

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
February 8 2023 6.30pm in Staffroom

1 Administration Matters:

1.1 Present: Alison Manson (Chair), Yvette Ferreira-Botha, Todd Leathem, Claire Turton, (Principal), Rachel Wright, Courtney deBoer, Carolyn Boyce-Bacon (Secretary)

1.2 Apologies: Charlotte Smith.

Welcome to Courtney as the staff representative.

1.3 Confirmation of Minutes 30 November 2022

Leathem / Manson Carried

Confirmation of In Committee Minutes 30 November 2022

Manson / Wright Carried

1.4 Correspondence: Refer to schedule

Moved from the Chair "that the correspondence schedule be accepted".

Manson / Wright Carried

1.5 Changes to disclosures of interest: . Add Courtney DeBoer, new staff rep

2 Matters Arising:

2023 Budget:

Confirmation that the Board has approved a deficit draft budget of \$ 41,543 for 2023 as per the November 2022 version.

3. Strategic Reports:

3.1 Principal's Report: Refer to the principal's report. Taken as read.

Claire spoke to the following;

CURRICULUM:

There are lots of extra curricular activities being provided.

REVIEW and REPORTING

PERSONNEL

Welcome to the new staff.

Professional development happening this year.

- SOD Histories Curriculum - Footprints of Kupe
- SOD Understanding Behaviour Responding Safely (**UBRS**)
- PB4L continues to be a focus - Led by Diana Hesketh
- Write that Essay / Structured Literacy Approach throughout year - Professional Development and consolidation will be led by Kendra B (CoL AST) Andi W (school lead)
- Pause, Breathe, Smile - All new staff will complete this training. We will continue to consolidate this PLD into our programme this year.
- Better Start Literacy: (BSLA) 1 Junior class teacher - Megan R will complete training this year. All other new staff have completed this.

- Yolanda Soryl Course: For all new staff who have not completed this PLD and Andi Watts our Within School Literacy Lead.
- Mathematics Rob Proffitt White: Maths team will continue training this year and run PLD within their syndicates and whole staff.
- Histories Curriculum / Cultural Narratives - Culturally Responsive Team Led by Cayne Wright with CTurt, CdB, DH, CE & CTav

FINANCE and PROPERTY:

Projects:

- **Trees** - The recent storms resulted in two branches from the large cedar tree smashing three of the fence posts to the swimming enclosure on 6 January. Think Trees have worked with us previously & were booked in to remove the Cedar, a Cypress and one other dead tree by the pool. This has been rescheduled due to weather.

The approved quote is for \$4,800, this was not budgeted for, however health & safety is the priority to remove potential hazards.

- **LSC Space & Room 13** The joinery is delayed. Room 13 art space is now painted, carpeted and the shelving in place.
- **Painting Exterior Re-paint** - Guyco completed 1, 2, 3, 4, 5, 6, 7 & 8, The Junior toilet block, walkway, bag bays and some repair work. Still to complete the trellis and Hall due to weather hold ups. Hall paint project rescheduled to the next term break in April.

Up-coming Projects:

- **Sewage System:** A quote for \$67k for this project. We have to complete the other 5YA projects before this can be done as the MoE will only release the balance of the project cost less any 5YA funds remaining.
- **CCTV Quote** - ARC did a site visit with CT after the vandalism we had in Term 4. Looking at staging the CCTV project over the next few years and starting with 6 cameras. The quote is for \$18,250.01 for six cameras initially. This project is deferred based on finance.

ORS Modifications:

- LM contracted to complete on behalf of MoE
- Exterior work has been scheduled. We have received a 'Contract Works Procurement Plan' for \$31,200 (with \$8,000 Consultant Fees) This will be funded by the MoE

Swimming Pool:

Gerard Anderson was the "custodian" while Adrian was on annual leave. He did an excellent job and kept the pool in top condition.

LEGISLATION

ERO Visit: PS, DH and CT met with our ERO "reviewer" Michelle McCarty 17 Nov. to discuss the process. Michelle will formally be welcomed into the school on 1 March 2023.

HEALTH and SAFETY

Building Projects: Full provision for safety fencing etc has been implemented with the LSC project.

- **Health & Safety Report:** refer to Carolyn's Health & Safety Report.
- **Risk management:** Along with the LSPM project, there has been a site survey by MoE and LM Consulting to identify potential hazards. A report has been prepared and areas of work will be undertaken as part of a MoE funded project as per 'Contract Works Procurement Plan' referred to above.

- **EOTC:** Senior Syndicate have their Adventure Week in Week 4. RAMS tabled. They are checked by the team leader and then by the Principal for 'sign off'.

3.2 Financial:

Report presented by Charlotte in her absence.

Refer to the Education services report.

We acknowledge the schedule of payments that have been approved and paid by 2 authorised signatories since the last meeting.

Payment schedules 28,29 & 30 passed.

Turton /Manson

Carried

3.3 Staff Report. Courtney presented a written report. Taken as read.

3.4 Property- see Principal's report

4 General Business/ Discussion Topics

4.1 Teacher only Day approved Monday 24 April approved.

Turton / Manson

carried

4.2 Joint PTA & Board meeting

The board are invited to attend the PTA meeting on Tues 4 April. This is a nice way to meet & and thank and acknowledge the PTA's hard work.

The PTA have lots of good ideas and enthusiasm. Any BOT members welcome to attend

4.3 Assign Portfolios- Portfolio Review

Property- Rachel & Todd

Policy- Yvette & Claire

Treasurer- Charlotte

Health & Safety- Carolyn Boyce-Bacon

Chair- Alison vacated the chair and was unanimously nominated again. Thank you Alison for all you do. As a board we are very grateful for your professional and thoughtful input.

4.4 Principal Growth Cycle

Lana Wolfgram from Evaluation Associates is Claire's beginning principal mentor (an MOE provision). Claire will approach another experienced principal colleague to be her peer mentor for her professional growth cycle. The PPA between Claire and the board will be formulated in line with the strategic plan and her PGC. The board want to support Claire in every way possible and have asked that Claire keeps them informed as to whether existing support arrangements are functioning well. The board stressed to Claire that it is important she manages her workload as she begins the Principal journey.

4.5 Working with ERO (Te Tari Arotake Matauranga)

Michelle will be here from 9.30-2pm 1 March. Claire has plans for a welcome, using students and showing off the school and students.

CT, AM & CdB will meet and go through the ERO documentation.

4.6 Opportunities for strengthening the school & the board relationship with the community.

School docs- add to website and promote site regularly in the newsletter.

Diversity. A discussion about how we can include and welcome/engage with new parents and bring a mix of cultures to the board.

Discussion about PLD for Board. STA webinars are online and in person again this year, and the Knowles hub has a wide range of 'just-in-time' learning resources also.

4.7 2023 signatories

As per November minutes. The staff representative is to become a signatory.

Courtney deBoer to be added as a signatory to the ASB account.

Move that effective 2023 the board staff representative is a new signatory, removing Hesketh. There will be 5 signatories. Chair, Treasurer, Principal, Staff board rep & office administrator, with any 2 to sign jointly.

This change will take place upon election of a new Staff Board Representative.

Manson/ Smith

CBB to approach ASB to arrange change of signatories.

5 Policy review -

deferred - CT & YFB to meet to determine timing of reviews over 2023

6 Assurances:

Accident report for 2022 tabled.

Teacher Registration & Police vetting checks: All staff comply up to date & diarised.

Moved into committee 8.30 pm

To discuss out of zone enrolments & staff leave requests.

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" 8.45 pm

6.3 Significant Events:

Mini Whakatau- a great turnout, the Kapa Haka performed well.

New staff are transitioning well

Welcome to baby Paxton - Olivia & Kyle have a healthy son born 25/12.

Board social BBQ - We would still like to have a catchup on Sunday 26 February 4.30pm. CBB to share a doc for food, salad, meat.

Preparation for next meeting:

Wednesday 15 March 6.30pm. see action points.

Meeting Closure: 9.00 pm

Signed _____ Date _____
 Chairperson

Action Points Outstanding

Month	What	Who	Status	Comment
	Cultural representation	PS/CT	Done??	To talk to Lindsay Dunn about possibilities for forming links with a resource person for bicultural perspective
Feb 2023	Signatories	CBB		Contact ASB for forms required.
	End of year function	CBB		26 February 2023 - 4.30pm Shared a doc for catering
	School Docs	CT YB	14 Feb	Meet to discuss school docs reviews.
	Budget	CBB		Send Budget to Ed service with a copy of minutes.
	PTA/BOT joint meeting 4 April	ALL		Those able to attend please come along.