

**MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES**  
**March 19 2025 6.30pm in the Staffroom**

**1 Administration Matters:**

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

**Visitor:** Andy Thornton

- 1.2 Apologies:** Alison Manson, Sijoy Alex

**1.3. Confirmation of Minutes 19 February 2025**

Andy raised the issue of comments in the February minutes which were posed as questions. These points were more of a management issue rather than governance. Diversity is something as a board & management team we are very aware of.

30 year property plan in the outstanding points: Another person from MOE arrived recently to do another survey of the school. The fit for purpose is huge on the MOE sights with major cost cutting in property. Will remove this from action points as it is well in hand.

*Edmunds / Turton* *Carried*

**Confirmation of “In Committee” Minutes 19 February 2025**

*Edmunds / Turton* *Carried*

**1.4 Correspondence:** Refer to schedule

Sijoy is finding it difficult to make meetings. SE will liaise with him about whether there is a more suitable time for meetings, as we value his input.

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

**1.5 Changes to disclosures of interest: Nil**

**2 Matters Arising:**

CBB to share BOT information of all the MOE acronyms.

**3. Strategic Reports: Principal’s Report:**

Claire presented her written report in the pack which is to be taken as read. She spoke to the following:

*Report from JB at LM consulting received after sending out packs.*

Applied to MOE for emergency funding for replacement of electrical switch board as this is a real risk. A full check was done of the school to ensure no further risk of danger.

Mark Woofe Electrical will be on site over the holidays to replace switchboard.

**Moved** Claire Turton

**Seconded** Susan Edmunds

*Carried.*

**Legislation:**

- 3.1) Financials:** Karen gave a verbal report on the February Financial report. There is nothing significant to report at this stage.

*We acknowledge the schedule of payments 2,3,4 in 2025 which has been approved and paid by 2 authorised signatories since the last meeting.*

*Payment schedules passed.*

*Bell / Turton                      Carried*

- 3.2) Staff Report.** (Refer to report)

Courtney presented her written report in the pack which is to be taken as read.

## **4 General Business/ Discussion Topics**

### **a) Annual Plan:**

**Attendance-** Most of our absence is related to families taking long weekends, overseas holidays etc. There are a few regular truants. The Office make calls to all families with any absences daily and reasons given are recorded in the ETAP student management system. Will be looking at further initiatives to address absences, encourage children with maybe a house points incentive.

We are looking at a text facility for absence linked to the student management system: Things being considered to save office hours are What time are we going to look at texting, what time will we follow up on?

We have a lot of international families for whom it is important they return to their home to visit families & connect with their home & cultures.

Board discussion re focussing on proactive ways of encouraging attendance.

The Annual plan is ready to be sent to the MOE.

### **b) Consultation Options for Strategic Plan.**

Alison sent in feedback in her absence. This was discussed.

Staff worked with Lisa Watson- she broke it all down, with the consultation process largely looking through the cultural lens.

Claire shared 2 models from other schools as a starting idea. We need to consider all our stakeholders including the Maori whanau as well as our other larger cultural groups.

Claire felt a good starting place might be a SWOT.

We need to manage the change model, this year, 2025 is overwhelming for staff with all the PD, but is out of our control as we are actioning the Government initiated changes.

Moved that Susan will share a draft SWOT document for members to add any ideas with follow up at the next meeting

*Claire advised she could see whether Springboard trust was a good option for assisting in this.*

**c) Consultation options for health curriculum.**

In the past we have sent out information about what we provide.

Life Education

Keeping ourselves safe

Pubescent change- Year 5/6 every 2<sup>nd</sup> year.

Claire suggested we be strategic about the questions we ask.

Susan will work on a draft SWOT for presentation at the next meeting.

d) **Returning Officer-** Appoint Kristy Williams – Office administrator as returning officer

**5. Policy Review: Health, Safety & welfare policy**

*As per reviews completed by Alison*

- a) Worker engagement participation & representation. AM made comments which are to be amended.  
H&S member on the board, now we have more numbers have the capacity for someone to take on this role. To be confirmed.
- b) Healthcare – the brief overarching statement looks fine.
- c) Recording & reporting accidents, injuries & illness – AM confirmed we are following process.

**6. Assurance:**

- a) Abuse recognition & reporting.  
Claire assured board we do this. Any concerns go to CT. If she is concerned do a ROC
- b) Safety management system including work engagement, participation & representation - following process.
- c) Trial evacuation – By end of term

Andy left the meeting.

**10 year property Plan**

Met with Tiana from the MOE to look at the 10 year plan prepared by LM consulting.

The government are needing to be strategic with funds and as Maunu School is in good shape we may not qualify for much funding.

Our one big thing we would like to see addressed is the carpark by the hall as traffic management & safety was a priority.

*Rationalisation of buildings.* This is the time to rationalise buildings.

Discussion about Rm 13 as it is asbestos & very below standard, requiring a large amount of work & funds to make suitable for use as a classroom..

*Move that we rationalise Room 13 and this be advised to the MOE.*  
*Turton/ Wright carried*

**Moved into “In committee” 7.30 pm**

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" 7.40 pm**

**7. Significant Events:**

Camp

**Next meeting** Wednesday 21 May 2025

Claire & Susan will meet prior to do a SWOT then share with members.

**Preparation for next meeting:** see action

**Meeting Closure:**8.10pm.

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

Presiding Chair

**Action Points Outstanding**

Month	What	Who	Status	Comment
Nov 2024	Annual Plan- ready for Feb meeting	CT		completed
Nov 2024	School Docs- changes as recorded to be advised to sch Docs	AM, CT		
March 2025	CBB to share acronym list	CBB		
March 2025	SE to share SWOT document for community consultation	SE		
March 2025	CT- Annual plan to be sent to MOE	CT		
March 2025	Thankyou/Farewell for Charlotte Smith, date to be confirmed.	SE		