

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
September 12 2024 6.30pm in the Staffroom

1 Administration Matters:

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

Visitors: Karen Bell, Andy Thornton

- 1.2 Apologies:** Sijoy Alex

1.3. Confirmation of Minutes 7 August 2024

Edmunds / Wright *Carried*

Confirmation of "In Committee" Minutes 7 August 2024

Edmunds / Turton *Carried*

- 1.4 Correspondence:** Refer to schedule

Email from Susan re MOE submissions for NELPS. Agreed to put together a shared doc & then members to complete the survey individually.

Moved from the Chair "that the correspondence schedule be accepted".
Edmunds / Turton *Carried*

- 1.5 Changes to disclosures of interest:** Nil

2 Matters Arising:

Refer below for succession planning.

3. Strategic Reports:

- 3a) Principal's Report:** *Claire spoke to the following:*

Property Projects: Property Update #19 from LM Consulting has been distributed in the BoT pack.

JB confirmed the LSPM – Fencing is being signed off and work is scheduled to begin in the school holidays.

New 10 Year Property Plan 2025/26 LM Consulting has been engaged by the MOE to be the 10 YPP Consultant for Maunu School new 10 Year Property Plan 2025/26

I had the first meeting on 27 August with LM Consulting & the MOE assessment. The School Evaluation of Physical Environment (SEPE) to be completed by 29 October 2024 so that the information can be considered in the property plan.

Specialist reports Five specialist reports will be undertaken to report on the condition of essential infrastructure at your school. These reports are Roofing, Drainage, Heating, Electrical and Plumbing.

The Roofing and Drainage reports will be completed by the Ministry's Condition Advisory Team. We had drones at school completing the roof report over the last couple of weeks. Chris May, will arrange external specialists to complete the Heating, Electrical and Plumbing reports beginning in the school holidays.

Cyclical Maintenance (Painting) Plan The cyclical maintenance calculator has been replaced with a new version that is used by the School Finance team. Our 10YPP Consultant will develop a Cyclical Maintenance Plan using this new template as part of the 2025/26 10YPP. Guidance on Cyclical Maintenance can be found on the [Ministry's website](#).

Behaviour:

We have Gina Kitchen from the MOE running a staff meeting to work with the teaching team on 10 September. The SENCOM team works very closely with the PB4L team to analyze and monitor behaviour.

Soccer Turf Behaviour: We had Craig Crawford come into school and work with our soccer players around the importance of fair play and sportsmanship. We have Northland Football coming to work with students in Term 4. We are seeing less instances around football, however it is still an area we are closely monitoring.

End of Year Senior Behaviour: We are trying to encourage a partnership with parents where we are seeing the same students pushing boundaries. The behaviour we have been seeing is traditionally the behaviour we see in Term 4, so we are trying to work hard to keep consistent focus on learning and reinforce the values and behaviour we want to see.

2025 term dates: Claire proposed Start date will be 3 Feb 2025
Staff only Day 30 Jan 2025 to work with Ali Booth- on NZ curriculum refresh
Staff only day 31 Jan 2025 for Maths refresh
Planning a Kahui Ako staff only day collectively with schools in Whangarei in March so all schools are closed on the same day to share PD. (SOD date to be confirmed)

Legislation:

3b) Financials: Charlotte spoke to the August report

The current surplus is a timing issue, although we are confident that we are tracking nicely according to budget. Reliever/ staffing costs continue to be an issue.

We acknowledge the schedule of payments 20 to 23, which has been approved and paid by 2 authorised signatories since the last meeting.

Payment schedules passed.

Smith/Manson

Carried

3c) Staff Report. Courtney presented a written report. Taken as read.

4 General Business/ Discussion Topics

4a) Succession planning for new Treasurer position:

Welcomed Andy & Karen who have come along to the meeting.

Charlotte explained her role which is more of an overseeing, rather than finance preparation as Education services are the school accounting providers & CBB & Principal do the basic financial payments for processing by Ed Services.

Understanding the Ed Services reports & signing of the weekly payment schedules is the main commitment together with other work done as part of the board.

Preparation of budget with Principal in Oct Nov each year.

Need to be clear about any decisions being recorded in minutes ie: around deficit budget to ensure Auditors are kept informed.

Karen & Andy introduced themselves.

Andy & Karen stayed for the meeting but left prior to moving into committee @ 7,55pm

4b) 2025 Board Election date.

Agreed to use the universal dates supplied by MOE & STA.

5. Policy Review: - current review:

1. Internal reviews/updates:

2. Policies for review this term: None this month

6. Assurance:

a) Strategic Aim 3- Claire spoke to this, outlining what has been completed, what we are working on & what is still in the pipeline.

1. Pause breathe smile - New staff being trained in this.

2. Mana Ake partnership - working with targeted children who would benefit

3. Think & be me - PLD with staff & assembly with children. Hoping to take this to next level with T/aides etc.

b) 5/10 year property plan- covered in Principals report

c) Protected Disclosure- actioned

d) Standowns, suspensions/exclusions - NIL

e) Records retention & disposal- being actioned

f) Trial evacuation- scheduled end of term 3

Moved into "In committee" 7.55 pm

To discuss Behaviour & 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 9.10 pm

7. Significant Events:

1. Positive Puberty offered to year 5/6 students was well received.

2. Seniors went to Museum as part of the preparation for the Senior Showcase
3. Junior Showcase. Will do a PMI, but it was so successful, based around the Children's genuine class based inquiry they had put together a story using the Arts. Well received by the community. As the school getting bigger the splitting of the show allowed younger children to shine
Minus- 2 lots of costs, with Junior & Senior one.
4. Cross Country
5. Inter School Cross Country

Next meeting Wednesday **16 October** 6:30pm (This is 1st week back)

Preparation for next meeting: see action points.

Meeting Closure: 9.15 pm at close of In committee meeting

Signed _____ Date _____
Presiding Chair

Action Points Outstanding

Month	What	Who	Status	Comment
Aug 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 - keep this as a reminder.	CT		
March 2024	Update school website to improve clarity with regard to out of zone enrolments Review governance documents and seek NZSTA/schooldocs advice on updates	CT AM/CT		
May 2024	Various Assurance items Staff policy re leave to be added to school docs	CT, AM		Changes to sch Docs once confirmed
Sept 2024	MOE submissions, add to shared doc any thoughts then complete survey.	All		