

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
October 27 2021 6.30pm 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 22 September 2021

Matters Arising:

July Budget review Covered in Principals October report

Asset register review Covered in Principals October report

Confirmation of In Committee Minutes 22 September 2021

Moved that the 22 September 2021 in committee meeting minutes be approved.

Manson / Wright Carried

1.4 Correspondence: See schedule.

Covid vaccination order to be discussed in Principals report.

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 the following, with the balance being taken as read.

NAG 1 – CURRICULUM:

NAG 2 Policy Reviews:

NAG 3 – PERSONNEL:

Staffing: 2022 based on 350 students. This means we are staffed similarly to this year and presently working through scenarios around class/level numbers and staffing.

Appointments: Rachel Barclay has returned term 4 to teaching duties from maternity leave.

NAG 4 – FINANCE and PROPERTY:

Budget:

- Presently a draft is almost complete. Unfortunately, Paul's absence and then L3 have caused us to reschedule meetings with Ed Services. The draft will initially be sent to Phil and then on to the board for comment.

Ops Grant 2022: We have received the allocation for 2022 - \$482,402 excl gst. The 2021 initial allocation was \$468,752

Roll Growth: The building inspector (MoE) came on Wed 20/10 (unannounced) from Wellington. He does a check and then contacts ALine to correct any defects. He said

that ALine would carry out an inspection every 3 months and that he will provide the school with a report on areas that need to be attended to. He will make further visits to inspect.

Projects

- **Classroom interiors** - carpet tiles laid; internal doors put in. Waiting for autex panels to arrive.
- **Shade Canopies** - should be completed by end of this week (29 Oct)
- **Pool Project** - concrete laid and some fence posts put in. The Pool Seating is delayed as they await manufacturing out of Auckland, it is expected to be 2-3 weeks away.

The fence gear will arrive mid November so Action Fencing can start the install then.

Once the fence nears completion we will book in the pool resurfacing - allowing enough time to empty the pool.

There was an extra cost as they found a rock "pan" where the fence poles need to go. This cost approx \$8k to remove. Contingency to cover. There will be a meeting with the contractor about this overrun.

NAG 5 – HEALTH and SAFETY: Covid 19 in committee

NAG 6 - LEGISLATION

NAG 7 – CHARTER:

Strategic Plan: This was a priority focus for us for the end of term 3. Unfortunately, Paul's absence has delayed this. As soon as a draft is ready it will be sent out for comment.

COL: The term 4 events have had to be cancelled due to Alert Levels and travel.

OTHER:

Covid 19 Levels

Puriri Park Road development

Paul has written twice to Kainga Ora to seek an update on when the Puriri Park housing development will have tenants. To date there has been no response. It is difficult to create classes and staffing without some idea of the numbers likely to come to us from this development. It may be that we need to budget for around \$40k until our numbers exceed the 350 mark and we get allocated more staffing.

Liquor Store

Proposed store next door to Jolt and best start Maunu.

Submissions close Thursday 28 Oct.

Agreed that the Board opposes Building of a liquor store in the Maunu Suburb Carried by all.

Alison will draft up a submission and forward to members for approval to meet the deadline

2.2 Financial:

Renewed 2 T/Ds.

Phil suggested that there appears to be a surplus in the BOT section of the budget. Phil raised the idea that the staff have had a challenging year and would it be nice to

acknowledge their efforts over lockdown & online learning with a gift of some sort? The intention behind the idea was supported, but any proposed expenditure would need to be in line with the sensitive expenditure policy. No decision was agreed on at the meeting.

Moved that the report be accepted and creditors schedules # 21,22,23 be approved for payment.

Currey/ Turton

Carried

2.3 Staff Report. Presented by Claire, taken as read with particular discussion about the following cancelled/reduced events and topics.

WTE Sentence Coaching Workshops

ASB St Johns In Schools

Cross Country was a school only event

Athletics Day: will be a school only event

STEM. RB has returned from maternity leave term 4 and is covering Middle & Senior teaching staff CRT release with a STEM focus each day. This allows teachers to have their CRT release for Term 4 in preparation for reporting writing.

PAT Testing. We have reduced these for the end of the year. We will be testing in Mathematics, Reading Comprehension & Listening Comprehension.

Country Fair cannot happen in L2 as we had hoped. We have therefore looked at options for a Country Fair Festival, where events can happen over a number of days. We can still run the raffle as all items have been collected and the packs made up and photographed. These can be sent home with families and sold until the draw at the end of the term.

We are looking at holding a Country Fair Fun Day for the students

Maunu's Got Talent auditions happened in the last week of Term 3. 11 acts went through to a final that took place in Week 1, Term 4. The top four acts will be able to perform to the whole school and at the Country Fair Festival. If need be, we will film them

Production; A Million Dreams (A trip around the world) Plan B

Filming began on the school production this week (Week 2, Term 4) filmed by a videographer and his team. Coordinated by Nicola Fannin.

All the students and teachers have worked so hard on this production. There has been a great team of support staff who have worked hard on the amazing props and costumes.

Depending on levels will hold a movie evening or sell pen drives of the movie.

Transition for students: We are running two transition days to allow students to meet the teachers in the next syndicate. These will be run like a Flexi Friday Workshop Rotation. Students will take part in these days on 29th Oct & 12 Nov.

2.4 Property- see Principal's report

3 Discussion Topics/ General Business

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

planning for 2022

3.2 Policy review: Harassment. No changes seen as needed by the board. We will await the feedback from Schooldocs' wider review.

3.3 Assurance:

Evacuation Drills:

Shake out drill planned for 28 Oct.

Fire Alarm/drill held 27 Oct as a result of the smoke machine being used for filming the production setting off the fire alarms in the hall. The system is now linked to the Fire Dept who responded. The children evacuated their classrooms in a very quick and orderly manner. The fire brigade arrived and the situation was explained.

Abuse recognition & reporting

- no process has been required since the last report.

Staff appraisals

- are being completed as required, in line with the new Professional Growth Cycle model.

Provisionally certified teachers- we have one teacher and all processes are being covered with a mentor teacher.

3.4 Staffing & Covid levels

Moved into committee 7.50pm

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" 8.30pm

4 Significant Successes

Surviving another round of Covid level 3 lockdowns.

Completion of all the building projects. The school is looking really good.

The Board congratulated and acknowledged Paul's effort and his level of organisation and problem solving over building projects, staffing, production etc in these difficult times His communication has been great, both with the board and community around covid issues.

Preparation for next meeting:

see action points.

Date of next meeting: Wednesday 17 November 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	Behaviour Management review	PS		Part of PB4L review
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
Nov 2021	Principal's appraisal	AM/PS		To arrange meeting with peer reviewer