

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING



At the **Board of Trustees meeting** on **25 Oct 2023** these minutes were **confirmed as presented**.

Name:	Maungaraki School Board of Trustees
Date:	Wednesday, 13 September 2023
Time:	6:00 pm to 7:29 pm (NZST)
Location:	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
Board Members:	Mr Aaron Moore, Kim Webby, Lisa Agent, Megan Hurley, Paul Matthews, Shane Robinson
Attendees:	Darian Schulz, Tania Potaka
Apologies:	Lizzie Briscoe

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 26 Jul 2023, the minutes were confirmed as presented.



Minutes from last Board meeting

Approved as presented

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

1.5 Action Item List

Due Date	Action Title	Owner
25 Oct 2023	Community Consultation	Megan Hurley
	Status: In Progress	

1.6 Principal's Report

- The results of a recently completed student survey were discussed.

- Term dates for 2024 were set, aligning with schools within the Hutt Valley. The start of term 1 is Thursday 1 February and the last day is Tuesday 17 December.
- Principal Support Funding of \$6k for 2023 and \$6k for 2024 was included in the new Principal CA.
- Shane has been successful in being awarded a David Stewart Scholarship for 2024. He requested the Board for permission to accept this Scholarship. Two weeks of the year may be needed to visit other leaders and look at leadership in general. The scholarship covers release time. There were no objectives to this being accepted.
- Shane requests approval to travel to Australia in the Term 3 school holidays to attend a Leadership conference with Huddle Learning. There is no cost to the school.
- Child Protection policy - covered with the staff.
- Physical Restraint policy - teaching staff have completed a MOE certified online physical restraint course MOE course
- Strategic Planning - Shane attended a workshop on the reporting requirements. This was discussed in relation to our Community Consultation which we are working on. Megan will work with Paul and Aaron to have the survey questions ready by week 2 of the Term 3 holidays. Send the survey out in week 1 of Term 4 and close off at the end of week 4 of Term 4. Alongside the survey, we will reach out to our 'hard to reach' community groups via teachers, Brigitte will support them to do this. We will have a one-page plan for the next Board meeting. A whānau hui will be organised for Tuesday of week 2.
- Kelly Cooper was appointed as a part-time teacher. There was a conflict of interest which was managed appropriately.



Principal's Report

Carried

Approved Shane's overseas travel and acceptance of the scholarship

Decision Date: 13 Sept 2023
Mover: Lisa Agent
Seconder: Mr Aaron Moore
Outcome: Approved

1.7 Finance Report

Finance report discussed. We are managing our Banking Staffing vs Bulk Grant staffing budget line. The school is in a healthy position.



Finance Report

Accepted

Decision Date: 13 Sept 2023
Mover: Megan Hurley
Seconder: Kim Webby
Outcome: Approved

1.8 Property Update

- Bike track - the signs around the track have gone up. The remainder will go up once the fences for the new build come down.
- Car Park - the upgrade is due to start on 31 October and should be complete by mid February 2024. We have expressed our desire to have this completed before the start of

Term 1 2024 however it is already a tight timeframe. There will be disruptions to users of the hall which will be worked through

- 3 Classroom block - they are making great progress and we are monitoring noise levels.
- Bike Garage - The garage is nearing completion. Darian will contact Bikes in Schools to get helmets
- 10YPP / 5YAA Adjustment - there was a Flying Minute to approve the adjustment form due to an increase in the Roofing and Asbestos budgets.
- The report was tabled.

1.9 Policy

Shane is working with Lizzie to complete the School Docs questionnaire so we can move our policies to their system.

1.10 EOTC - Camp



Camp EOTC activity

EOTC camp approved as presented.

Decision Date: 13 Sept 2023
Mover: Megan Hurley
Seconder: Mr Aaron Moore
Outcome: Approved

2. Strategic Discussion/Decision

3. External Updates

3.1 Home & School Update

- Disco - we have allocated \$3500 to the year 5/6 camp.
- Pizza Lunch - will be an end of term regular
- Chocolate fundraiser - this will start in Term 4
- Calendar Art - we are doing this again in Term 4
- Art Showcase and Christmas song night being organised for Tuesday of week 9

3.2 MCA Update

- Paul has resigned from the MCA. We would like to keep a connection with school so it would be good to have a Board member on this.
- There will be a memorial service for Max Shirlaw in November
- Meet the candidates for the Elections is scheduled for next week. This will be held in the Library.

4. Staff

5. Close Meeting

5.1 Close the meeting

Next meeting: Board of Trustees meeting - 25 Oct 2023, 6:00 pm

Approved decisions made between meetings



5YA Amendment

Approve 5YA Amendment

4 Supported: Aaron Moore , Kim Webby , Lizzie Briscoe , Shane Robinson

0 Opposed:

0 Abstained:

Decision Date: 6 Sept 2023

Outcome: Approved

Signature: _____

Date: _____