

**MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES**  
**October 25 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, Rachel Wright, Carolyn Boyce-Bacon (Secretary)

**1.2 Apologies: Nil**

The meeting started with a walk around the school to view the fencing proposal which is underway as part of increasing the safety of the vulnerable children at the school. This is MOE funded. Claire will d/w the planner whether it may be possible to place the fence closer to the rock wall at the front of room 1 and 2, to conserve grass space and simplify mowing.

**1.3 Confirmation of Minutes 20 September 2023**

*Manson / Smith Carried*

**Confirmation of In Committee Minutes 20 September 2023**

*Manson / Turton Carried*

**1.4 Correspondence:** Refer to schedule

*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:** Refer to Principal report on New entry cohort recommendation.

**3. Strategic Reports:**

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

*Claire spoke to the following:*

**Septic tank**

JB has arranged for the effluent system scope of works. Quotes obtained from JAS civil, Cook Costello, Wilton Joubert & RS Engineering.

JB will approach RS Engineering as their quote was favoured by the board on a cost basis and has the advantage that they have knowledge of other projects coming up in the local area.

WDC have not responded re the school drainage issue.

Rachel Wright registered a conflict of interest, being a director of RS Engineering. She has had no involvement in the proposal/quote, which has been managed by her colleague.

RW will complete the MOE conflict of interest forms for the Septic Tank & drainage design projects.

*Manson / Leathem*

*Carried*

There may also be a CCTV survey carried out of all drainage systems on site. This is very expensive at \$2269 per day. This will be covered by supplementary funding if it goes ahead.

**Consultancy fees for property management:** At a meeting involving 3 MOE property members and other principals, Claire raised our query about the percentage of project costs taken up by consultancy fees. It was clear that other schools' experience is similar. Experienced Principals advised that it is nonetheless impossible on a practical level to manage property independently. CBB is compiling a summary of costs as a proportion of recent projects, so that this can be discussed with the consultants as needed.

**2024 Staffing:** Claire has advertised nationally, as is required, 3 fixed term positions as permanent. All current staff have been invited to apply.

#### **New Entrant cohort entry.**

CT, CdB met with JC new entrant leader to look at different options for starting new entrants. Visit 1 would be child, parents & teachers, visit 2 & 3 would involve Senior management meeting parents over in the staffroom & then a visit on their own. Would have the advantages of children starting with peer support, and would foster strong relationships with and between new families.

This will mean NE children only starting 2 x a term. The 2 start dates would be either start of term or in week 6.

Proposed also that the new entrant classes in 2024 will start in a different way: class 1 start & build to maximum numbers & then class 2 start once class 1 is full. This will mean that all of each starting cohort join the same class together, and will save staffing budget in CRT & Snr management release.

*The board approve the cohort entry trial for 2024*

*DeBoer/ Turton*

*Carried*

#### **Moved into committee 7.30pm**

To discuss safety incident

*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**

#### **Security incident term 1**

*7.30 Alison left the meeting declaring a conflict of interest.*

Claire briefed the board on the incident, the subsequent steps taken, how she informed staff, communication with the community, information sought from MOE including trauma team, Police advice and support. Counselling funding for child and peers was sought and received. The child did everything right in the situation in which she found herself.

A community safety meeting was held week 1 term 4. There was a good turnout at the Safety meeting held for parents & whanau hosted by the Police & Claire, who did a tag team presentation.

The board are satisfied that all reasonable steps were taken.

Discussion about safety in the community, and the extent and limits of the board's control and responsibility.

Includes providing, and supporting parents with, education around KOS, including advice about safety getting to and from school.

Onsite supervision is provided from 8.20am.

Afternoon supervision: There are often children still here until quite late in the afternoon. We need to be clear about what time we expect children to have left the school grounds by, unless they are supervised there by a parent.

The board reviewed their current policy.

*If a parent has not collected a child after the bus bell then they are to come to the office.*

*Edmunds /Leathem*

*Carried*

Once the fencing is installed this will make it easier to control.

A lengthy discussion was also held about security camera installation. This is on the long term budget, but is a big item that has been impacted by other building project overruns. Claire is to investigate with MOE possibility of using 10 ypp funds.

CT will put in the newsletter a summary of the presentation for those who couldn't make the meeting. Newsletter will also advise families that children whose caregiver has not arrived by the bus bell will be asked to make themselves known to the office.

*8.15 Alison returned to the meeting.*

**Country Fair Health & safety Plan** Claire has completed the health & safety plan for the fair. This has been checked & will be shared with the Board and all contributors.

#### **Earthquake drill.**

This was completed in the big shake out 19 October.

**Lockdown drill:** Children have been spoken to, but we will not be doing a lockdown drill this term.

**Fire drill:** We will complete another one this term.

### **3.2 Financials:**

Charlotte reported.

We are tracking on our amended budget.

As we are looking into a deficit budget we will need to break term deposit #72 to be placed into the 00 account.

*We acknowledge the schedule of payments 32-35 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 are making good progress with the curriculum refresh working with a MOE representative. There have been 2 staff only days.

**4 General Business/ Discussion Topics**

**ERO report.** Along with the significant change in ERO process (which is felt by all to be more useful than the previous process), there has been a marked change in the length and format of ERO reports.

A 5 page draft report was sent by the management team to the ERO reviewer. This has been reduced to a 2 page report. While it was positive, the board felt the report was very generic and not a good representation of the breadth or depth of the school's work. Within the acknowledged limitations of the format, there may not be much scope to change this. The management team will review to see whether it is possible to reduce repetition thereby allowing more content, and will forward their comments to the reviewer.

**4.1 Policy Review:**

Fire Arms policy - optional, and difficult to imagine a situation in which it would be needed *[see subsequent email correspondence, board will adopt the policy as suggested. All current practices are compliant with it]*

Before & after school supervision, wording for after school to be amended as per motion of meeting 25 October 2023

Bus Policy- CT will check wording is correct with DH

Curriculum & Student achievement - all correct

Religious Instruction - reviewed, no change

Health Policy: In addition to biennial consultation with the community, we need to then invite community response on a draft statement of our health curriculum content. CdB & CT will formulate, and CT will share with BoT once completed, for board review at the next meeting.

The board is very grateful to SE and CT for taking on coordination of policy review.

**Assurance:**

**Improving Educational outcomes for Maori.**

Maori continue to achieve at least as well as non-Maori at Maunu School. Cultural responsiveness is a major current focus (see ERO report and recent principal's reports). We remain aware of the need to achieve a culturally representative board. Many avenues have been explored (see previous minutes), current possibilities are either Daniel Hauraki or Fred Tito who may be able to meet with us periodically in an advisory role. Fred has not been able to make it to recent proposed meetings with

CT - reality is people with this skills are much in demand, and also occupied with current issues for their iwi, so many schools are finding the same. Work underway towards re-establishing the Roopu and links with new school families may help us to find a member within our own school community in the longer term.

[AM had a call from NZSTA regional advisor checking up on the board as we have a new Principal, and offering support. Discussed cultural representation on the board - see above, and also for our growing Indian community - hope is that links to the Indian community may grow through CT's current efforts, and provide possibilities for co-option, which the board is open to. To discuss further at subsequent meeting. The advisor also offered to deliver some PLD at a board meeting - members will consider what might be helpful and feed back, otherwise are happy that they are managing to attend/learn on an as-needed basis, within the limits of their other commitments].

**Abuse recognition & reporting.** Board is assured that the policy is being enacted.

**Staff PGC attestation provisionally certified teachers.** This is all up to date. Claire's peer is ready to sign off her PGC.

**Moved into committee 9.07pm**

To discuss staffing

*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 9.25pm**

**5 Significant Events:**

Powhiri at beginning of term

Working with Maungatapere, building relationships with other schools, they were invited to our Powhiri.

**Next meeting** – 22 November 2023

**Preparation for next meeting:** see action points.

**Meeting Closure:** 9.35pm

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Presiding Chair

**Action Points Outstanding**

| Month | What | Who | Status | Comment |
|-------|------|-----|--------|---------|
|-------|------|-----|--------|---------|

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|-------------|--|--------------|----------|--|
| August 2023 | 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.<br><br>Septic system: Liana at MOE, JB at LM Consulting. | CT<br><br>CT | underway |  |
| Sept 2023   | Advise staff of criteria to be used to consider term-time leave  | CT           |          |  |
| Oct 2023    | r/v hazard register with CT  | AM           |          |  |
| Oct 2023    | Report to community in newsletter re safety meeting key points<br><br>ERO report- management team to review & suggest changes  | CT<br><br>CT |          |  |
|             |  |              |          |  |