

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
November 27 2024 6.30pm in the Staffroom

1 Administration Matters:

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

1.2 Apologies: Sijoy Alex (travelled to India, request for leave from this meeting approved)

1.3. Confirmation of Minutes 23 October 2024 subject to the following change.

Amend Sentence re Incident with child on Austin road to say:

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. The school is looking at a full H&S plan for safety outside the school gates. Senior management team have been policing Austin Road regularly since the incident and have been speaking to any drivers who are not using safe drop off or pickup practices. Safe drop off & pick up practices have been mentioned in the newsletter.

Edmunds / Wright *Carried*

Confirmation of "In Committee" Minutes 23 October 2024

Edmunds / Turton *Carried*

1.4 Correspondence: Refer to schedule

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

Edmunds / Turton *Carried*

1.5 Changes to disclosures of interest:

Nil

2 Matters Arising:

a) *Donation review confirmed for 2025*

\$130 per child for child 1 & 2 in a family & \$55 for a 3rd or subsequent children in a family.

Turton / Manson *carried*

b) School audit Contract. Approve UHY as school auditors for next period.

c) Parking Issues. This will be reviewed once the MOE fencing project is completed

3. Strategic Reports:

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

Property Projects: LM report #21 dated 26/11 presented.

10 YPP report is not yet in . Expecting it in December..

2025 Budget Preparation: CT & KB met and have the draft budget to present. Refer treasurer report.

Oxford Sports Trust Grant: for upgrading painting of existing playground marking and new markings in the 2 new concrete areas. We received \$1000 from Oxford.

CT will approach the PTA committee and make a decision as to whether do a reduced scope project to utilise the \$1000 grant received or complete the full project asking the PTA if they could contribute to the balance of the project.

Provision for Cyclical Maintenance as at 31 December 2024

Approved as per Education services report use of provision \$59541

Moved Turton / Edmunds

Carried

Painting project: Damion from Carus will be completing Jnr, Senior & staff toilets and walkway between Rm 9/10 before the end of the year.

CRT 2025: Have put together a model where all teachers have 5 days a term. CRT relievers will be the same in each class for continuity.

STRATEGIC PLAN 2024

Annual Plan 2025 - The Strategic Plan for 2024 & 2025 is still in place.

The annual Plan has been updates to include the Government's priorities of Structured Literacy, Structured Approach to Maths & Attendance.

We continue to prioritise our commitment to CRP identified with our ERO Partner in 2023.

We will be also looking at following up on regular attendance and absenteeism and brainstorming innovations to reward good attendance and follow up those not doing so well.

The Annual plan will be completed and ready to minute at the 1st meeting of 2025. Community consultation will look at working this in with the meet the teacher evening.

Principal Mentoring & Coaching Fund 2025: *There is \$5000 left in the Coaching & Mentoring Budget from 2024.. I would like to minute to transfer this amount to 2025 to support coaching & mentoring & PLD.*

Turton/ Bell

carried

Legislation:

3b) Financials: Karen gave a verbal report on the October Financial report.

Susan attended a recent seminar which suggested working capital should be \$300 per child. We currently have around \$1000 per child.

We acknowledge the schedule of payments 29 to 32 which has been approved and paid by 2 authorised signatories since the last meeting.

Payment schedules passed.

Bell / Edmunds

Carried

Karen & Claire met & reviewed the initial budget prepared by Claire & Carolyn. The budget for 2025 is presented with a deficit \$25490. The following was highlighted:

- The budget has been shared with all Board members. Claire encouraged any feedback or questions to please ask Claire or Karen.

3c) Staff Report. Courtney presented the 2024 academic results and spoke to these.

- a) **Draft Budget Planning-** refer Karen & Claire's report
- b) **Annual plan-** refer Claire's report.
- c) **Board Portfolios-** need to do a Feedback Survey - Review of the board members thoughts on portfolios what is working, what is not.
Survey monkey for discussion with board to be circulated by Susan.

6. Assurance:

Professional development: likewise. They suggest optional wording requiring staff to provide evidence of completion of PLD before reimbursement, and requiring them to submit a statement explaining the benefit to the school that has been achieved by them completing the CME => discussion concluded this is not required as high trust model is appropriate and working, and PLD is already more effectively shared in staff meetings

Leave: schooldocs no longer supplies a leave form (Maunu has its own)
Currently says applications should be as far in advance as possible. New policy will stipulate minimum four weeks' notice.
updated wording includes: "principal provides regular reports to the board regarding staff leave" - already discuss applications, principal's PA and principal review balances regularly but they will also be shared with board annually. Note that only two staff are currently on 52 wk cycle.
Current policy specifies that we don't cash up annual leave, will remain unchanged.

Policy states general criteria for consideration of leave applications. At Maunu leave applications for term time are also considered against specific criteria flowing from these, as specified at meeting 9/2023 and regularly advised to staff.

Media: policy expanded but substance unchanged and in line with our practice.

Staff conduct: can link to optional staff code of conduct. Currently our policy, and by default the updated policy, will reference "Our Code, Our Standards" from TCANZ, which we are happy continues to suffice.

Food and nutrition: internal review update has clarified wording to specify that it is a board responsibility to ensure school environment reflects food and nutrition guidelines, with new assurance item added to match.

EOTC: all activities in/near water will be classified as 'high risk'. CT advises that other schools are also seeking board approval for all, rather than just overnight, trips and we will do likewise.

Other policy reviews for term were covered at last meeting (finance and asset management).

Assurance: school year terms and holidays - meets required number, as determined when dates set at start of year.

Moved into "In committee" 7.30 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" 8.00 pm

7. Significant Events:

- Year 4 camp was a huge success. Seemed to be a good bonding exercise. This camp will become an annual camp held at the end of the year to give children longer to mature & be ready for a 2 night camp.
- Athletics was a huge success. We held Zones at Maunu with Hora Hora.WPSSA athletics is next week.
- Various Kapa Haka events at Mangakahia, the evening at School, juniors performing at the retirement village.
- Getting through 2024!

Susan thanked the staff for all their work this year & then we acknowledged Susan's work and the board's energy.

Next meeting Wednesday 19 February

Preparation for next meeting: see action

Meeting Closure: 8.40 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. Nov 2024...Can we remove this now?	CT		
Nov 2024	Check with PTA whether happy 19 to support Oxford grant for playground markings	CT		
Nov 2024	2025 Budget to be forwarded to Ed services once members had time to consider & ask any questions.	CT/ CBB		
Nov 2024	Annual Plan- ready for Feb meeting	CT		
Nov 2024	School Docs- changes as recorded to be advised to sc Docs	AM, CT		