

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
September 20 2023 6.30pm in Staffroom

1 Administration Matters:

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

1.2 Apologies: Rachel Wright

1.3 Confirmation of Minutes 16 August 2023

Manson / Smith Carried

Confirmation of In Committee Minutes 16 August 2023

Manson / Turton Carried

1.4 Correspondence: Refer to schedule

Letter to MOE Re funding for additional needs/problems arising from equity index model. This letter was sent to key stake holders at the MOE on 14 Sept- as yet no constructive replies.

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

Manson / Smith Carried

1.5 Changes to disclosures of interest: *None*

2 Matters Arising:

Property- Discuss in Property

New entrant starting practices: At this stage no further work done on start dates.

3. Strategic Reports:

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

Claire spoke to the following;

Septic tank: After 10+ years of unsatisfactory performance and high maintenance costs, it is vital that the proposed solution will address the problems with the current system.

A meeting was held with MOE property rep, TL, CT, and JB from LM consulting. We are going to need to repair the current septic system. There is \$84930 in supplementary funding from the MOE to keep the system working. Leslie drainage & Watco have given quotes but for different levels of repair/ replacement of the current septic system. CT will liase with JB.

The MOE will then work with the school for a longer sustainable solution.

Storm water and carpark flooding: LM consulting had a quote from LDE Rachel advised RS Engineering have been involved with other parties in Austin Road for the Storm water modelling.

The board see benefits of using RS as there will be collective partnership in presenting on behalf of all parties involved to council etc. The quote from RS was competitive.

The board has agreed to utilise the services of RS Engineering.

Conflict of interest: Rachel Wright has declared a conflict of interest in regard to the Septic tank and storm water modelling. She will step aside from any decision making and her business partner Matthew Jacobson will be the contact and work with the school going forward.

2024 Staffing: Management team, CT, DH, CdB met this week to discuss staffing for 2024 as the provisional staffing is out. Working on some different scenarios to utilise staffing to it's best capacity. Claire will keep the board informed once they have discussed options with Senior Management.

Moved into committee 7.30pm

To discuss staffing, resignation, leave requests, swimming pool and out of zone enrolments.

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 8.15pm

Oxford Trust Funding Application: The Middle team are planning an outdoor recreation week in term 4 Claire has requested permission to apply to the Oxford sports trust for \$5340 +gst for middle team outdoor recreation in term 4. They will be using the following services. Safe outdoors, Circus Kumarani, Skate school

Quote for activities, all gst exclusive

Safe outdoors \$760.00, Circus Kumarani \$3380.00, Skatescool \$1200.00 all +gst.

Move that an application is made to Oxford sports trust for Middle team outdoor recreation week scheduled for October 2023. Quote is for \$5340 +gst using the following suppliers: Safe outdoors, Circus kumarani, Skate school

Moved Turton / deBoer

Carried

Cyclical maintenance: All blocks that were on the schedule have been done.

Rm 14 was deferred as it was still in good condition.

Rm 3 & 4, 5 & 6 interior painting will be scheduled for Jan 2024.

Junior & Senior toilets will be done Dec 2023 as they are not in good condition

Rm 13 doesn't need any painting done as not being used as a class.

Country Fair Liability Insurance: Claire is doing the health & safety plan for the fair.

Has been in discussion with the school Insurers Marsh and talking about public liability around volunteers coming onsite to provide activities. ie: tractor rides.

Discussed the school's public liability insurance provision under MOE.

Discussed H and S with respect to tractor rides:

Requirements will include that the ride is stationed well away from pedestrian areas, and that a school volunteer will be stationed on the back of the trailer to make ensure safety measures are observed.

Lockdown drill: was scheduled for Wed 20 Sept. In view of the incident that happened after school on 19 Sept where a child experienced suspicious behaviour from a stranger, we have deferred it til early next term.

Regarding the incident, the community was advised of the situation and all staff briefed. Police are actively investigating. The school has in place additional measures including increased supervision at after school exits and a temporary increased police presence around the school.

3.2 Financials:

Charlotte reported,

CT, AM & CS met and discussed the budget review.

As a worst case scenario deficit may be approx. \$76000 if everything goes against us.

Depreciation is also a large factor in this figure.

Sickness with teaching staff is the one cost that is unpredicted and out of our control and is one of the worst costs impacting on the budget. Other spending is on track.

We acknowledge the schedule of payments 24-31 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.

We have been most fortunate with funding for PD allowing staff to attend a very worthwhile course called tilting the seesaw.

There is a new DP professional group who will meet once a term.

4 General Business/ Discussion Topics

Assurance:

4.1 SUE Reports: Charlotte confirms that she meets with CBB and signs off the SUE reports on a termly basis.

4.2 Swimming Pool: Reviewed Pool key agreement for hireage of pool keys and the terms and conditions.

Need to make sure the signage at the pool states there is no life guard on duty and the sign to state that supervision is essential.

Also sign on gate to advise location of nearest defibrillator, at the school hall.

4.3 Safety Management System: This has been reviewed, with minor changes made. CBB, CT & DH are H&S reps. CT reports on H&S in her Principal report.

5 Significant Events:

- Maunu's got talent.
- Stem & Maori Language week celebration including the community.

Next meeting – 25 October 2023

Preparation for next meeting: see action points.

Meeting Closure: 8.40pm

Signed _____ Date _____
Presiding Chair

Action Points Outstanding

Month	What	Who	Status	Comment
August 2023	New entrant staggered vs grouped starting dates: SLT will continue to investigate 30 yr property plan: CT will liaise with Tiana from the MOE to try establish whether/what other long term property plans the MOE has in place for Maunu School. Septic system: CT will liaise with RW, Liana at MOE, JB at LM Consulting.	CT CT CT		
Sept 2023	Oxford Application Lock down drill- early T4	CT		
Term 4	Sign to gate re defibrillator location and supervision	CT		
Sept 2023	Advise staff of criteria to be used to consider term-time leave	CT		
Oct 2024	r/v hazard register with CT	AM		