

**MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES**  
**August 10 2021 6.30pm in Staffroom**

**1 Administration Matters:**

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

**1.2 Apologies:** Phil Currey

**1.3 Confirmation of Minutes 23 June 2021;**

**Matters Arising:**

**Sewerage System** Amend wording, change “camered” to “a CCTV inspection”

**Correction** to Paul’s report, to the amount granted by Oxford Trust for kapa haka uniforms: mentioned in Paul’s report as \$2000, in minutes as \$1000. The latter is correct.

*Moved that the 23 June 2021 meeting minutes be approved, subject to the above change.*

Action points from the June meeting reviewed, and amended for this month’s minutes according to progress

**Confirmation of In Committee Minutes 23 June 2021**

**Matters arising - Nil**

*Moved that the 23 June 2021 in committee meeting minutes be approved.*

*Manson / Leathem*

*Carried*

**1.4 Correspondence:** See schedule. Addition of new termly *Board Matters* newsletter from NZSTA.

*Moved from the Chair “that the correspondence schedule be accepted”.*

*Manson / Turton*

*Carried*

**1.5 Changes to disclosures of interest:**

Kate Davies is no longer associated with LIC, effective July 2021.

**2. Strategic Reports:**

**2.1 Principal’s Report:** Paul spoke to parts of his report, with the balance being taken as read.

**NAG 1 – CURRICULUM:**

Maths Review: The Maths Focus Team are reviewing the mathematics programmes within the school and across levels. This involves looking at consistency of practice; the place of PR1ME as a resource, basic facts knowledge and best practice in classrooms.

**NAG 2 Policy Reviews:**

Policy Reviews:

**Complaints:** This policy underwent a “review” earlier this year when dealing with a parent complaint. The process as we have it in the policy and procedures worked well.

**Finance & Property:** The policy that is on School Docs is general in nature and has the school's particular levels of expenditure and time frames. (reviewed T1, 2021)

Policy Assurance:

**Physical Restraint: change** *“All teaching staff are authorised to apply restraint. Non-teaching staff can apply restraint if they have been authorised, in writing, by the board”*. **Replace board with principal.**

**Surrender & Retention:** No need for any change. Meets MoE requirements. Has not been tested to date.

Implementation Audits & Reports to BoT:

- Safety Management System - staff enter hazards or work required on the form in the staffroom. Caretaker responds each day and signs off when completed.- Principal and Caretaker undertake a physical audit (walk around school) each term. Identified areas are noted and rectified. Caretaker does weekly checks of the school site, in particular playground areas.
- Risk Management - Links to Safety Management Systems above. School Docs asked to add “principal and caretaker complete a full school check once a term; caretaker completes weekly check and maintenance; staff fill in hazard/work request sheet in staffroom as required - caretaker signs off when completed.”

**NAG 3 – PERSONNEL:**

**2022 Staffing:** Indicative staffing notice due 25 September. Paul has asked local MoE office to support our staffing request (July 1) as we have Puriri Park development due to be opened in February 2022.

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

**NAG 4 – FINANCE and PROPERTY:**

**Budget: Review:** Carolyn & Paul carried out a review in July. This involved checking expenditure against budget and addition and re-organisation of some ledger codes. The review notes were sent to Ed Services for comment and then to Phil (BoT Treasurer) for comment.

**Mathathon:** The recent mathathon raised \$13755. This was an incredible effort from the students & community. Funds will be used to support: learning through play equipment; maths resources; curriculum resources and kapa haka uniforms.

**5YA Amendments & Projects:**

**10YPP/5YA: Amendment signed 5 July 2021.** This was to offset the overspend on the Admin roof project. Funds were reallocated from Pool project

**Projects:**

**Roll Growth:** Completion date was extended. Handover is now set for 16 August. A site mtg with ALine & MoE was held 30 July. Some additions to the project agreed to: build a small retaining wall on north side of Rm 15 & 16 concrete area (to stop bank from slipping onto concrete) and a tree removed in front of Rm 17 & 18 to enable extension of concrete area to link to south facing steps.

We are looking forward to having more spaces for breakout rooms, meetings, etc until such time the roll increases to fill rooms. (Puriri Park Subdivision.)

**Canopies:** There has had to be a change to the structure and design of the canopies in front of Rm 9, 10 & Library so they are now free standing. This has been required by WDC. This is an increase of approx \$7k, and should be covered by contingency.

**Pool Project:** contracts have been agreed to for the resurfacing of the pool and the construction of the fencing. The requirements for the changing room is causing a problem with the council requesting extra information. We are undertaking a review of the project to see what available funds are remaining after fencing and seating has been completed. The estimate is around \$70k to cover changing sheds, chemical shed, store shed & toilet.

**Electrical:** The lighting project to upgrade lighting in classrooms and around school has been completed.

**AMS Internal Refurb:** Flooring (carpet and vinyl) contract has been let for Rms 1&2; 5&6 and 14. Measure Up will complete these in the October break. Internal doors in Rm 3&4, 5&6 still out to tender.

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

**NAG 6 - LEGISLATION**

**NAG 7 – CHARTER:**

**COL**

Term 2 newsletter circulated, Well Being Hui - 18 August, PLD continuing through schools.

Tahu te Ahi (Community Presentations): Kathryn Berkett 7-9pm; 30 September; WBHS

**OTHER:**

**Staff Only Day:** Request to hold a staff only day approved last meeting.

*Approved confirmed date is Friday 24 September with Focus to be Strategic Goals and Well Being.*

*Shepherd/ Manson Carried*

**Country Fair:** Saturday 6 Nov. Coordinators Nigel Gilmour & Cara Dawson. Funds being raised to support the Pool Development Project.

## 2.2 Financial:

Phil sent along a written report. We are tracking well.

The budget review done by PS & CBB was forwarded to PC in July. As he is not at meeting will defer discussion and approval of budget review as he hasn't mentioned it in his report. CBB will forward review to all members in the interim.

*Manson/ Shepherd Carried*

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

*Manson/ Turton Carried*

**2.3 Staff Report.** Presented by Claire, taken as read with particular discussion of strategic planning and localised curriculum, upcoming visit to the youth summit.

**Professional Development**

**Teaching, school, and principal leadership practices (tsp) survey tool**

Completed with all teachers on 27th July. The SLT will work together to analyse this data and feed it into our Strategic Planning Review for 2022.

## **ESOL Training**

10 teachers were provided with release, over the two sessions, to engage with the English Language Learning Progressions (ELLP) Pathway.

## **WTE**

**Sentence Coaching Workshops.** All new staff attended WTE workshops at Otaika Valley School. The whole staff will be involved in the next stage of WTE workshops later this term on 2nd September.

## **Strategic Planning & Localised Curriculum:**

As part of the Strategic Plan/direction review, we are looking at ways to extend and integrate the concept of a “localised” curriculum into our goals and planning. This involves using local, regional and national resources (places, people, programmes etc) in our school curriculum.

Hukerenui School Visit: PS, DH, CT, CW, NN, JC all spent the morning at Hukerenui School observing their Authentic learning model.

We had heard Bastienne Kruger, Principal speak at the TTPA Conference in Term 1. We arranged a visit to the school to further unpack how Bastienne and her team use the localised curriculum model. It was a great opportunity to see planning, assessment rubrics and reflections over the course of the 6 years + they have been implementing this model.

Whilst we understand the context would not be relevant for Maunu School, it was good for the Syndicate Leaders to look at other models used successfully in other schools that enable students to see a purpose to their inquiry learning and to live and breathe STEAM in an integrated approach to learning.

**1st Aid Training:** 17th August. All teachers involved.

**PRIME Maths Staff Mtg:** 31st August. All teachers involved.

## **Health Programme- Keeping Ourselves Programme**

During Weeks 4 - 6 the Police education Officers will be working alongside our teaching team to deliver a Keeping Ourselves Safe Education Programme.

## **School Production**

In Week 9 we will present our School Production to the school community. **A Million Dreams (A trip around the world)**. Script written by PS. Every student in the school will have the opportunity to be part of the production in some way. Each class works alongside NF(teacher) who is our Production coordinator and a team of teachers on the production team to celebrate the performing arts at Maunu School.

**Youth Summit: Young children hearing from successful young people.** All Year 6 students attending. The school pays for the admission and bus to enable our students the opportunity to attend this event. Guest speakers are **Isaiah Apiata, Kawiti Waetford & Brando Yelavich**. CT has been on the organising committee for the past few years. Maunu School students will be responsible for thanking Brando Yelavich. A group, traditionally known as our powhiri group, will be presenting the final karakia. Our own KP will be performing his musical talents playing the Dulcimer.

## **2.4 Property:** See Principal’s report.

Discussion held regarding the change from original plans with respect to windows on the front wall of Room [what number are we giving that one?!]. PS/RW will liaise with project

management as to whether any changes are possible to structure or costing.

### **3 Discussion Topics/ General Business**

**3.1 Mid year property & finance review** - covered in Principal's report

**3.2 Mid year review annual plan.** CT & PS, along with syndicate leaders, are looking at progress on annual goals, and at their intersection with the results of the teaching, school and principal leadership practices survey recently responded to by staff. They will feed back to the board when this is complete. The TSP tool will also be used to inform strategic plan review.

**3.3 Policy Reviews** - Refer Principal's report for changes

Discussion held.

**Complaints** - agreed the various policies were quite complex and overlapped in some parts. PS commented that advice received on previous proposals to simplify them has been that the draft revisions did not include all requirements. Fortunately, formal complaints are rare, the majority being dealt with at management level. A brief discussion held of how the process differs depending on who is the subject of the complaint. The policy includes discretion as to whether a formal complaint requires a formal or an informal investigation. The latter would involve outside agencies e.g. STA for support and advice.

**Acknowledge updates to finance & property policy.** Finance and property policies have been updated in line with changes arising from the Schooldocs review. The changes involved improvements to language and structure, updates with respect to technological changes, and responses to recommendations of their auditors. There is no consequent change to our practice.

#### **3.4 Out of zone enrolments**

Moved into committee 7.55pm

*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" 8.10pm

**3.5 Year Dates;** Start Thursday 3 Feb 2022, Finish Wednesday 14 December 2022.

*Approved All*

*Carried*

#### **3.6 Assurance**

**a) physical restraint-** refer Principal's report

**b) Surrender & retention of property, searches** - has not been required

### **4 Significant Successes**

3 way conferences - a good turnout of parents & caregivers.

Mathathon. Great way to promote learning of basic facts, children had a fun day & generous sponsorship from the community.

Saving of the iconic Country Fair- The school community has rallied and volunteers resurrected the fair - Thank you.

**Preparation for next meeting:**

see action points.

**Date of next meeting:** Wednesday 15 September 2021 @ 6.30pm

**Meeting Closure:** 8.15pm

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

**Action Points Outstanding**

Month	What	Who	Status	Comment
Feb 2021	Enrolment schemes	CBB/ PS	Completed	Review Guidelines and implementation
Aug 2021	NELP's	PS	ongoing	To be placed on the website - delay due to needing to get the website 'unlocked' by the provider.
April 2021	Assurance items	Claire?/ CBB	Completed	Advise School Docs of completed items.
May 2021	Hazard Register	CBB/Claire	Completed	Advise school docs of change of wording to specify frequency of hazard register review.
	Reporting to parents	CBB/Claire	Completed	Advise School Docs of change of date
Sept 2021	July budget review	CBB		Share with Board for passing at Sept meeting
Nov 2021	Succession planning/ Diversity	Alison/Paul		Board contribution to newsletter In term 3 completed. To liaise with teachers to identify families who may be interested in board work