

**MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES**  
**September 22 2021 6.30pm in Staffroom**

**1 Administration Matters:**

**1.1 Present:** Alison Manson (Chair), Phil Currey, Kate Davies, Todd Leathem, Claire Turton, (Acting Principal), Rachel Wright, Carolyn Boyce-Bacon (Secretary)

**1.2 Apologies:** Paul Shepherd

**1.3 Confirmation of Minutes 10 August 2021**

**Matters Arising:**

July Budget review. This was reviewed by CBB & PS but due to covid lockdown & illnesses, PS & CB have not had a chance to discuss with Phil. To be addressed & once discussed forward completed review of budget onto the full board.

Asset register review. Also affected by Covid & Illness. PS & CB to confirm review & confirm with full board.

**Confirmation of In Committee Minutes 10 August 2021**

*Moved that the 10 August 2021 in committee 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:** In Paul's absence Claire spoke to the following, with the balance being taken as read.

**NAG 1 – CURRICULUM:**

**NAG 2 Policy Reviews:**

Policy Reviews: Behaviour Management, needs to be reviewed in light of PB4L, this is still progressing and will be ready by the end of the year.

**NAG 3 – PERSONNEL:**

**Term 4 Staffing:** As agreed in 2020 with Rachel Barclay's maternity leave, she will return in term 4 to cover teacher's Class release time (CRT) and approved leave. Danni Crosbie will remain in Rm 5 to maintain consistency for the class.

**NAG 4- Property**

**5YA Amendments & Projects:**

Pool project has begun with the seating and fencing. The timing of pool painting is being negotiated as it was going to be in the term break, but Covid lockdown has caused some delays and rethinking.

**Roll Growth:**

There are just a few items to complete for these buildings. These include the internet connectivity, concrete path and some electrical items.

#### **AMS & SIPs:**

- The canopies in front of Rm 9, 10 & Library have begun. Expected to be completed by the end of the term 3 break.
- Rm 3-4 & 5-6 internal doors will be completed during term break. Flooring is expected to be done after this, also during the break, but has yet to be confirmed. (The lockdown and Auckland levels may cause product delays)

#### **Fire Alarms & Evac System:**

Roll growth classrooms are now connected to the fire system

#### **NAG 5 – HEALTH and SAFETY:**

All site access plans for the projects have been completed. There have been on site meetings with contractors about how Level 2 will work. Fencing in place and work involving vehicle movements is done when children are not outside.

#### **NAG 6 - LEGISLATION**

2022 Provisional staffing figures are due 23 Sept. Paul has been in contact with the MoE as the rate of roll growth during 2021 has slowed. We were expecting the Puriri Park development to be open. This is now looking at being the beginning of 2022. Lesley Parton (school liaison) is working on our behalf to get the staffing increased. The initial figures were reduced for 2022 and would affect current staffing numbers going forward.

#### **NAG 7 – CHARTER:**

**Strategic Plan:** The Staff only Day set for 24 Sept has been cancelled as felt it was inappropriate to inconvenience families after lockdown. This day had a focus on the goals and strategic direction. The bulk of this work will now be done behind the scenes by the Management team.

#### **COL**

Term 3 Well Being Hui cancelled. Next hui is 2 Nov with the 3rd being a day open to other school (BoT, staff, selected community members) where Taipari Munro will talk about the pre-european history of Whangarei and surrounding districts. This is designed to help schools with their own cultural narratives.

#### **OTHER:**

**Covid 19 Levels 4,3 & 2** -taken as read.

**Cross Country** - this will be a championship event, with chn able to choose if they compete. This will be held around the Maunu & Pompallier school grounds.

**Production** cannot run as a “live” event due to the gathering ruling. As we have no idea when we will return to level 1 with full gatherings, we have decided to go ahead with the production as a “filmed” event. BellTech is supporting us in the lighting, sound and filming. In term 4, we will hold a “Film Festival” where parents & wider whanau can come and see “A Million Dreams”

## **2.2 Financial:**

Running to budget.

**Septic tank failure** is a constant concern and source of budget over run.

A discussion was held about what can the board do to help? Rachel suggested that the school request a letter from the drainlayer, together with recent expenditure figures to put to MOE, requesting financial support for replacement of the existing system with a

modern and more resilient one, adequate to the increased demands arising from roll growth. Board want to support Paul with this ongoing issue.

*Currey/ Turton*                      *Carried*

*Moved that the report be accepted and creditors schedules # 19 & 20 be approved for payment.*

*Currey/ Turton*                      *Carried*

**2.3 Staff Report.** Presented by Claire, taken as read with particular discussion about professional learning development and the Keeping Ourselves Safe programme

**2.4 Property-** see Principal's report

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

**3.1 Staff only Day** was approved for 22 November 2021. This day's focus will be on planning for 2022

#### **3.2 Assurance**

**SUE** reports- checked by Chair Sept 2021

Internal audit of the safety management system completed by Kate. This included accident register and report of injuries to 9.9.21

Discussion of one staff injury which was reported to Worksafe. Should injuries reported to worksafe also be notified to the board? - to check policy *[addit by AM 25/9/21:*

*Managing Serious Illness/Injury Policy already includes that injuries reported to Worksafe are notified to the board chair. However, the reported injury did not in fact meet Worksafe's criteria for reporting].*

Kate questioned whether Covid H&S should be included in School docs? On a practical level procedures are frequently being updated as dictated by MOE directives, which are based on MOH advice. As it is extremely topical, it is likely though that Schooldocs are working on an overarching policy. CT to check with School docs.

This led on to a discussion about **Covid 19 procedures:**

Do we hold a register of vaccinated staff? CT to check MOE guidelines and verify procedure in preparation if return to level 3.

Management of unvaccinated staff, with respect to the school's responsibility for their and others' safety, is likely to require further attention should levels change again and when/if covid becomes endemic. This will affect all schools, so hopefully guidance will evolve with the situation.

Many staff have only recently become eligible for vaccination. We will discuss at a future meeting once people have had a chance to get vaccinated.

Suggested staff are encouraged to QR sign in each day as then they would be independently alerted if there were to be any cases identified who had been at the school. CT to check this against MOE guidelines.

**Swimming pool review-** This is to be deferred until the pool project is completed.

**Evacuation Drills.** Shake out drill planned for 28 Oct. Fire drill to be deferred to term 4.

#### **3.4 Leave Request, Principal Performance Appraisal**

Moved into committee 7.40pm

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” 7.55pm

#### 4 Significant Successes

Surviving Level 4 & 3 lockdown. Huge staff effort with home learning at both levels and also those who came in for level 3 bubble learning.

Mathathon 2 teams entered, 1 team came 1st

Completion of 4 new classrooms.

#### Preparation for next meeting:

see action points.

Date of next meeting: Tuesday 19 October 2021 @ 6.30pm

Meeting Closure: 8:30 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.
Sept 2021	July budget review	CBB		Share with Board for passing at Oct meeting
Sept 2021	Asset Register review	CBB / PS		Complete
	Behaviour Management review	PS		Part of PB4L review
	Principal's appraisal	AM/PS		
	Covid register of staff vaccination	CT		Check MOE guidelines
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