

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING



At the **Board Meeting** on **21 Feb 2024** these minutes were **confirmed as presented**.

Name:	Maungaraki School Board of Trustees
Date:	Wednesday, 13 December 2023
Time:	6:00 pm to 6:46 pm (NZDT)
Location:	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
Board Members:	Aaron Moore, Lisa Agent, Megan Hurley, Paul Matthews, Shane Robinson
Attendees:	Tania Potaka
Apologies:	Lizzie Briscoe, Kim Webby

1. Regular items

1.1 Prayer and Karakia

1.2 Present and Apologies

1.3 Interests Register

1.4 Confirm Minutes

Board of Trustees meeting 29 Nov 2023, the minutes were confirmed as presented.



Minutes approved as presented

Approved

Decision Date:	13 Dec 2023
Mover:	Shane Robinson
Seconder:	Aaron Moore
Outcome:	Approved

1.5 Action Item List

Due Date	Action Title	Owner
26 Oct 2023	Send Community Survey to the board for feedback Status: Completed on 29 Nov 2023	Megan Hurley
27 Oct 2023	Send out Community Survey Status: Completed on 29 Nov 2023	Shane Robinson
28 Nov 2023	2022 Audited Documents Status: Completed on 8 Dec 2023	Shane Robinson

Due Date	Action Title	Owner
29 Nov 2023	Policy Survey Status: Completed on 29 Nov 2023	Shane Robinson
29 Nov 2023	Diversity Feedback Status: Completed on 29 Nov 2023	Shane Robinson
6 Dec 2023	Share Results of the Community Survey Status: Completed on 8 Dec 2023	Shane Robinson
8 Dec 2023	Strategic Aims 2024 Status: Completed on 8 Dec 2023	Shane Robinson
21 Feb 2024	Co-Op a member to the Board Status: In Progress	Shane Robinson

2. Strategic Discussion/Decision

2.1 2024 Strategic Plan



Strategic Aims 2024 - 2025 approved

Approved the final version of the Strategic Aims 2024-2025

Decision Date: 13 Dec 2023
Mover: Shane Robinson
Seconder: Megan Hurley
Outcome: Approved



Strategic Aims 2024-2025

Share the final version on the website and add it to the last Newsletter of 2023 to share with parents.

Due Date: 15 Dec 2023
Owner: Shane Robinson

2.2 2023 Data Review

- We did not meet our targets for the year which was 93%. We had some new students join us during the year which contributed to lower results due to factors such as English as a second language. All students have been included in the results.
- Writing was an area of focus that was identified which we will work on in 2024.
- Next year we will look to refine our ESOL programme. We will do some PD for staff to assist with meeting these needs.
- Maori achievement data is good.

Report tabled.

2.3 Draft Budget - 2024

- Add additional capital expenditure. This would include funding for the Build & Play area, robotics for Waihanga and \$5k on Kapahaka uniforms. We will try to get a grant to cover Kapa Haka uniforms, however if we can't it will be already covered in the budget.
- We would like to add two board-funded 'Recruitment, Retention and Responsibility' units for 2024 to support Waihanga teachers. Increase funding by \$10k on the Teacher's salaries line to cover this cost. The Board discussed and approved the below budget line which are amended from the Draft Budget presented at the last meeting:
 - Kapahaka Uniform - \$5000 (increase of \$5k)

- Waihanga/Creativity Centre - \$20,000 (increase of \$8k)
- Teacher Salaries - \$140,000 (increase of \$10k)
- Shane is confident the Operations Grant will be higher than the MOE prediction based on our roll. The Board agreed to increase the Operations Grant line by \$10k
- The 2024 Budget was approved with the mentioned amendments.



2024 Budget Approved

The 2024 Budget as presented is approved with the following amendments:

- Kapahaka Uniform - \$5000 (increase of \$5k)
- Waihanga/Creativity Centre - \$20,000 (increase of \$8k)
- Teacher Salaries - \$140,000 (increase of \$10k)
- An additional \$10k to be added to the Operations Grant income.

Decision Date: 13 Dec 2023
Mover: Shane Robinson
Seconder: Aaron Moore
Outcome: Approved

3. External Updates
4. Public Excluded / In Committee
5. Close Meeting

5.1 Close the meeting

Next meeting: No date for the next meeting has been set.
The meeting dates for 2024 are yet to be set

Signature: _____

Date: _____