practices correct and aligned. Reminders to staff each term about how/when to report or notify. This is also covered when we do the keeping ourselves safe (KOS) curriculum programme.
- **Risk management** – staff use Hazard register – caretakers checks and actions; Weekly checks done of playgrounds and identified areas of concern
- **Digital Technology & Cybersafety** – policies very extensive. DP completes class lessons; IT agreements signed; teachers vigilant with children who transgress.
- **Emergency Evacuations** – CBB has lead role. Class routes looked at following last “evacuation” drill. New classrooms caused a bottleneck for existing routes. Term 2 drill yet to be completed.

Term 1 drill wasn’t completed as we were working in 3 bubbles & trying to keep to specific groups.

=> *drill to be completed asap in term 2*

- **Emergency Kit** – CBB & KW to review current kit to see what is reasonable in light of current reduction in school trips - items were expiring unused. Reminder to staff about “lockdown” procedures.

Moved into committee 8.55 pm

Enrolment of child living in unusual circumstances.

*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” 9.00pm

## 7 Significant Successes

Pause, Smile Breathe PD

Mothers day fundraiser

Easter Entertainment day

Anzac Day celebration

1st full school Friday assembly-lovely to all be together again & celebrate schooling.

### Preparation for next meeting:

see action points.

**Date of next meeting:** June 15 2022 @ 6.30pm

**Meeting Closure:** 9.05 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. |
| Nov 2021 | Principal's appraisal | AM/PS    | Underway | To arrange meeting with peer reviewer (who is currently on medical leave)                         |
| May 22   | Uniform proposal      | AM       |          | Respond to Uniform approach   |
|          | Waka Kotahi           | all      |          | Road speed submission   |
|          | Board self assessment | CT<br>AM |          | Prepare survey for sharing<br>Collate feedback  |