

**MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES**  
**July 30 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, Todd Leathem, Alison Manson, Rachel Wright, Courtney de Boer (Staff Rep)

**Visitor:** Andy Thornton, Elise Koncsek, Angela Wong

**1.2 Apologies:** Carolyn Boyce-Bacon (Secretary)

**1.3. Confirmation of Minutes 18 June 2025**

Edits made to wording around policy. Read by Claire.

*Edmunds / Wright*                      *Carried*

**Confirmation of "In Committee" Minutes 18 June 2025**

*Edmunds / Turton*                      *Carried*

**1.4 Correspondence:** Refer to schedule

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

*Claire explained there had been correspondence regarding the carpark which Claire had replied to and forwarded onto Susan.*

*This addressed the ongoing Health & Safety concerns which the BoT and the current 10YPP are addressing with the proposed 'In' & 'Out' system. It addressed the need to protect staff vehicles as one staff member has had damage on two occasions.*

*Edmunds / Turton*                      *Carried*

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

**2 Matters Arising:**

**Board election succession planning**

Confirmed that 3 members are standing down. Members that are standing will need to prepare a statement promoting themselves for election.

It would be useful to have a handover from current members standing down.

SE recommends doing the Board training webinars, these will be relevant for new board members. We also discussed putting money in the budget for the annual conference which will be held in Auckland in 2026.

**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:

-Funding a teacher to open another New Entrant class (\$30k in the budget). We have about \$9000 bank staffing.

- Discussion around leasing a minivan. Possibility of selling space for advertising on the van to bring costs down.
- Grants for lease vehicles, Karen has sent through some options.
- Discussion around holding a 'P' endorsement. Health & Safety wise how do we feel about this?
- Discussion was around the fact that there are fringe benefits when a staff member drives a minivan, if we chose to allocate it to a Staff Member e.g caretaker. This would also reduce the need for the caretaker to use his own vehicle for work.
- The group was open to further investigation and for SMT to bring more information at a future meeting.

#### -Property

There were two more roof leaks. Room 2 and in the Admin block on Tuesday 29th July. Sent to MOE Emergency Response LM Consulting, for support.

The amount of water on 29/7 was the most we have witnessed. Staff cars were very close to taking on water. We thought very carefully before closing the school. We informed the MOE & the Presiding Member before consulting the community. Adrian's shed and PE shed flooded.

RS Engineering came to look at the drainage when we closed the school. One of the drains is blocked. Claire felt it was important and timely to send a letter to the council about the flooding concerns and drainage, but also regarding the importance of regular maintenance to clear the drains. Maunu School could check the drain when we know there is going to be heavy rain, but we need support as it is a big ask for us to take this on.

CT to speak with JB and RS Eng. about where we are at with the drainage.

#### Aircon Unit replacement

-CT getting quotes. They are around \$4500.

Attendance report - pinged for our half day for interviews. Overall attendance is looking good. Transitioning students impact this number too. We are looking into our systems for attendance and have sent letters home to those with poor attendance at the end of T2.

360 Review in Committee later.

### **Strategic Plan Review**

Claire shared Rich & Dynamic Curriculum

-Originally written pre NZ Refresh so things have changed a bit.

Orange ongoing and green is underway

Student agency - not such a focus at the moment as we are learning a new curriculum and the teaching scope and sequence require teachers to cover the same content with the whole group.

Discussions around exploring our environment more and expanding learning to look more global. A focus on gratitude and giving back to our community.

Data being used a lot more across the school - especially with new assessments and structured literacy.

Is a rich and dynamic curriculum something we still value as a goal for future Strategic Planning. The BoT members all agreed these goals were still important. With the curriculum changing at a very fast pace, it was felt it is important to prioritise support for PLD and building capacity.

*Turton / Edmunds*

*Carried.*

**3b) Financials:** Karen presented the July financial report verbally. CT, CBB, & KB reviewed the budget in the July term break. After review, the deficit budget will be \$29,362. Budget amounts for Kindo, Wages, and Maintenance were adjusted and changed coding for relieving & Professional Development, Additional staff costs to open a new NE / Year 1 class. Claire budgeted \$30,000 and has some Banked Staffing aside to pay towards the additional teacher. We have now reached 312 students which is what we are staffed on. Every 5 additional students who arrive, will allow us to apply for additional teacher staff funding from the MOE. 2026 budget - the small Y4 group will have a big impact on staffing. CT, KB & CBB will meet at the end of October to prepare the budget for next year. Donations are down on last year. Last year we had Paul Sumich's generous donation. Claire talked to the Collective agreement - PE & CA funding, wash up mid year. Predictions for 2025, were around \$90,000. But at the review we were advised it is tracking lower at about \$70,000-74,000.

—*We acknowledge the payment of schedules 13-15 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 which is to be taken as read. Courtney talked about the re-norming of data for the Reading based on the NZRefresh. She talked about how this had changed the data we presented last meeting. Our OTJ goals are tracking really well at the half way point. These are very close to our variance goals. Shared and demonstrated how the baseline vs. 10 week BSLA assessment information works using the platform. (graphs on the website). Courtney explained the Structured Literacy Approach in both phases includes a lot more testing. It gives teachers a lot of information.

**4      General Business/ Discussion Topics**

Consultation underway and has had a good response using the Start, Stop, Continue model - we will share results / trends at the next meeting. In Term 4 we want to consult with the community around Cultural Responsiveness. A good discussion was had about ways to collect community voice to ensure we were capturing the diversity of cultures across the school. How can we embrace our multicultural community - we want to look at how this could be surveyed in the community. 2-3 really specific questions. Do you feel your culture is respected and reflected/represented in our school? Are there any things that limit your involvement?

Kapa haka - Y2/3 are looking at a possible change in the way this is delivered. Wanting to incorporate Marae visits more hands on practical delivery. Discussions around non religious songs / karakia. Possibility of guitar lessons with Reo.

Discussion about Fundraising & Friends & Whanau Volunteers. Many of our volunteers and sponsors are in the same group and a lot of those families are in the Senior Syndicate.

Discussion about ways to engage new families / Junior parents for succession planning. One idea around communication is to have a 'Parent Representative' from each class. Other ideas were to have a fundraising calendar set out from the beginning of the year for advanced notice for school events and how whanau can support.

## **5. Policy Review: Health, Safety & Welfare policy**

As per reviews completed by Alison

Discussion around the H & S team in the school and procedures. Claire to discuss with current members. There is a need to ensure we upskill and transition the new BoT when elected around H & S. We will look at a detailed planned approach.

Wording in the policy will be:

Health and Safety Induction and Training

New board members are inducted into their health and safety responsibilities and offered training as needed.

Wording in the policy will remain: We have a health and safety committee, which includes the principal, caretaker, administrative staff, and a board representative. We have a health and safety representative who has been elected by the members of their work group to represent them on health and safety matters.

We have a health and safety committee that informs staff of its roles and responsibilities, monitors and reviews school health and safety compliance, and:

- responds to worker health and safety concerns
- conducts an internal audit each year
- reviews safe practices in using school buildings, plant, operation, EOTC, and emergency procedures, and reports on this to the board once each term.

Their role involves:

supporting worker engagement and participation in health and safety  
raising and investigating general and specific concerns and complaints  
monitoring the health and safety measures taken by the board and giving the board feedback about compliance and hazards

making recommendations to the board

looking after the interests of workers who have been harmed at work.

The health and safety committee ensures that all workers have the opportunity to engage in improving work health and safety. This is done by discussing health and safety regularly at team meetings and encouraging feedback between workers and board members on health and safety issues, and keeping a record of communications and recommendations".

Visitors new default wording saying that signage directs visitors to come to report to the office. Claire will order and purchase new signage.

## **6. Assurance: Nil this month**

CdB & KB left the meeting early at 8.00pm

Our guests left the meeting and we moved into committee 8.15pm

**Moved into “In committee” 8.16 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”**

**7. Significant Events:**

PTA Quiz Night

**Next meetings** Wednesday 27 August

**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
May 2025	Research roll numbers for NE ballot	CT		Completed June 2025