

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
December 3 2025 6.30pm in the Staffroom

1 Administration Matters:

1.1 **Present:** Susan Edmunds (Presiding member), Claire Turton (Principal), Karen Bell, Angela Wong, Andy Thornton, Calvin de Boer, Cassandra Reyburn (Staff Rep), Carolyn Boyce-Bacon (Secretary)

Visitors: Sharlene Rogers governance officer from NZSBA

General Business – Welcome & Housekeeping

Sharlene was welcomed to the meeting.

Members introduced themselves and gave a brief outline of their term on board & what they hoped to get out of her visit.

Sharlene presented a power point (This will be shared with the board.)

She outlined the board's job, what they actually do.

- Strategic direction
- Developing policies
- Monitor student outcome
- Through school policies oversee management of curriculum, property, finance, H&S.
- You are the good employer of staff & have duties & obligations for H&S of employees.
- Report on school progress to the community & the Ministry.

Portfolio members need to be prepared to answer portfolio questions from the board.

Delegations of policies

To Do: Remind community of when board meetings are & what policies are being reviewed. Share School docs site more frequently in newsletter. Start of year- send info in newsletter about school docs... Susan to work with Claire to develop a process to report to the school community more often

Governance is 'the what' board should be doing. Management is 'the how' we do it (Principal's job)

Visual reminder presented: Board are in the Helicopter - Claire & Cass are in the Waka.

- Board members are representatives not advocates.
- Focussed on all students

Effective boards leave the Principal to the how.

- Don't be afraid to ask courageous questions.
- Monitor school performance against policy & annual plan.

Code of conduct- suggested best practice to review annually at 1st meeting – includes the 15 standards.

Board relationships- talk positively, know the hat you are wearing at different times. Model school values.

Conflict of Interest- What hat are you wearing? Where do you direct them to? When it comes to the board, are you conflicted? Don't be afraid to declare a COI & depart from the decision making.

Members- When you are out socially, if approached – Your answer is *I'm not a board member now. We have a concerns & complaints process.* Our Maunu suggestion is. *When you went to see What did they say?*

Be clear about your purpose- Develop a clear purpose for board meetings.
Showed an example of a board work plan
Lots of support there 0800782435 8.30-5pm
Lots of webinars- feel free to check these out on the website.

Sharlene left the meeting 7.45 & Normal meeting resumed 7.45.

1.2 Apologies: Nil

1.3. Confirmation of Minutes 29 October 2025

Edmunds / Turton *Carried*

Confirmation of “In Committee” Minutes 29 October 2025

Edmunds / Turton *Carried*

1.4 Correspondence: Refer to schedule

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

Edmunds / Turton *Carried*

1.5 Disclosure of Interest- No changes

2 Matters Arising: NIL

3. Strategic Reports

Principal’s Report: Claire’s report was sent home in the board pack and is to be taken as read. She spoke to the following:

10YPP: The **10YPP is in the BoT pack.** We will discuss and look at a plan early in the new year with LM consulting. Presiding Member / Principal to sign and return.

Funding Applications: We were successful with \$2500 from Oxford Trust for EPRO8 Kits. We have ordered 2 kits and a tech box. We are excited to see the children exploring these.

We had ‘minuted’ we were applying for fundraising for sports gear from ‘Sports Club’. Unfortunately this application has ceased as Sports Club have gone into Liquidation.

The application for funding for support to upgrades to our website with SPIKE is still in progress through TTPA.

Strategic Planning Update. CT has been working closely with **Springboard Trust** since our last meeting and she has now enrolled in their Professional Learning and Development programme for 2026.

Springboard Trust is a national organisation dedicated to supporting school leaders to build strategic capability. Their programmes focus on strengthening long-term planning, improving organisational systems, and ensuring leadership decisions are future-focused and aligned with community aspirations.

Their guidance is practical, research-informed, and tailored to each school's context. For Maunu School, this partnership will help us refine our strategic thinking, build sustainable goals, and deepen our work in areas such as culturally responsive practice, continuous improvement, and effective evaluation.

The cost is \$3000 which has been put in the 2026 budget.

This will allow Claire to help guide the process of developing the new strategic plan.

Annual Plan: Claire presented the Annual plan preparation so far- She described in detail the 3 areas we will be focussing on. (It is currently a 35 page document & needs tweaking down)

Culture & Identity

- Cultural narrative
- Move away from Te Puna Reo, build strong visibility & normalisation of all cultures
- Celebrate culture
- Strengthen communication pathways.

A Rich & Dynamic Curriculum

- Change management plan- NZ refresh
- Design & deliver localised curriculum 2027
- Align new assessment/reporting
- Writing- scope & sequence/ align to structured
- Extend & enrich G&T students (gifted & talented)

Well Being

- Attendance plan- lateness
- Streamline communication
- Create termly opportunities to connect
- Cyber safety- parental support use linewise- like being on cyber duty, parent night
- Restorative conversations/practise
- Wellbeing student group- collect voice, support wellbeing

Analysis of Variance.: In preparation for AOV to go in annual report the 2025 OTJ data was presented for Reading, Writing & Mathematics.

There are some good results with some areas for improvement.

Management team will now start digging deeper into the data & set goals for 2026. Look at the Whys/ Whos & what worked well, how can we do things differently.

LEGISLATION

3.1 Financial Report.

Budget 2026: Karen & Claire have met twice in Term 4 and the **draft budget for 2026** is ready for approval.

They have worked hard to get as close to possible a zero budget. (deficit \$211)

Discussion about donation concept- are there other ways to draw funds out of the community? Need to explain the essential need of donations to run the school versus PTA fundraising for fun stuff. (The nice stuff)

Suggestion of a video to promote this.= get some communication out at start of year to promote our request for donations

Propose approval of a deficit \$211 budget for 2026

Bell/Turton

Approved

We acknowledge the payment of schedules 24-27 which has been approved and paid by 2 authorised signatories since the last meeting.

Payment schedules passed. Bell / Turton Carried

Claire proposed we introduce a school credit card.

There is an increasing amount of expenditure paid for by Claire & Carolyn.

Approved the introduction of a school credit card with a minimal limit \$2000.

There will need to be documentation introduced in school docs.

Claire will research the application

Turton/ Edmunds

Approved

3.2 Staff Report. Cassandra's report was sent home in the board pack and is to be taken as read.

Lots of things, busy times as mentioned in report

4 General Business/ Discussion Topics

4.1 Budget & Annual Plan progress report.

See Finance report

4.2 Charter & Strategic Plan: Next steps for strategic plan- Change in reporting requirements

Refer to Claire's report.

4.3 Junior Playground rebuild. Tom van Esch, parent, has offered to project manage the Junior playground. Quote received from him to remove playground,

remove bark, instal new path, edge boards, supply timber, drainage, weedmat, instal new bark & instal playground of around \$37000.00

Claire, working with Tom has 3 quotes from Creo, Playground supplies & Playgrounds, & Playcentre for the actual playground equipment.

The PTA playground committee will meet to select specific equipment to fit in with the approximate \$100,000 total budget.

Move that Andy will be the board member on the Playground committee.

Edmunds/ Turton

Moved that we appoint Tom van Esch as project manager for the Junior playground

Turton/ Thornton

5. Policy Reviews: Angela presented the scheduled changes after earlier discussion with Claire.

Staff Wellbeing: Flexible working environment, discussion held. EAP counselling available

Emergency Management- These are being condensed/ combined by School Docs/ split etc. A work in progress.

6. Assurance items:

Gifts All gifts can be properly accounted for, and that the nature and value of gifts is reasonable and appropriate.

Protected Disclosure We follow policy if a disclosure is made and protect the person making the disclosure. We have added this information to the Staff Induction for 2026

School Swimming Pool We discussed and assured the BoT at our October meeting including our requirements for opening the pool to the community.

Daily School Bus Diana Hesketh holds this portfolio. We record who travels on the bus daily. We have a teacher on bus duty every day. We regularly communicate with the bus company.

Income (Government donation scheme only) N/A We are not part of the government donation scheme.

International Learners NA

Moved into “In committee” 9.45 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” 10.00pm

7. Significant Events:

Year 4 Parua Bay camp

Various Kapa Haka performances at Mangakahia, Barge park, pre school picnic and a Gym competition opening

Friday Flicks fun night

Athletics

Zone athletics

Next meeting 18 February 2026

Preparation for next meeting: see action points

Meeting Closure: 10.00pm

Signed _____ Date _____
Presiding Chair

Action Points Outstanding

Month	What	Who	Status	Comment
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	Google doc for Strategic plan ideas ready for next meeting- Deferred to 2026	SE		
12/26	Schedule of meeting dates for 2026	CBB		Completed
12/26	<i>Remind community of when board meetings are & what policies are being reviewed. Share School docs site more frequently in newsletter. Start of year- send info in newsletter</i>	CBB/ CT		
	Approved budget to be sent to Ed services	CBB		