

**MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES**  
**November 30 2022 6.30pm in Staffroom**

**1 Administration Matters:**

**1.1 Present:** Alison Manson (Chair), Todd Leathem, Paul Shepherd (Principal), Charlotte Smith, Claire Turton, Rachel Wright, Carolyn Boyce-Bacon (Secretary)

**1.2 Apologies:** Yvette Ferreira-Botha

**1.3 Confirmation of Minutes 26 October 2022**

*Shepherd / Manson* *Carried*

**Confirmation of In Committee Minutes 26 October 2022**

*Manson / Shepherd* *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:** . Nil

**2 Matters Arising:**

Asset register is completed.

**Draft 2023 Budget:** This had been shared with all board members prior to the meeting.

*The Board have approved a deficit draft budget of \$41543 for 2023 with the corresponding Balance sheet and cashflow.*

Budget presentation is well documented by CS

**Strategic Plan:**

DH, PS & CT met.

Histories Curriculum & Cultural responsiveness will be incorporated into the strategic plan for 2023. Jobi Hopa & Lindsay Dunn will be working with the school in 2023. This will be a 3 year cycle.

26 Jan 2023 Whole staff will be going to Footprints of Kupe as the introduction to 2023 & tie in with Histories curriculum work.

**3. General Business / Discussion Topics**

**3.1 Ratification of Deputy Principal Appointment.**

*The Board of Trustees ratify the appointment panel's decision to appoint Courtney de Boer as Deputy Principal effective 28 January 2023.*

*Manson/Turton* *Carried*

**Strategic Reports:**

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

Paul spoke to the following;

**NAG 1 – CURRICULUM:**

**Curriculum Activities:**

1. **EOTC - Senior Camp.** There was some uncertainty as to whether the camp would/could go ahead as C W (Team leader) tested +ve for Covid at 9pm on Monday night prior to the camp. This meant that 3 of the full time staff members were now unable to attend. However, with the support and commitment of Olivia, Andi and Claire and the dedication of Brad and Nicola Grove (reliever) the call was made to go ahead. Along with an amazing bunch of parents, they organized and ran an excellent “camp”. There were extra costs incurred because of needing to employ Brad and Nicola (relievers & travel). This was unavoidable if we wanted the camp to go ahead.

### **NAG 3 – PERSONNEL:**

#### **Staffing:**

- **Support staff:** As per the email attached to the budget, we require the TA support we currently have in 2022 for the 2023 year. From 2023, the school has to take up the pay increases that occurred during the pay equity rounds over the last 3 years. However, the Operational Grant does not cover this as TAs are a school expense, not a centrally funded resource. We have retained the current TAs for 2023.

### **NAG 4 – FINANCE and PROPERTY:**

#### **NAG 6 - LEGISLATION**

**Enrolment Schemes:** Applications for In-Committee

#### **Policy review & Assurances:**

- Our **Risk management & EOTC Risk policy** on School Docs is up-to-date and in line with school practice.

**ERO Visit:** Initial visit with ERO “reviewer” Michelle McCarty 17 Nov to discuss the process with Claire, Diana and PS. Next visit March 2023.

### **3.2 Financial:**

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 26, & 27 passed.*

*Smith /Shepherd*

*Carried*

### **3.3 Staff Report.** Claire presented a written report. Taken as read.

**Support for Inclusion.** A new budget Line for 2023 is to make sure no child misses out on trips etc.

**Creative Fundraising** and opportunities to bring the community into school.

- Regular Market using the Hall
- Food Trailer- store in return for payment. Need to be clear that storage would be at own risk. Draw up a contract. Good idea to get the community back on site. Board agreed that this is a good idea to try. Possibly alongside community evenings with food available to purchase, and incorporating both relaxed mingling and information for whanau re curriculum etc

**Breakfast Club** has started at Maunu School. It runs every morning from 8.20am - 8.50am. The Year 6 Student Council works daily to serve and support our tamariki to start the day in a positive way. The programme is a partnership between the Ministry of Social Development, Sanitarium and Fonterra, and has been running successfully nationwide for over 12 years.

In our first week our students happily devoured 10 large boxes of Weetbix. We have also been very fortunate to have had the generous sponsorship of Hayden Bell, Fruit in School Administrator from Turners and Growers Fresh.

Our tamariki are loving the beautiful fresh fruit served daily. We are so grateful to Hayden and his team. Breakfast clubs provide an engaging environment that encourages students to develop social skills, take on extra responsibility and grow academically while enjoying a healthy breakfast. We thank our wonderful volunteers

### **3.4 Data Analysis End of year 2022- Maths & Reading results**

In general, results are a little lower than expected. The cohorts are different to last year (new children to school)

There have been absences of both children & teachers. Learning has been disrupted.

We are concerned & will be reviewing programmes and adjusting approach as required to raise achievement. Our children are capable.

### **3.5 Property-** see Principal's report

## **4 General Business**

**4.1** Professional legal insurance for Principal- NZPF agreed to pay this. Noting the benefit that it covers anyone acting up as principal.

### **4.2 2023 signatories**

With retirement of Paul,

*Confirm removal of Paul Shepherd and add Claire Turton as signatory effective 20 December 2022.*

*All other signatories remain the same Smith, Manson, Hesketh, Boyce-Bacon, any 2 to sign jointly*

*Wright/ Leathem*

*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*

## **5 Policy review**

**5.1 Employer responsibility-** Paul completed

## **6 Assurances:**

The board assurances schedule has been shared.

*Move that School Docs term 4 have been reviewed.*

*Shepherd/Manson*

### **6.1 Risk Management- In Pauls report**

**6.2 Appointment procedures-** including discuss cultural representation on Principal appointment committee. Agreed to defer any changes until we have worked with Jobi & Lindsay, and to review prior to any new principal appointment

**6.3 Evacuations-** completed Shake out. The Emergency Fire Drill completed in October holidays.

**6.4 Emergency Kit-** CBB checked & shared details with board.

Moved into committee 8.03 pm  
To discuss 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" 8.30 pm

### 6.3 Significant Events:

Appointment of Deputy Principal

Camp

Paul's community farewell

Breakfast Club

Paul's last meeting

Board social function - We would like to have a catchup on Sunday 12 February 4.30pm.

CBB to share a doc for food, salad, meat in late Jan.

### Preparation for next meeting:

Wednesday 8 February 6.30pm. see action points.

Will aim for joint PTA/BOT meeting in March 2023

Meeting Closure: 8.45 pm

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

### Action Points Outstanding

| Month | What                    | Who   | Status       | Comment   |
|-------|-------------------------|-------|--------------|---|
|       | Cultural representation | PS/CT |              | To talk to Lindsay Dunn about possibilities for forming links with a resource person for bicultural perspective |
|       | School docs             | PS/CT | Nov 22 Done. | Paragraph in newsletter once/month to advise schooldocs login and purpose. Diarise for monthly newsletter.      |
|       | End of year function    | CBB   |              | 12 February 2023 - 4.30pm<br>Share a doc for catering   |
|       | School Docs             | CT YB | Feb 23       | Meet to discuss school docs reviews.  |