MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
July 29 2026 6.30pm in the Staffroom

1 Administration Matters:

1.1 **Present:** Susan Edmunds (Presiding Member), Claire Turton (Principal), Karen Bell, Calvin de Boer, Angela Wong

1.2 Apologies: Cassandra Reyburn (Staff Rep) Carolyn Boyce-Bacon (Secretary)
Visitor: Johnny Fowler

1.3. Confirmation of Minutes 24 June 2026.

Edmunds / Turton *Carried*
Confirmation of "In Committee" Minutes 24 June 2026.

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 <u>Matters Arising:</u>

Strategic plan exercise (30 mins)

Strategic Activity: Roadmapping & Goal Prioritisation

The Board engaged in a strategic roadmapping session to evaluate the proposed goals and initiatives previously discussed across SMT/SLT and Board levels (currently still to be finalised).

The activity utilised a Value vs. Effort Matrix to identify High-Value priorities, both Quick Wins (Low Effort) and Elephant Projects (High Effort) while filtering out Low-Value tasks. Trustees discussed the critical role of structured roadmapping in reducing workload stress and optimising the school's Time, Talent, and Capital.

The Board also reviewed Ministry of Education (MOE) guidelines advocating a 2-year Strategic Plan to align with the upcoming BoT election cycle. Given the extensive 10-year visionary work already undertaken, the Board discussed implementing a phased 5-year strategy (broken into an initial 2-year plan followed by a 3-year plan). Major projects will follow an Elephant Staging Framework, requiring a Stage 1 research and pilot phase with a formal decision checkpoint before committing to Stage 2 multi-year rollouts.

3. Strategic Reports:

3 a) Principal's Report:

Oxford Trust Application Update & Application for July: We applied for $16,753.76 in the June application to replace the existing Shade Sails in the Junior area. We were successful and received $3000. This additional funding was very much appreciated. The shade sails have been installed and are a great addition to the Junior playground, sandpit and area in front of the Hall.

We applied to Oxford Trust *for a grant for $*11,010.80 *excluding gst for 30 chrome books for the Junior area of school and to support assessment in the Senior school.*
We were successful and received $2,936.24. Claire will work with Cassandra Reyburn to get these ordered in time to support Assessment for the beginning of Term 4. This will make a significant difference to these tamariki and the teachers in the Year 2 / 3 classrooms.

Support for Oxford Trust: Submission to Whangārei District Council
Claire informed the Board that she will be submitting a formal letter of support to the Whangārei District Council on behalf of Maunu School regarding Oxford Sports Trust Inc.'s application to transfer their Class 4 gaming licence to the new Kensington Tavern premises (216 Bank Street, Regent). The Board noted that while government operational grants cover basic day-to-day running costs, the school relies heavily on grant funding from the Trust to provide essential learning resources, sports equipment, and extracurricular opportunities for tamariki. Supporting this licence transfer ensures that vital charitable funding continues to flow back into Maunu School and the wider Whangārei community.

Claire, in collaboration with the Culturally Responsive Team and the PB4L Team, has been working on improving school signage to acknowledge and recognise the diversity of cultures within our school community and to ensure that the core values underpinning all aspects of school life are clearly visible. In line with procurement requirements, four quotes were obtained from Vital Signs, D & D Signs, Speedy Signs, and Fast Signs.

Resolution:

> "It was resolved that an application be made to the **Oxford Sports Trust** for a grant of **$ 13,938.30 (excluding GST)** to fund the supply and installation of new school signage designed to promote cultural responsiveness and visually reflect our school values."

Moved Claire Turton *Carried* all

- **Motion:** Carried
- **Date:** 29th July 2026
- **Chairperson Signature:** _____

Property & Maintenance Updates
Cyclical Maintenance: Painting completed in the Hall, Foyer, Kitchen, Toilets, Main Office, SickBay, Staffroom, Resource Rooms, and Room 8.

5YA Property Projects: New vinyl installed in Hall, Kitchen, Toilets, and SickBay by Measure Up. Autex acoustic wall lining installed in the Hall.

Plumbing & Roofing: Upgraded hot water, toilet flush mechanisms, and drainage (including pool shed soak pit across 15 blocks). Mahi Drones applied rust treatment, roof coatings, and skylight safety mesh.

Fire Safety: Emergency top-up funding enabled Wormald to upgrade hall smoke detectors to an addressable system (22 July).

Health, Safety & Student Wellbeing

- **Health Consultation:** Survey open 28 May – 20 July received 21 responses (6.7% response rate). Claire shared an analysis of the survey results.
- **Mana Ake (Arataki Ministries):** Paul started on 23 July. Term 3 focus is *Relationships* for Years 2–4.
- **EOTC Activities:** Planned Term 3 events include Mathex, Cross Country, WPSSA, and Kapa Haka. Term 4 includes Year 1–3 overnights and Year 4 Camp.

Governance, Legislation & Curriculum

- **Teacher-Only Days (TODs):** Advertised for Term 3 (Mon 31 Aug) and Term 4 (Fri 23 Oct).
- **2027 Out-of-Zone Allocations:** Out-of-zone numbers will be advertised following the meeting. Application closing date: 14 October 2026; Ballot date: 21 October 2026.

Out of Zone Enrolment allocations
Discussion regarding predicted numbers for 2027
If we have Out of Zone positions available, we need to advertise the ballot and number of spaces at each year level. The MOE dates are:
Application closing date: Wednesday, 14 October 2026
Ballot date: Wednesday, 21 October 2026
There is a potential for out of zone ballot at various levels to hold our numbers.

Predicted Numbers & Models for 2027

	Current Predicted Numbers	Out of Zone places
Year 0 / Year 1	45 (16 + 29 =)	10
Year 2	44	10
Year 3	59	
Year 4	49	6
Year 5	42	10
Year 6	58	
Total	297	333

- **Assessment & Whānau Reporting:** Positive community feedback on new reports. Staff PMI completed to guide End-of-Year reporting refinements. Professional judgements and assessment data added to Board packs. In a discussion around the new style of analysis of data, all board members were happy with the way the data was shared and presented. Claire talked about how Courtney was currently analysing data and aligning it to attendance.

- **Professional Development & Leadership:** BSLA PLD (Cohort 9) begins late August. Principal continuing strategic leadership work with Springboard Trust and weekly mentorship with Capacity Partner Jeremy Foster.

3b) Financial Report: Karen spoke to the Financials.

Financial Report Summary

1. Budget Review

- Depreciation: Increased to account for new assets from recent renovations and playground construction.
- Income: Adjusted based on current, confirmed student numbers.
- Capital Expenditure: Updated to reflect clearer projections for 5-Year Property Plan (5YA) spending.
- Staffing: Teacher aide expenditure updated to accurately reflect clarified hours and role requirements (including Becky's role).
- Cost Reductions: Expenses reduced where clearer Ministry of Education (MOE) spending expectations have been provided (e.g., literacy funding).

Karen moved that we accept the revised July budget deficit budget of $6019, based on the points discussed and how we were tracking.

Moved Karen *Carried* All

2. June Financial Position & Tracking

- Revenue & Grants: 59% of total budgeted income received to date (including 54% of budgeted Government Grants). The third operational grant installment was subsequently received in July.
- Net Surplus: Currently higher than budgeted due to a playground donation.
- Camp Donations: Income currently tracking low, but expected to resolve as a timing difference.
- Overall Tracking: Income and expenses are operating in line with the revised budget overall.
- Personnel Costs: Learning personnel expenditure is currently down $45,000 compared to the same time last year.
- Year-End Outlook: Available funds are expected to reduce by year-end due to planned cyclical maintenance/spending.

Query Raised: Karen inquired whether an "-athon" style fundraiser was planned for the current school year.

Discussion Summary:

- Claire informed the Board that the focus for this year's fundraiser will be a **'Basic-Fact-Athon'**.
- She explained that this specific focus aligns directly with the updated curriculum expectations, which feature an increased emphasis on core basic facts mastery across the year-level scopes and sequences.
- The initiative aims to dual-purpose student learning and school fundraising, supporting both academic achievement and community engagement.

3b) Staff Report. To be taken as read in Cassandra's absence.

4 General Business/ Discussion Topics
Health Consultation Findings & Policy Review

Reference: Health Consultation Analysis Document (included in the Board pack)

Discussion Highlights
Strategic Alignment: The Board received the Health Consultation findings positively, noting strong alignment with the proposed strategic goals for 2027 and beyond.

Allergy Management & Education: The Board discussed the importance of transparency regarding allergies. The consensus favored educational initiatives over outright allergen bans, reflecting current best practice.

Inclusivity: Trustees emphasised that allergy management strategies must remain inclusive of all individuals.

Key Actions / Next Steps
Policy Review: The Board agreed to review the current Nut Policy during the next scheduled policy review cycle.

5 & 6 Policy Review & Assurances

Privacy Act Policy Review: Ange and Claire met last term to review the impact of the Privacy Act on existing policies. The Senior Leadership Team (SLT/SMT) is currently reviewing these policy updates, which will be presented to staff during the Teacher Only Day later this term.

Term 3 Assurance Review
The Term 3 Assurance Document was distributed in the board packs prior to the meeting.

- **Student Attendance**
- **Reporting about Student Progress and Achievement**
- **Bullying and Harassment**
- **Student Behaviour Management**
- **Searches, Surrender, and Retention of Property**
- **Minimising Physical Restraint**
- **Stand-down, Suspension, and Suspension Outcomes**
- **Computer Security and Cybersecurity**
- **School Records Retention and Disposal**
- **Safety and Welfare for Students on Work Experience**
- **Food and Nutrition**

Board members were provided the opportunity to ask questions regarding the document.

Management Assurance: Claire assured the board that the school is actively meeting all relevant policies and procedures through daily management and operational practices.

Food & Nutrition Assurance
Claire highlighted that food and nutrition guidelines had been discussed extensively in previous board meetings.

Health Consultation Findings: The recent Health Consultation raised only minor alignment questions regarding healthy food options for school fundraisers.

Healthy Options Ratio: Management confirmed that daily practice, including the healthy lunch promotion and general food options, ensures that healthy choices constitute at least 80% of food offered throughout the week and these were choice items.

Water-Only Policy: The school maintains a strict water-only policy.

Exception: Medicated students are permitted to store "Up & Go" drinks on-site to support specific medical and nutritional needs.

Board Resolution / Outcome
Satisfaction: The board unanimously agreed they are satisfied with the school's current provision and compliance with the Food and Nutrition policy.

Action Item: As previously minuted, the board will formally review Sausage Sizzle fundraisers at the end of the year.

8. Significant Events/Successes Matariki Festival

The Board extends its gratitude to everyone who contributed to the success of this year's Matariki Festival. The event was a wonderful reflection of our strategic goal to foster a deep sense of belonging within our diverse school community.

Beyond being a vibrant celebration of our achievements and a time to set aspirations for the year ahead, the gathering offered a meaningful space for reflection. The Board specifically acknowledges the compassionate support extended to whānau navigating loss and trauma, as well as the deeply moving blessing shared by Matua Munro. It was a poignant reminder of the strength, unity, and care that define our school community.

Moved into "In committee" 7.40pm
Johnny Fowler, visitor left the meeting for the period of In Committee meeting.

To discuss New Board Member Selection, Enrolment & Formal Consideration for Board-Approved Off-site learning.

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 8.20pm

Next meeting 19th August 2026
Preparation for next meeting: see action points

Meeting Closure

8.25pm

Signed_____ Date_____
Presiding Member

Action Points Outstanding

Month	What	Who	Status	Comment
	Google doc for Strategic plan ideas ready for next meeting- Deferred to 2026	SE		
2/26	*Remind community of when board meetings are & what policies are being reviewed. Share School docs site more frequently in newsletter.*	CT/ CBB		*Start of year- send info in newsletter This is in newsletter Completed*
2/26	Credit card, Netcode & PTA signatories	CT		
6/26	Health Consultation survey	CT		*Completed - analysis shared*
6/26	Register with EAP	CT		*The school is now a member of EAP*
6/26	Put boardsecretary@maunu.school.nz on website	CBB		*The BoT Secretary email has been added*