

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
May 10 2023 6.30pm in Staffroom

1 Administration Matters:

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

1.2 Apologies: Nil

1.3 Confirmation of Minutes 15 March 2023

Section 3.2 had an amendment made after the draft minutes were shared. The alteration was sent out as per the current minutes. The change related to the end of year statement of financial position. Change is in italics & square brackets.

Manson / Smith *Carried*

Confirmation of In Committee Minutes 15 March 2023

Manson / Wright *Carried*

1.4 Correspondence: Refer to schedule

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

Manson / Turton *Carried*

1.5 Changes to disclosures of interest: Charlotte Smith has an extra role as advised on the schedule.

2 Matters Arising:

a) Annual Accounts

Still with auditors, CBB checked if they would be ready for this meeting and they weren't. The auditors are well aware of the statutory deadlines so it may be that we have to send audited accounts around in between meetings.

Consultation with the community

Joby met with the SMT & CW on Wednesday 26th April where he shared his first draft of the waiata. There is an 8 week plan to teach this to our kapa haka rōpū and senior students.

Joby has also begun the process of connecting us with a Te Parawhau kaumatua, Daniel Hauraki. We will look forward to meeting with him.

Oxford grant for Middles trip to MoTaT - \$3000 approval received. There is a problem with supply of drivers for the buses, but we are working with Ritchies and hoping for a solution to this to enable the trip to proceed.

3. Strategic Reports:

3.1 Principal's Report: Refer to the principal's report. Taken as read.
Claire spoke to the following;

Culture & Identity 2023

Consultation with the community - specifically our Maori community

Consultation is planned with our community to share our strategic goals, PB4L Action Plan and Hauora survey.

The plan is to send out an initial questionnaire in Term 2, Week 9 and to further promote this at Three Way Conferences and then to complete a multifaceted approach to consult with our community

Well Being 2023

Transition Students & Staff

ECE Transition - look at ways to further support both ākonga & their whanau

Our Transition to school lead teacher, Jenny Canty, visits Best Start ECE once a term. Jenny visited Best Start in Week 1, Term 2. Jenny makes contact with whanau and arranges school visits and shares transition information.

The SMT, CT, DH & CdB visited Norfolk Street Educare, Back2Basics & Maungatapere Playcentre. These are the EEC where our tamariki are transitioning from during Term 2.

New ākonga & whanau to the school & community are welcomed with Powhiri every term

We had a powhiri to begin Term 2 with any students & whanau who started school between the Mihi Whakatau and the beginning of Term 2 welcomed.

3.2 Financial:

Verbal report presented by Charlotte - Refer to the March Education services report. Early in the year. Tracking as expected.

CS & CT met prior to meeting to review staffing and discuss finances.

*We acknowledge the schedule of payments 9,10,11,12,& 13 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 her written report. Taken as read.

3.4 Property- see Principal's report

LSC project nearing completion. Refer to Principals notes.

Flooding 9 May- CT took photos of flooding on Austin road. CT will contact LM. Discussion held about contributing factors to the flooding. Agreed to keep informing WDC of the issues as they occur and keep photographic records of each event.

Fencing: we have increasing numbers of children with special needs who are unable to keep themselves within school grounds. Currently these children require intensive teacher aide support to stay within bounds.

In the medium to long term, MOE is likely to recommend and fund safety fencing.

4 General Business/ Discussion Topics

4.1 Enrolment numbers and Staffing for 2024. Claire brought to board attention that the roll at this stage hasn't grown at the start of the year as expected. She will look at the projected growth in the area & communicate this to the Ministry. We will investigate later in the year to see if there needs to be a change to the enrolment policy to keep the roll at steady numbers.

4.2 Destruction of records

Regrettably board minutes for the period 1989-1992 & 2000-2011 have been damaged due to moisture in what was a watertight container. They were irretrievable due to spores & moisture damage.

4.3 Report of Joint PTA/BOT meeting. Refer to report. The PTA are actively fundraising to improve playgrounds and outdoor areas. There will be a sub committee formed to draw up a strategic plan for the next few years to look at replacement of current playgrounds, form a wish list costings etc.

4.4 Proposal for school T shirts

As a result of uniform inquiries in 2022, Claire has been investigating with Sportclub about options for supply of T shirts as an optional uniform. These shirts would be better quality than the current fantail shirt but are approx \$45 each.

Discussion held about whether progressing optional uniform is useful, whether to pursue T shirt options, cost etc.

Agreed to promote the purchase of the current house colour fantail T shirts as a cost-effective option for those who find uniform practical. Office will do another uniform order & hold more stocks of the house fantail tees & put this in newsletter.

4.5 School Facebook page.

CT is keen to have a Maunu school facebook page. A discussion was held. This will be for information purposes only, comments turned off. We will trial it as a closed group.

5 Policy review

Restraint Policy- Draft minimising physical restraint. Staff are all up to date with this new policy.

CT & YB met today to review EOTC

EOTC - Reflection after each EOTC event: Will formalise the review form.

Induction of new members: Make sure our record keeping is current.

External Providers: We will be making sure our teaching staff are aware that in an EOTC event they represent the 'PCBU'. As such they have the responsibility to question and **must** make sure they are happy with all procedures when an external provider is providing a service, including as the event is unfolding.

6 Assurances

6.1 SUE reports: up to date and checked last term by Charlotte prior to audit.

6.2 Attendance: Overall is excellent. Very small number of children with persistent absences. Claire is calling parents if children are constantly absent, and contacting truancy services for support. Truancy services are known to be overwhelmed and response is slow. Lateness is a consistent problem for some families.

6.3 Abuse recognition & reporting: Policy is being followed and staff know what to do if they have concerns.

- 6.4 Risk management: Refer Claire's report
 - 6.5 Digital security & cyber security: Claire teaches digital safety to classes every second year (due this year). Each child that brings devices or phones to school completes a device agreement form.
 - 6.6 Evacuations / Emergency kit: There is now a bucket with lid, roll of toilet paper & baby wipes & big water bottle in each pair of classes. Snacks will be added.
7. **Significant Events:**

**Greats, Grands & Whanau day - an outstanding success. Thank you to the staff and families for making this happen.
Start of term Powhiri.**

Moved into committee 8.45pm
To discuss out of zone enrolments & staff leave request.

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 14 June 6.30pm. see action points.

Meeting Closure: 8.55pm

Signed _____ Date _____
Chairperson

Action Points Outstanding

Month	What	Who	Status	Comment
	Cultural representation	PS/CT	Done?? Yes, I gather next is to arrange a meeting with Daniel Hauraki	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.

	Fantail T Shirts			Newsletter, another order
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