

**MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES**  
**November 17 2021 6.30pm in Staffroom**

**1 Administration Matters:**

**1.1 Present:** Phil Currey, Kate Davies, Todd Leathem, Paul Shepherd (Principal) , Claire Turton, Rachel Wright

**1.2 Apologies:** Alison Manson (Chair) Arrived 8.30pm, Carolyn Boyce-Bacon (Secretary)

**1.3 Confirmation of Minutes 27 October 2021** Wright / Davies carried

**Matters Arising:**

We are looking into an electronic Hazard Register for the caretaker.

**Confirmation of In Committee Minutes 27 October 2021**

*Wright moved that the 27 October 2021 in committee meeting minutes be approved.  
Carried by Leathem*

**1.4 Correspondence:** See schedule.

*Moved from the Chair "that the correspondence schedule be accepted".  
Turton / Davies 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.

Roll 335, lower than expected as we have not had the movement up from Auckland as expected.

**NAG 1 – CURRICULUM:**

**NAG 2 Policy Reviews:**

**NAG 3 – PERSONNEL:**

**NAG 4 – FINANCE and PROPERTY:**

**Projects**

- **Shade Canopies** - completed
- **Pool Project** -  
5 days to empty the pool. We need to time this well so we can confirm the timeline. It takes about 9 days to fill or use the fire service or water truck.
- WATCO are quoting to pump drainage in at the pool area where the water is now pooling since the extra concrete area was laid and to sort out the septic pipes from the sickbay toilet to the T junction that causes the blockages. We have a 5YA budget of \$14k
- Community Pool use during L2 / Traffic Light system. Carolyn is investigating whether we can run a community pool during L2. BoT can review when we have more information. We believe it is a good community resource, it helps maintain security of the premises during the term breaks.

- Security after hours / term breaks. Discussion re cars / dogs on site. New gates being erected for added security. Video cameras will help with this added security.

## **NAG 5 – HEALTH and SAFETY:**

Risk Management - Currently we use a paper trail, however we are looking at how we can turn this into a user friendly electronic version for the caretaker

The Covid vaccination status has been checked of all the current workers on site.

Their Police checks have also all been completed.

Final Assembly Organisation - We have looked at all opportunities to hold assemblies or events at the end of the year. We are now looking at having a social distance assembly and live streaming it to the community.

## **NAG 6 - LEGISLATION**

## **NAG 7 – CHARTER:**

### **Strategic Plan:**

Strategic Plan, change to requirements. Plans will be sent to the MOE by 31st March. This was a priority focus for us for the end of term 3. This will be covered in SOD 22.11. & 15.12

As soon as a draft is ready it will be sent out for comment.

- **Hub Mtg:** 2022 PLD will take a slightly different focus. There will be 3 facets:
  - Leadership - for aspiring leaders in schools
  - Well being, including trauma informed practices, student engagement etc
  - Cultural narrative

### **OTHER:**

#### **Covid 19** discussion

PS discussed the new requirements for when parents come into school. We will clearly provide procedures for coming to the Office. We will then get the child to come to the Office. We therefore will not have parents walking into classrooms.

**Puriri Park Development:** I have made contact with Andre Hemara, (Senior Stakeholder Relationships Manager). Their current programme for delivery of units are as follows:

- 7 Units – by early June 2022
- 20 Units – by end of June 2022
- 10 units – by end of August 2022
- They had not considered a “transition” process for children coming to Maunu School and Andre was not sure about this and will try and get someone to contact the school

### **Liquor Store**

Proposed store next door to Jolt and best start Maunu.

Alison wrote a letter to the Secretary of the District Licensing Committee Whangarei District Council on 27 October 2021, see the correspondence schedule.

## **2.2 Financial:**

### **Draft Budget**

Discussion. PS explained they have pruned back on some areas of the budget - looking over the last three years.

PS / CBB will send out the budget. February Budget TBC

Discussion re Power. We changed Power companies. The new buildings will potentially add to the power bill.

*Moved that the report be accepted and creditors schedules # 24, 25 be approved for payment.*

*Currey/ Turton*

*Carried*

**2.3 Staff Report.** Presented by Claire, taken as read with particular discussion about the following

- PLD  
PB4L 2nd Nov DH & TW met with Tina  
SOD - 22nd Nov. Planning & preparation for 2022.  
SOD Term 2 2022 - PLD Pause, Breathe, Smile PLD Training. We have been given two tentative dates: 11th May and 16th May.
- Health & Sports  
Athletics Day: As we couldn't have as many volunteers this year DH ran the Athletics rotations over two days. 15th & 16th November. In L2 we cannot have parents attend the day as spectators. We did have a few parent volunteers here to support their children with High Health needs.  
House Tabloids: The Student Leadership team organised a special House Tabloid Event on 29th Sept. This did not go ahead due to inclement weather. It is Scheduled for 7 Dec.
- Production  
A Million Dreams (A trip around the world) Plan B  
The video should be complete by the end of this week, 19th Nov.(Week 5)  
Performance evenings have been advertised to take place in Week 6, 25th, 26th & 27th Nov Term 4. This will be held as an event with 12+ social distancing and masks worn when entering or moving around.  
We plan to be able to sell copies of the production for whanau who would like a copy after the production performance evenings.  
This is TBC based on Level restrictions.
- STEM Term 4  
RB STEM activities / days have been well received for all Middle & Senior students.  
Photos to be shared of student work.
- Assessment & Reporting  
ICAS  
Teachers are being released for CRT in Weeks 1 - 5 by RB & relievers.  
During these times the teachers are carrying out their assessments to inform their OTJ for reporting to Parents.  
All testing is now complete.  
The International Competitions and Assessments for Schools tests were completed in Week 3 & 4 in English, Science & Maths.  
Assessment & data sharing. Assessment data is entered into ETAP. All teachers also complete transition proformas to give to the following teacher / school.
- Country Fair  
Country Fair PTA Raffles  
Promotion was sent home in Week 4, Raffle tickets were distributed on 16th Nov. These have been well received and we have already distributed 4000 tickets. The Raffle Rules & Regulations have all been adhered to and compile with the Gambling Act 2003 under

Class 2 Gambling. There will be a maximum of 7500 tickets sold, We are holding a Country Fair Fun Day for the students on 1st December. We have advertised this in the school newsletter and kept it simple asking for donations. Each teaching team has planned and are organising around 12 activities the students can enjoy. We have provided a budget for teachers and the Student Council will support, set up and clean up.

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

### 3 Discussion Topics/ General Business

3.1 **Staff only Day** Term 2 2022 11th May. Focus PLD Pause, Breathe, Smile approved by the BoT. Wright / Shepherd Carried.

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

#### 3.3 Assurance:

#### 3.4 Staffing & Covid levels

Moved into committee 8.30pm

*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" 9.00pm

#### 4 Significant Successes

- CBB became a 'Nana BB' yesterday, 16th November 2021. Congratulations to the Boyce Bacon Whanau.
- Athletics Day was a huge success and enjoyed by all.
- Maunu's Got Talent - Success of all students - to perform in front of an audience. Thank you to the support and sponsorship from PaknSave Whangarei

#### Preparation for next meeting:

see action points.

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

**Meeting Closure:** 9.15 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