

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
October 23 2024 6.30pm in the Staffroom

1 Administration Matters:

- 1.1 Present:** Susan Edmunds (Chair), Claire Turton (Principal), Karen Bell, Alison Manson, Rachel Wright, Pam Crosado, Carolyn Boyce-Bacon (Secretary)

Visitors: Nil

- 1.2 Apologies:** Todd Leathem, Sijoy Alex, Courtney deBoer

1.3. Confirmation of Minutes 12 September 2024

Edmunds / Wright *Carried*

Confirmation of "In Committee" Minutes 12 September 2024

Edmunds / Turton *Carried*

1.4 Correspondence: Refer to schedule

Unsigned letter of complaint. Agreed that we were unable to respond due to it being unsigned and anonymous. Whilst this is disappointing that someone complains there is little we can do to address their letter due to the anonymity of it. The board agreed that they don't feel that the school is in danger due to the nature of the complaint.

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

1.5 Changes to disclosures of interest:

Added Karen Bell's disclosures
Susan amended her disclosure.

2 Matters Arising:

a) Succession planning for new Treasurer position:

Welcomed Karen to the board and confirmed that Charlotte has officially resigned. ASB forms have been sent in to remove Charlotte Smith & add Karen Bell.

3. Strategic Reports:

3a) Principal's Report: Presented written report & Claire spoke to the following:

Property Projects: Property Update # 20 from LM Consulting has been distributed in the BoT pack.

Refer Claire's report on all projects which include Fencing, 10 year property plan & cyclical maintenance painting of toilets/walkway.

2025 Budget Preparation: CBB & CT have begun the draft budget. It is very tight, as is the staffing. As alluded to below under staffing. The next step is to meet with Karen to further analyse and then present the budget at the November meeting.

Staffing 2025: We are staffed on 312 students for 2025. This is a significant drop. This impacts both of budget (Ops Grant) & Staffing. CT is working on a tight staffing scenario, which leaves very little wiggle room. The DP roles will look different in 2025 taking on CRT as part of the teaching load. We also lost the additional staffing we were able to have to support our CRP. We have one position advertised for a Fixed term NE position, due to fluctuating Roll. The advert closes on Fri 25th Oct with interviews in Week 4.

Behaviour: Gina Kitchen (PB4L MOE) is running a workshop for the support staff on the SOD day 25th October.

CR is running Cyber Safety days with the Senior Syndicate children this term. We are aware of students in group chats, on SnapChat & Insta out of school hours, but due to the inappropriate nature of some content it has been brought to our attention. We have contacted home and spoken to students concerned. All teachers will revise their Digital Treaty with students. We will address how to support whanau in our newsletter. We plan a Digital Safety night in Term 1.

Curriculum: NZ Curriculum refresh

We have been working with Ali Booth (MOE) as a SLT & Teaching Team.

Ali is supporting us with our PLD around the NZ Refresh. In Term 3 we looked at the Maths draft curriculum. In Term 4 we will look at the English Curriculum.

Ali is also supporting us with a Phonics Assessment trial we are completing for the MOE.

We have her booked in for a Jan SOD before school starts in 2025.

Oxford Sports Trust Grant:

Would like to make application to Oxford Sports Trust for upgrading painting of existing playground marking and new markings in the 2 new concrete areas.

2 quotes obtained from Hanover & Aceline

Our preferred quote is from Aceline Roadmarking \$7675.33. We will ask the PTA to contribute \$1500 of their fundraising from the School Disco. We will apply to Oxford Trust for the remaining amount after GST of \$5174.20

Moved Turton / Edmunds

Carried

Serious incident on Austin Road with a child:

A local was coming slowly down Austin Road & child jumped out of car & headed across into path of traffic before school. Communication was sent out to the community midday on Friday 18/10 requesting care & caution from parents.

Gentleman concerned is most anxious about remedying this as this was understandably most distressing for him.

Discussion held.

The roading layout requires council consent. CT will approach planning consultant who may have some knowledge to help us with any ideas to take to council.

CT has contacted MOE & LM to ask that this be a priority for next 10Ypp.

We have reviewed other methods we have used in the past, which haven't been that successful.

Senior management are Patrolling the road before & after school and will make contact with any parents not dropping off or collecting safely.

CT to ask Ian Ewing community constable to come & speak with children at assembly.

Will put something in the newsletter asking for ideas and support from the community.

Legislation:

3b) Financials: Karen gave a verbal report of the September Financial report. Current Surplus \$138000, we are tracking ok & looking like we will not have such a large deficit as budgeted.

We acknowledge the schedule of payments 24 to 28, which has been approved and paid by 2 authorised signatories since the last meeting.

Payment schedules passed.

Bell / Edmunds Carried

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

4 General Business/ Discussion Topics

a) Confirmed Appointment of Karen Bell as Board treasurer

b) Budget Planning- refer Claire's report

c) Out of Zone ballot result- 5 applications so didn't reach the required number. No ballot required.

d) NZ curriculum refresh update- refer Claire's report

e) ERO change of school support person refer Claire's report

f) 2025 dates- 2025 term dates: Claire proposed Start date for children will be 3 Feb 2025. Staff only Day 30 & 31 Jan 2025 for NZ curriculum & Maths refresh. Last day 17 December 2025.

g) Finance- Discussion held around review school donation. This has not been increased in more than 12 years.

Agreed to increase to \$130 per child and 3rd child \$55 per year.

Carried unanimously

h) School audit contract- Move that we accept the Ministry appointed auditor. At this stage we haven't had confirmation of who it will be.

5. Policy Review: - Large number of updates this month.

Governance & Management policies all updated.

Alison has reviewed these and spoke to all the updates. We will attach these as an appendix to the current minutes.

Claire will review the staff policies.

Recent updates:

Governance and management policy

TTOW policy - revised policy to be tabled

Others as per appendix to minutes

Current:

Finance and asset management policy. Finance- remove eftpos system, add Kindo provider. SUE reports- confirmed that these are randomly checked

Managing income and expenditure
Financial conflicts of interest
Asset management and protection
Property planning and maintenance

6. Assurance:

- . 5/10 year property plans -update in Principal report
- a. Trial evacuation scheduled
- b. Improving educational outcomes for Maori - see also updated TTOW policy
- c. Finance and asset management policy, managing income and expenditure, asset management and protection
- d. Health and safety re school pool

Moved into "In committee" 8.30 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" 8.38 pm

7. Significant Events:

Senior Showcase. Will do a PMI this was also very successful, based around the Children's genuine class based inquiry. Well received by the community.

Board want to get together to thank Charlotte for her term on the board and all she has contributed to the school in their time at Maunu. Susan to liase with Charlotte to get a suitable date for a 5pm (ish) catchup.

Next meeting Wednesday 27 November 6:30pm ?? Or is it Wed 20th- I'm confused?

Preparation for next meeting: see action points.

Meeting Closure: 8.45 pm.

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		
Oct 2024				