

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
March 15 2023 6.30pm in Staffroom

1 Administration Matters:

1.1 Present: Alison Manson (Chair), Todd Leathem, Charlotte Smith, Claire Turton, (Principal), Courtney deBoer, Carolyn Boyce-Bacon (Secretary)

1.2 Apologies: Yvette Ferreira-Botha, Rachel Wright

1.3 Confirmation of Minutes 8 February 2023

Accepted subject to the following correction

Section 4.6 has a typo to be corrected- (knowledge hub)

Manson / Turton *Carried*

Confirmation of In Committee Minutes 8 February 2023

Manson / Leathem *Carried*

1.4 Correspondence: Refer to schedule

To include correspondence relating to the proposed strike on 16 March to the March schedule. This arrived after the board packs went out.

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

Manson / Turton *Carried*

1.5 Changes to disclosures of interest: . Nil

2 Matters Arising:

a) Strategic & annual plan

Claire explained the staff meeting in which they did a bus stop to look at areas of the plan with staff in groups. This is on the wall in the photocopy room and the board will look at doing the same activity next meeting when hopefully we have a full meeting.

Cross section of cultural groups, we need to make sure we include all cultures.

Curriculum- localised service to and in the community- Fundraiser bake sale raised \$1700 approx. This was a wonderful idea instigated by the children and a good example of giving back to the community.

This is to be a working document and CT wants the staff to all have ownership of it.

Consultation with the community - specifically our Maori community

We are planning to consult with our community to share our strategic goals, PB4L Action Plan & Five Feather Values.

The plan is to send out an initial questionnaire in Term 2 and then to complete a multifaceted approach to consult with our community.

b) Draft annual accounts (to be discussed under finance report)

c) Property plan update

CT met with JB from LM consulting, he is working with us on claiming for damage caused by the cyclone through the Ministry.

LPSM project modifications will be completed in the July holidays.

LSC room is nearing completion

There are a few other small projects which JB is planning to be able to be completed with residual 5YA funds.

Think Trees took the cedar tree down over the weekend. They have been very professional to deal with.

d) Principal's professional Growth cycle (in committee)

e) Cultural responsiveness (in annual plan)

Meeting with Jobi didn't happen as he got held up. He has the waiata completed.

3. Strategic Reports:

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

Claire spoke to the following;

A Rich and Dynamic Curriculum 2023

Professional Learning Development

6 staff who had not previously attended the Yolanda Soryl PLD did this last week. 2 staff attended The Learner First Mathematics PLD, Rob Proffitt White. The Maths Team ran PLD with the whole teaching team on Tuesday 7th March.

Better Start Literacy: (BSLA) MR is completing the training this year with KB supporting her.. All Juniors will work with KB & CdB to look at how they are using their PLD and pedagogies within the Junior Syndicate. Time will be given to support the syndicate with assessment and resourcing.

On 15th March CT, CdB, DH, CW will attend De-escalation Strategies in Primary Education Presentation By Karina Schreurs. This is a PLD organised by Kāhui Ako.

Staff Only Day 24th April

We have organised a follow up PLD Practical workshop to Understanding Behaviour Responding Safely (UBRS) We will also be completing some online training on the new Restraint Rules, This has to be completed with all staff by Feb 2024.

We need a structured approach and not to overwhelm staff with all the many PD opportunities that are out there.

Well Being 2023

Systems in place to recognise the overall wellness of staff and students (Kāhui Ako AO)

CT met with the teaching team on 6th & 7th March as the first step in her consultation with staff. Times will be set for support, admin staff and the SMT to also meet with her.

FINANCE

Oxford Trust Funding Application

Middle team are planning a trip to Motat, Auckland in term 2 to tie in with STEAM study in term 3.

They will travel by bus. Quote for buses is \$ 5975.06 inc GST (5,195.70) for 115 children in 3 coaches to travel to Motat 8 June

Move that an application is made to Oxford sports trust for bus travel to Motat 8 June 2023. Quote is for \$5975.06 for bus travel
Moved Turton / deBoer Carried

3.2 Financial:

Report presented by Charlotte - Refer to the Education services report.

After presentation of annual accounts, and allowing for the banked staffing overspend in 2022 journalled to the annual accounts, there is now a deficit of \$30k relating to a shortfall in funding of teacher salaries.

This overspend was due to increased sickness-related absences caused by covid and an excess of winter ills.

[It was discussed that the year-end statement of financial position was little-changed due to the deficit not featuring in the annual accounts. However, subsequent to the meeting, the treasurer has confirmed that the draft statement of financial position shows that the net assets of the school have reduced by the \$30k deficit. Given this information is all still subject to audit, this will be discussed & clarified at the next meeting.]

We acknowledge the schedule of payments 1,2,3,4,5,6,7,8 that have been approved and paid by 2 authorised signatories since the last meeting.
Payment schedules passed.

Smith /Manson Carried

- 3.3 Staff Report.** Courtney presented a written report. Taken as read.
PAT testing has been deferred to week 3 as the interruptions in term 1 and Adventure week have cut short teaching time.
Adventure week- staff & children were very resilient with all the changes that came about as a result of the cyclone. A huge thankyou to the teaching staff for pulling it all together.
Swimming sports & Middle & Junior demos were all very successful.

- 3.4 Property-** see Principal's report

4 General Business/ Discussion Topics

4.1 Statement of Variance reporting

Annual aim- Writing:

To raise student achievement in Writing & accelerate progress for students below to meet curriculum expectations. To raise the level of student achievement in writing from at to above.

Annual Aim Reading:

To raise student achievement in Writing & accelerate progress for students below to meet curriculum expectations. To raise the level of student achievement in writing from at to above.

Annual Aim Maths.

Curriculum Improvement. To have 80% of students operating at or above the expected curriculum level in Maths.

CT presented this document with what we have done in 2022 and the planning for 2023.

This information is included in the 2022 Annual accounts.

4.2 Out of Zone enrolment policy

Confirm the continuation of the out of zone enrolment policy as it currently stands. Siblings of current students who will have a further 12 months of time at Maunu School ie: New Entrant sibling must start at or before the beginning of the child in year 6 to qualify for the out of zone enrolment.

There will be no out of zone ballot held in 2023, Siblings of out of zone children will be considered on a case by case basis, according to the priorities outlined in enrolment policy.

5 Policy review

A policy sub committee of CT & YB has been formed to action the School Docs policy reviews. They will meet 2 x term. The school Docs schedule indicates what policies are required to be reviewed by the board.

CT & YFB have met to determine timing of reviews over 2023 and have reviewed the policies for term 1

6 Assurances

6.1 Equal employment opportunity. We are comfortable that procedures are appropriate and being followed.

6.2 Significant Events:

Adventure week- This was a huge success despite the curve balls with the weather. A huge thanks to the staff involved with the organisation.

Board social BBQ - Big thanks to the Mansons for a lovely evening.

Moved into committee 8.20 pm

To discuss out of zone enrolments, PPA & 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

Preparation for next meeting:

Wednesday 10 May 6.30pm. see action points.

Meeting Closure: 8.50 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	Not actioned as at 15/3	Contact ASB for forms required.
	School Docs	CT YB	9 Mar actioned	Meet to discuss school docs reviews.
	Budget	CBB	Actioned	Send Budget to Ed service with a copy of minutes.
	PTA/BOT joint meeting 4 April	ALL		Those able to attend please come along.
March 23	Oxford Sports application	CT		