

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
Held May 19 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 14 April 2021

Matters Arising from 14 April 2021 Meeting:

Risk Management - This was reviewed in full late 2020. [See email note] The Caretaker & Principal do informal monthly checks & formal termly checks. A formal report is presented to the BOT in term 3. (School docs to be amended in line with practice.)

Moved that the 14 April 2021 meeting minutes be approved subject to this change.

Manson / Davies

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.

Roll; A discussion was held about Full Primary versus Intermediate and what the different schools are able to offer and what year 7 and 8 will look like in the future. Maunu roll has not increased quite as expected so far this year as we had anticipated the Puriri Park subdivision might have been contributing to the roll by now.

NAG 1 – CURRICULUM:

NAG 3 – PERSONNEL:

Support Staff Appointment:

A learning support assistant to work with a child with learning and behaviour needs has been appointed. Fixed term to end of term 4, starting 31 May. There is some funding from MoE and URF, and the balance of the funds will come from juggling the budget. Without this support the child will not remain in school.

Professional Development: Refer to staff report

NAG 4 – FINANCE and PROPERTY:

URF: Received \$7500 from application at end of Term 1.

Oxford Sports Trust: Received \$4000 for ipads from last application.

5YA Amendments & Projects:

Electrical project approved - lighting and switch/mains boards

Classroom refurb approved - flooring & doors in Rm 1 & 2; and 5&6 & 14

Pool Project: quote expected soon for Changing room, toilet and storeroom upgrade.

Chemical & pump shed options being investigated.

Roll Growth Classes: Site works due to start Monday 24 May, with keys to be handed over by the end of term 2. Site was blessed Sunday 16 May.

NAG 5 – HEALTH and SAFETY: [see assurance items]

NAG 6 - LEGISLATION

NAG 7 – CHARTER:

COL Staff only day will be at Whangarei Primary, with a literacy focus in the morning and in afternoon a session on Cultural games & narratives, with a focus on culture & well being. All staff are expected to attend.

2.2 Financial:

Phil reported on April accounts.

Tracking well.

Shepherd/ Currey

Carried

Moved that the report be accepted and creditors schedules # 4,5,6,7,8,9,10 be approved for payment.

Currey/ Davies

Carried

2.3 Staff Report. Claire spoke to her report.

Melinda Webber 9th June: Melinda Webber is visiting Te Tai Tokerau to talk to CoL staff about Cultural Narrative and other leadership material. Open to all staff.

CoL Hui 10th June: PS, KB, CW & CT to attend

WTE Lesson Observations - Tuesday 11th May. Teachers from Whangarei Primary came to observe teachers at Maunu School teaching WTE Writing Lessons.

SOD Friday 4th June: CoL WTE Focus, Cultural & Well Being Workshop. All Staff to attend.

Professional Growth Cycle Google Form

[The professional growth cycle replaces the previous format of annual teacher appraisal]. Teachers met in their syndicates and have completed their goal to support PLD in PB4L. They have also set a personal goal.

In Term 2 Syndicate Leaders will be the teachers' coach & mentor, with agreed observations and walkthroughs.

In Term 3 SLT will organise opportunities for teachers to work in focus groups and with buddies, based on their personal goals. Opportunities to observe practise or visit other schools will be arranged.

Teachers keep a record of their Professional Growth Cycle evidence. Professional readings, PLD, observations. This is kept as attestation to be used to review against

Standards for the Teaching Profession & reflections. The Professional Leader endorses the teacher or agrees on assistance and support.

Mathathon. A Big maths day is planned for 24 June. This is a good way to push basic facts.

First block - Testing sponsored per correct answer.

Middle block - Maths games rotations

Afternoon block - House challenge - a fun afternoon

2.4 **Property:** In Principal's report

Sewerage and piping to the pump. This needs repair. The pipes are blocking up. A camera is booked to check the piping. There are a series of bends and collapsed pipes. There have been 2 blockages in 2 weeks, so it is becoming urgent. Paul is approaching the Ministry to tie the repair work in with the location of the new classes.

Due to extensive additions and alterations over the history of the school, there is lack of documentation of the entirety of the underground pipe network. Rachel requested that if pipes are located in the course of maintenance work, or in the preparatory work for the new classrooms, their location be marked so that a comprehensive and up to date map can be developed over time.

3 Discussion Topics/ General Business

3.1 **Joint PTA and BOT meeting was held.**

The PTA Chair & Treasurer have resigned due to work commitments.

A survey was sent out to the community asking for help and commitment to help organise the fair. Key organisational jobs were listed. A meeting is to be held 1 June with those who responded to decide whether there is sufficient commitment and buy-in for organising the Fair to enable it to proceed.

Health education curriculum consultation. There are changes in the health curriculum, There will be a consultation with the community. This may be able to be incorporated in with the Keeping ourselves safe programme or the pubescent change consultation. Claire will work on this.

3.2 **Policy reviews**

As per agenda:

- **Protected Disclosure** - we reviewed this prior to last year's audit - 2020. Up to date with our input and School Docs.
- **Reporting to Parents:** This is a very "general" policy outlining what we do. The details are in each procedure. We reviewed the procedure following COVID19 as to the way we report, the regularity and the information. This is an ongoing discussion and involves just what platforms (eg SeeSaw) we have available.

Reporting to parents consultation. This was done comprehensively in 2019. Agreed we change the date on school docs to 2022, so that the policy will have been reviewed every three years.

3.3 **Assurance items:**

- **Digital Tech & CyberSafety** - comprehensive procedures in place. DP visited classrooms explaining and answering questions at the start of 2021. The class

digital treaties are working well; the class discussions have ensured that children understand how to apply them in their use of technology.

- **Computer Security:** N4L; IT teachers monitor usage.
- **Attendance:** all correct
- **Health Ed:** see health curriculum discussion above. Consultation to be carried out, perhaps in conjunction with parent contacts related to the KOS/pubescent change programme, and changes to the health curriculum to be integrated.
- **Abuse recognition:** Discussed at staff and team meetings. LSC involved as and when needed
- **Emergency:** Tsunami; Earthquake & Fire Drills carried out. Each reviewed and any actions needed put in place.

A Fire drill was held 13 May 12.30 pm. All staff & students out in 3 minutes & further 3 minutes to account for all children.

3.4 Review of Effective governance- Board self assessment checklist.

Chair went briefly over the checklist discussing topics that weren't clearly covered and discussions were held around the following points.

As it is a large document there will be a google doc shared for adding to following on from this discussion, once all members have had a chance to consider all the points.

Below are a few points and comments that were considered in the meeting.

- Communication with the community from the board. Is there benefit in being on the website or a regular small paragraph in the newsletter more effective?
- Good Senior management makes the job of the board much easier, but there are concerns for succession planning. The composition of the board has been addressed to get a mix over years. It is difficult to get a mix of culture, gender etc. If a brief message goes out to the community to profile the board then this may help with succession planning for the Elections in 2022.
- Mechanisms for board monitoring of staff morale- how would the board know if the morale was low or there was angst against the Principal? Staff rep would feed to the board. Need, in succession planning, to ensure that future staff reps also have necessary knowledge and skills for this important role.
- Knowledge Hub is a great tool for accessible board PLD.
- Discussion about checks and balances and recognising strengths and weaknesses.

4 Significant Successes

ANZAC Poppy ceremony, A commemorative service was held at school & 13 children and staff attended the Dawn Parade.

Blessing of the building site.

Life Education with Junior & Middle teams.

Preparation for next meeting:

see action points.

Date of next meeting: Wednesday 16 June 2021 @ 6.30pm

Meeting Closure: 8.45 pm

Signed _____ Date _____
Chairperson

Action Points Outstanding

Month	What	Who	Status	Comment
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.
May 2021	Hazard Register	CBB/Claire		Advise school docs of change of wording to specify frequency of hazard register review.
	Review of Effective governance- Board self assessment checklist.	Alison		Sharing Google Doc
	Reporting to parents	CBB/Claire		Advise School Docs of change of date