

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
May 21 2025 6.30pm in the Staffroom

1 Administration Matters:

1.1 Present: Susan Edmunds (Presiding member), Claire Turton (Principal), Sijoy Alex, Karen Bell, Pam Crosado, Alison Manson, Rachel Wright, Courtney de Boer (Staff Rep), Carolyn Boyce-Bacon (Secretary)

1.2 Apologies: Todd Leathem

1.3. Confirmation of Minutes 19 March 2025

Edmunds / Wright *Carried*

Confirmation of “In Committee” Minutes 19 March 2025

Edmunds / Turton *Carried*

1.4 Correspondence: Refer to schedule

There has been correspondence relating to NZEI bargaining for teachers & Principals. CT advises the school plans to keep open when paid Union meetings are on. Classes will be split and a roster to allow staff to attend the paid union meeting will be set up.

Moved from the Chair “that the correspondence schedule be accepted”.

Edmunds / Turton *Carried*

1.5 Changes to disclosures of interest: Nil

2 Matters Arising:

Returning Officer- Since the last meeting we are now using School Ed to manage the election later in the year. There is no requirement for a returning officer.

SE & SA liaised about meeting times and it is about work commitments.

SWOT analysis- thank you to all who responded- will discuss in general business.

Out of Zone Enrolments- Claire will look at roll numbers and proposes to consider opening a ballot for New Entrants turning 5 between Nov 2025 & March 2026. To be confirmed in June meeting.

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:

The Maternity leave cover is a fixed term Maternity leave contract.

Reporting to parents: For the mid-term report the curriculum levels have been removed as per the new curriculum refresh. Have tried to keep the reporting format

as simple as possible and once curriculum review is completed we will adjust the report to align with this.

Health & Safety:

Hazards & Risk Register: Claire explained the work required to make the Junior playground safe and or what the next steps are to progress towards replacement, funding required etc.

Principal's Professional Growth: We have engaged Julie Schumacher, Director of Education group to complete a survey with staff, work on goal setting, as part of Professional development.

2025 & 2026 Term Dates: Refer to date schedule presented for 2025 & 2026
Claire requested 15 September & 24 October 2025 as Staff only days as per the Ministry guidelines.

We will start 2 Feb 2026 with 2 staff only days prior to 2/2/26

Turton / Edmunds

Carried.

Succession Planning: Claire will mention the retiring board members in the next few newsletters & invite interested parties to contact any board members or the Principal or Staff rep if they are interested putting their names forward for election to help in shaping the strategic direction of Maunu School.

Legislation:

3b) Financials: Karen presented the April Financial report which was taken as read.

We acknowledge the payment of schedules 5,6,7,8,9,10 in 2025 which has been approved and paid by 2 authorised signatories since the last meeting.

Payment schedules passed.

Bell / Turton Carried

3c) Staff Report. (Refer to report)

Courtney presented her written report in the pack which is to be taken as read. Courtney spoke to the PAT assessments done at the end of term 1 in Reading, Writing and Maths.

Maths: Whole Group - We are tracking above expected levels in stanine 7-9, more children achieving above expectation than the national norm.

We have less children achieving stanine 1-3 compared to the national norms.

A large number achieved 4-6.

Māori - An increased number of students achieving stanine 7-9 than the national norms.

Indian - A large number of our Indian students are sitting 'at' level in the stanine 4-6 area.

Reading Comprehension: Whole Group - A large number of students are sitting in the 4-6 stanine band. Our percentage above is exceeding the national norms

Māori - As above with the whole group - a large number sitting in 4-6 stanine

Exceeding the national norm for stanine 7-8

Indian - As above with the whole group - a large number sitting in 4-6 stanine - this number is particularly large. Lower than the national norms for stanines 7-8.

Exceeding stanine 9

Reading vocabulary: Whole Group - We are exceeding the national norms for stanine 7-9

Māori - Stanine 7-9 slightly higher than national norms

Indian - A larger percent

Listening Comprehension: Whole Group -This assessment has the largest group achieving stanines 1-3.

Māori - All Stanines tracking well against national norms

Indian - Large number of students achieving stanine 1-3 - 39%. Possible connection to English language learning.

4 General Business/ Discussion Topics

4a) Annual Plan Progress: Claire presented the updated Annual Plan which has been updated to include the Government priorities of structured literacy, structured approach to maths & attendance.

4b) How could we better communicate/ engage with the community?:

A discussion was held as to how we can meet the needs of the community and work together.

Maximise opportunities for parents to communicate with teachers as not all parents are able to be at school for pick up & drop offs.

During 3 way conferences- Maybe children will be present for a time and then children leave the room to give adults time for adult chat.

Staff will be meeting to plan format for 3 way interviews and Claire will take these suggestions on board.

When consulting with the community- ask 3 questions.

What would you like to Stop..., Start..., Continue.., for the good of the school, children & community?

Health consultation- to be included with the community consultation.

Do we want Norms for the community?

Inviting Parents to feedback to us. We realise that there is a level of discomfort for parents on some issues, but everyone has a different level of discomfort, but we should encourage feedback as this is how we grow.

The phrase "so when you went to see..... What did they say? Is a powerful one for us all to use when dealing with feedback/concerns/complaints.

SWOT analysis has been prepared for feeding into the strategic plan once the MOE has finalised curriculum refresh etc. Thanks to all members contributions to this.

5. Policy Review: Health, Safety & welfare policy

As per reviews completed by Alison

a) Opening & closing the school policy.

b) Concerns & Complaints policy- CT said this doesn't differentiate between concern or complaint. Make sure norms are followed. Is it

possible to add clause that any complaints be taken to the person concerned (or someone appropriate) 1st before going to the Principal or Board Chair.

c) Generative AI.

6. Assurance:

- a) Safety checking & police vetting.- all completed as they fall due for renewal
- b) Teaching staff- currency of registration performance management/Staff conduct/Professional Development – completed

Please refer to attached Demo School Docs reviews which the board adopts.

Moved into “In committee” 7.00 pm

To discuss Staffing, stand down, out of zone enrolment and medication.

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” 7.50 pm

7. Significant Events:

Kindness Week

Grandparents Day- We have had some lovely thank you letters from families.

Staff & Pupils represented at the ANZAC parade at Maunu Cemetery

Next meeting Wednesday 18 June 2025

17 September 2025 Farewell function for retiring board members. Put this date in your diary. Venue & format to be confirmed

Preparation for next meeting: see action

Meeting Closure: 8.50pm.

Signed_____ Date_____

Presiding Chair

Action Points Outstanding

Month	What	Who	Status	Comment
March 2025	SE to share SWOT document for community consultation	SE		Completed May 2025
May 2025	Research roll numbers for NE ballot	CT		