

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
August 27 2025 6.30pm in the Staffroom

1 Administration Matters:

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

Visitors: nil

1.2 Apologies: Nil

1.3. Confirmation of Minutes 30 July 2025 after change made to fact Financials were for the June period, not July.

Edmunds / Manson *Carried*

Confirmation of "In Committee" Minutes 30 July 2025

Edmunds / Turton *Carried*

1.4 Correspondence: Refer to schedule

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

Board Election: Schooled advised that only 16% of community have voted. This is low. We will send out a reminder to the community to encourage more families to vote as well as Schooled sending reminders.

Edmunds / Turton *Carried*

1.5 Changes to disclosures of interest: Nil

2 Matters Arising:

Roll Return: We have hit the next magic number- 318 for more staffing which we have now received. This will help our banked staffing situation. Every additional 5 students will generate additional staffing until the end of the year. We have 2 New Entrant cohorts still to join the school.

Out of Zone ballot is receiving a few applications.

3. Strategic Reports

Principal's Report:

Claire has requested the board consider applying for 6 Epro 8 construction equipment and educational resource packs for use in classroom to support STEAM learning.

Approved

Resolution to apply for funding is as follows:

Move that the Board approve an application to apply to Oxford Sports Trust for \$9540 plus gst for 6 Epro 8 construction equipment and educational resource packs.

Moved Turton / Edmunds *Carried*

Claire's report was sent home in the board pack which is to be taken as read. She spoke to the following:

We had a Fire callout on 16 August. There was a part of the panel that failed.

10 Year pp. We are still waiting for this to be signed off.

Claire is talking with Education Services about the cyclical maintenance as there is quite a lot of painting scheduled and due to be done. We will try for this to be done over the Christmas break.

Strategic Plan Review

Turton / Edmunds

Carried.

3b) Financials: Karen presented the July financial report verbally.

Discussion about donations and benefit of Kindo reminding parents of any amounts owing.

We acknowledge the payment of schedules 16-18 in 2025 which have 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 which is to be taken as read.

Staffing- relievers are really short & availability is very limited.

Professional Development- Our Senior Leadership Team had our first session with Julie Schumacher from The Education Group on Friday, August 1st. During the session, they worked on defining what leadership means within our school and explored different leadership models. The Leadership team homework is to develop our kaupapa as a leadership team and finalise our non-negotiables, as well as define how we model our school values.

4 General Business/ Discussion Topics

Community Consultation Survey: 35 responses back so far.

There is a lot of good feedback across the stop/start/continue areas.

The consultation is still open. This will inform our strategic plan

Donation- discussion about a pay it forward process. Would you like to sponsor another child? Could incorporate in the message requesting funds "that Donation's made before 31 March would be tax deductible"

Parent Perspectives on Cultural Inclusion (Embracing our Multicultural Community).

Claire presented a draft consultation form. Board approved this.

Will also add a Health section to this so it is all on one form and keeping it Health consultation broad.

Charter & Strategic Plan:

Strategic Goals. Claire went over the goals & spoke to each point. There are still some areas in orange which will be work ons.

Attendance- There has been some work done on this, letters sent out. Feedback has been good from some families. We have asked Student Management system ETAP to generate a letter we can send out regularly which indicates how many hours a child has missed, related to hours/days missed.

Well being: Intense fitness would help with behaviour. Short sharp fitness breaks are better than none. There will always be work ons.

5. Policy Review: Health, Safety & Welfare policy

As per reviews completed by Alison

Health Support

Please include the optional wording -

At Demo School, our student health plans are kept securely in the office, as well as in our student management system. The plan includes a photo of the student, signs and symptoms of the health condition, and an emergency response plan (e.g. location of emergency medication and key emergency contacts).

First Aid Training and Supplies

Please edit the optional wording -

At Demo School, we support all staff to be trained in first aid and to renew their certification every two years.

Signage directs users to first aid supplies which are kept in the sick bay. Ice packs are kept in the staffroom.

Demo School has an AED (Automated External Defibrillator). It is marked with standard AED signage and kept in the hall.

Recording and Reporting Injuries and Illness

All staff are responsible for recording accidents, injuries, and illnesses they deal with, and records are maintained by the office administrator and kept on Etap. (Therefore no link needed to recording form - thank you)

Medicines

Demo School has documented procedures for storing, administering, and managing medication use. Our medicines documentation is managed by our school office staff and kept in the sick bay. Medication is also kept in the sick bay.

Allergies

Please include the optional wordings -

To help make our school a safe place for students with food allergies, we are a nut-free school. Nuts must not be brought to school in lunches or as shared items. This includes food containing peanuts, such as peanut butter, some muesli bars, baked goods, etc.

We keep a record of students with allergies.

Policy August 2025

Current Review:

Food and nutrition

Policy appropriate and being applied. Note that MOE's food and nutrition guidelines for schools specify that 75% of items available (for sale/supplied) at school should be classified 'green' under the traffic light system (i.e. doesn't have

to be all). Recommends that 'red' items either not be available, or be phased out over time.

Inclusivity is a focus of the policy. Our changing community profile this will be considered in the make up of e.g. camp menus in future.

Maunu has been incredibly fortunate in having Pak N Save's sponsorship for the sausage sizzle for many years as a core fundraiser for the school and we are extremely grateful for their generous and loyal support. As the Leathem family move on from Maunu School, there may be opportunities for another party to take up sponsorship of a regular lunchtime fundraiser. Whether that might continue and if it be a sausage sizzle or an alternative, will best be worked through by the new board, alongside management and whatever potential sponsor/s might come forward.

Safety checking suitable as is

Police vetting suitable as is

Missing student procedure suitable as is

Assurances:

Searches, surrender and retention of property of property - no applications required

Minimising physical restraint - being applied accordingly

Standowns, suspensions and exclusions - no applications required

Food and nutrition - see review

Upcoming Changes: See printed sheet.

First aid training and supplies - we will add a sign on office window to notify that first aid supplies are kept in the office

Medications

Re "Demo School has documented procedures for storing, administering, and managing medication use. Our medicines documentation is managed by our school office staff and kept in the sick bay. Medication is also kept at the school office".

=> *Claire and office staff will consolidate current medication procedure into a single sheet summary so that it is easily followed in the (rare) event of all office staff being away.*

6. Assurance: Nil this month

Moved into "In committee" 7.50 pm

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 8.25”

7. Significant Events: Cross Country, Mathex

Next meetings Wednesday 16 September

16 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: 8.30pm

Signed _____ Date _____
Presiding Chair

Action Points Outstanding

Month	What	Who	Status	Comment
Aug 2025	Oxford grant application	CT		