

**MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES**  
**Held June 23 2021 6.30pm in Staffroom**

**1 Administration Matters:**

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

**1.2 Apologies:** Kate Davies, Todd Leathem

**1.3 Confirmation of Minutes 19 May 2021;**

**Matters Arising:**

**Country fair** for 2021 will proceed on 6 Nov. A sub committee has been set up. There was a good turnout to the PTA Country fair meeting, with all key organisational areas covered with volunteers. Cara Dawson & Nigel Gilmour have agreed to jointly take on the coordinators role.

*Moved that the 19 May 2021 meeting minutes be approved.*

**Confirmation of In Committee Minutes 14 April 2021**

**Matters arising-** Nil

*Moved that the 14 April 2021 in committee meeting minutes be approved.*  
*Currey / Manson 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:**

Paul attended a meeting with MoE & NZPF around the process of the NZ Curriculum review. This is taking place between 2021 and 2025, with different curriculums being reviewed and updated along the way.

PS is now involved in getting review groups organised throughout Tai Tokerau to feed the "review group" as there seems to be a gap between how the process is gathering information and their intended outcomes.

**NAG 2 Policy Reviews:**

Policy reviews for this term were covered at the May meeting. Re risk assessment policy: school docs yet to be amended to clarify that the Caretaker and Principal do informal monthly checks & formal termly checks of hazards. A formal report presented is to the BOT in term 3.

**NAG 2A PROGRESS and ACHIEVEMENT:**

Data for Reading, Writing & Mathematics - presented by Claire T, Diana H gives her apologies. [see staff report]

**NAG 3 – PERSONNEL:**

**Professional Development:** Refer to staff report.

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

##### **Budget:**

In July, Phil, Carolyn and PS will review the current budget.

There has been an unusual expense arising from a staff member whose salary had not been assessed at time of employment, under circumstances out of the school's control. This has now been resolved, with a cost to the school (approx \$8k) for the proportion of the time concerned that the teacher was employed out of the school's bulk grant.

[PS]: I acknowledge that I should have realised this would happen and have identified a budget figure or potential (although I would not have been able to know the amount) previously.

Board commented:

This was a highly unusual circumstance, in a context of generally very strong financial management by PS and team. These situations are bound to arise from time to time, and highlight the importance of maintaining sufficient reserves, which fortunately the school does.

Mid year budget review will shortly be undertaken by management and PC. This and budget management for the remainder of the year will bear this additional commitment in mind.

##### **Audit:**

The audit report and documentation was received and passed onto Alison & Phil & all board members for reading, confirmation and approval.

On Phil's behalf and recommendation, I move that the audit report be confirmed.

I would like to thank Carolyn for her work during the years and also during the audit process.

##### **Oxford Trust:**

Application was made to Oxford Sports Trust for funds for more kapa haka uniforms as the kapa haka group of children has grown. This was agreed to by the board via email resolution and needs to be minuted at this meeting.

*This is to formalise and record that an application to Oxford Sports trust for Kapa Haka uniforms was lodged.*

*All agreed*

*Carried*

We have since been advised that we received a grant for \$1000.

#### **5YA Amendments & Projects:**

##### **Roll Growth:**

The 2 new buildings are now on site. Some trees were removed (for both pool and roll growth projects), the bus shelter was removed and will be rebuilt; and the waster water drain from back of Rm 10 to chamber & pump is being relaid. Site meetings are being held regularly with ALine project team, Rachel, Adrian and Paul on a regular basis.

There are still questions over:

- the slope of the ramp between Rm 15&16 and toilet block
- the capacity of the storm & waste water systems to cope with the potential effect of 100 extra children (PS is in contact with the Ministry over this)
- access via the field to bring in Rm 17&18 with this wet weather.

##### **SIPs:**

The plans for the upgrade of the Changing Sheds are currently being completed. The fencing contract and the pool resurfacing contract have both been confirmed.

Conflict of interest was noted between pool resurfacing contractor- Northcoat - and board member Davies. The appropriate forms have been completed, signed and sent to the Ministry.

### **Sewage System:**

We have had a number of “blockages” over the last 6 weeks. The pipeline has had a CCTV inspection and been water blasted. There appears to be a low spot, but nothing else of significance. The MoE has thus been required to include the relaying of the sewage line as part of the Roll Growth project.

This does not resolve any issues that may be from the senior block to the pipes behind Rm 10 - this will be monitored.

### **Electrical:**

Mark Woofe Electrical has begun the upgrade of lighting across the school as part of the Electrical project. He is working with the school when rooms are available.

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

Sounds of Tane - paths and ramp to be reviewed after staff members slipped over.

Areas fenced off for building projects - hazards identified

Wet areas, grass etc fenced off.

Staff have been asked to reconsider their evacuation plan in case of fire drill/emergency with all building projects around school.

### **NAG 6 - LEGISLATION**

### **NAG 7 – CHARTER:**

Refer to PD - Planning Day. A part of this day was “how to tie all the jigsaw pieces together”. At the Melinda Webber presentation we came across a “model” that may fit our needs.

PS had discussed with AM a possible “written” format to tie goals, initiatives and action points together. Once we have a model to hang things on, we will discuss the present goals, the aspirations and the format of the plan. It needs to be recognised that in 2017/18 there was a major review of the Charter and Strat Plan and that 2020 was something of a diversion.

### **COL**

Well Being Hui. (10 & 11 June)

AST visitations and work with school staff.

Well Being survey data being analysed (discussed in Claire’s report).

Moved into committee 7.10 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.”*

To discuss out of zone enrolment & Principal’s PGC

Moved out of “in committee” 7.12pm

## **2.2 Financial:**

Final audited accounts are back from UHY Norton, Phil reported on Annual accounts. 2020 budgeted for deficit, but ended with 20K surplus.

Management letter is complimentary about the financial management of Maunu School.

*Board requested a comment be inserted acknowledging that the board understands the implications of deficit budgeting and this has been inserted into the management letter. The board accepts the 2020 audited accounts.*

Currey/ Manson

Carried

*Moved that the report be accepted and creditors schedules #11 & 12 be approved for payment.*

Currey/ Turton

Carried

**2.3 Staff Report. Data Analysis 2021** Claire explained the results from the PAT testing. This was for 2021 only as 2020's testing was done much later in the year so there is not a relevant comparison time.

**Maths:** Year 3 90% at & above, Year 4 91% at & above, Year 5 91% at & above, Year 6 83% at & above

Whole school 88% at and above

55 children at stanine 6. Target to move this group to stanine 7

**Comprehension:** Year 4 81% at & above, Year 5 79% at & above, Year 6 83% at & above

Whole school 82% at and above

27 children at stanine 3. Target to move this group to stanine 4

34 children at stanine 6. Target to move this group to stanine 7

**Reading:** Year 3 72% at and above, Year 4 82% at and above, Year 5 79% at and above, Year 6 84% at and above

Whole school 80% at and above

26 students at stanine 3 Target to move these students to stanine 4

51 students at stanine 6. Target to move these students to stanine 7

Claire and Paul commented that the school has been successful over the last few years in moving students in the 1-3rd stanines to the 4-6th. A balancing act to be aimed for always, in doing this while catering for the bulk of children (4-6th stanines), and providing challenge for students in the 7-9th centiles. A focus will be extending children in the 4-6th stanines towards the 7-9th. Teachers are looking at how their classroom programmes differentiate for the varying levels, to achieve these aims.

## Professional Development

**SOD:** 4th June- As part of Kahui Ako Community of Learning 2, The schools involved were: Whangarei Primary; Maunu and Otaika Valley. The PD involved all staff from the three schools with the following topics covered.

AST Literacy - Kendra Bradley - presented an overview of WTE. Breakout Sessions

Each syndicate from Maunu School shared practical ways they have been implementing WTE at their level and gave Otaika Valley & Whangarei Primary ideas to take away and use.

Wellbeing - Te Reo - Cultural Games & Activities Sport Northland: Phoenix Ruke - Well Being; Te Reo; Cultural Games & Activities

**WTE Sentence Coaching Workshops - Wednesday 9th June**

All new staff had WTE workshop

**Action Planning Day - CoL AST KB, ET, RT, PS, DH, CT, AP, CW, CE.**

Held at the Ministry.

- PB4L (Diana Hesketh)
- Literacy - WTE / Yolanda Soryl Phonics (Kendra Bradley)
- Cultural Responsive (Cayne Wright & Claudine Edwards)
- Learning Support (Anne Parr)
- Well Being (Claire Turton)
- Localised Curriculum Review (Paul Shepherd, Claire Turton & Diana Hesketh)

Each of the leads shared a brief reflection of what has been achieved, what they are currently working on and what they hope to achieve in the future

We captured on a shared document each piece of the puzzle and spent time discussing and expanding on the connections between the areas.

The AST's & Paul worked alongside us on a shared vision.

The eventual goal is to create an action plan and timeline.

**Cultural Responsiveness: Melinda Webber** presented at the Salvation Army to Te Tai Tokerau on Wednesday 9th June. Her presentation was delivered to CoL staff about Cultural Narratives and presented data from her recent study of Tai Tokerau. This was made available, free, to all staff. PS, CT, KB & CW attended.

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

**CoL Hui AST & Principals 11th June** PS, KB

**Assessment and Reporting to Parents** Reports will go out in Week 9.

**Three Way Conferences** will be held on 6th & 7th July.

**Professional Growth Cycle** Teachers met in their syndicates and have completed their goal to support our PLD in PB4L. They have also set a personal goal.

Observations and walkthroughs have been 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.

**Paid Union Meeting (PUM)** A timetable was organised with a buddy system to ensure all classroom teachers could attend the PUM on 22/6 & 2/7 but leave the school open.

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

**3 Discussion Topics/ General Business**

**3.1 SOD for term 3** - around wellbeing This is the 2nd accord day. Approval sought from BOT for this. Around week 6 or 7. Approved.

**3.2 Board self review summary** - actions identified included a board contribution to newsletter once a term and proactive planning for succession, with an emphasis on diversity. The former may help to raise community awareness of and interest in board

work. The latter is incorporated in the board work plan for term 4. Teacher identification of families who may be interested in board involvement may be particularly helpful.

#### 4 Significant Successes

**CoL** group is going really well. All schools are contributing positively.

**Staff only day**- was a very productive day

**Rippa Rugby Tournament** Yr 5 & 6 students had an in-school Maunu tournament, then 4 Teams went along to Kamo Rec.

**Support Staff Week - Week 6** All support Staff received treats. An article in the newsletter acknowledged support staff. A Morning Tea was provided for all staff and Rm 10 ran an item around Support Staff for their assembly.

#### Preparation for next meeting:

see action points.

**Date of next meeting:** Tuesday 10 August 2021 @ 6.30pm (date altered to accommodate school holidays & Members.)

**Meeting Closure:** 8.40 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.
	Reporting to parents	CBB/Claire		Advise School Docs of change of date
June 21	Audited accounts	CBB		on website & to MOE
Nov 2021	Succession planning/ Diversity	Alison/Paul		Board contribution to newsletter In term 3, to liaise with teachers to identify families who may be interested in board work