

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **27 Mar 2024** these minutes were **confirmed as presented**.

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|-----------------------|--|
| Name: | Maungaraki School Board of Trustees |
| Date: | Wednesday, 21 February 2024 |
| Time: | 6:00 pm to 6:59 pm (NZDT) |
| Location: | School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki |
| Board Members: | Aaron Moore, Kim Webby, Lizzie Briscoe, Megan Hurley, Shane Robinson |
| Attendees: | Tania Potaka |
| Apologies: | Lisa Agent |

1. Opening Meeting

1.1 Prayer and Karakia

1.2 Present and Apologies

1.3 Interests Register

1.4 Confirm Minutes

Board of Trustees meeting 13 Dec 2023, the minutes were confirmed as presented.



Minutes are approved as presented

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| | |
|-----------------------|----------------|
| Decision Date: | 21 Feb 2024 |
| Mover: | Megan Hurley |
| Seconder: | Shane Robinson |
| Outcome: | Approved |

1.5 Action Item List

| Due Date | Action Title | Owner |
|-------------|---|----------------|
| 15 Dec 2023 | Strategic Aims 2024-2025 Status: Completed on 14 Feb 2024 | Shane Robinson |
| 22 Feb 2024 | Co-Opt a member to the Board Status: In Progress | Shane Robinson |

2. Board 2024

2.1 Board Chair & Vacancy

A call for nominations was made for the election of a new Board Chair. Aaron was nominated and accepted the nomination. No further nominations were received.

We received a resignation from Paul Matthews resigning from the Maungaraki school board due to his move to Christchurch. This will create a casual vacancy on the board. The board has resolved to fill the vacancy by selection and a notice will be sent to our school and wider community.



Aaron is the new Presiding Member of the school board.

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Decision Date: 21 Feb 2024
Mover: Megan Hurley
Seconder: Lizzie Briscoe
Outcome: Approved



Casual Vacancy notice

Give notice to the school and the wider local community that there is a vacancy on the school board.

Due Date: 6 Mar 2024
Owner: Aaron Moore

2.2 Portfolios

Discuss which portfolios each board member would like to oversee. Currently:

Aaron - Board Chair, MCA, Te Tiriti o Waitangi
Lizzie - Policy
Megan - Home & School
Need to assign Property & Finance

The board will consider co-opting a new member if we have a skills gap once the vacancy is filled.



Discuss BOT Co-Opt with possible parents

Approach people to be co-opted on the Board

Due Date: 14 Mar 2024
Owner: Shane Robinson

3. Regular Items

3.1 Principal's Report

Shane covered his report:

- The Ministry of Education has been sent all required paperwork including the Charter and Analysis of Variance.
- Roll for the start of the year is high.
- We have already made good connections with our whanau with the start of year 'drop in session' and the 'meet the teacher' evening last night.
- Shane has requested approval for overseas travel to Melbourne for study purposes.



Principals trip to Melbourne

Approved

Decision Date: 21 Feb 2024
Mover: Lizzie Briscoe
Seconder: Megan Hurley
Outcome: Approved



Principals Report

Approved

Decision Date: 21 Feb 2024
Mover: Megan Hurley
Seconder: Lizzie Briscoe
Outcome: Approved

3.2 Finance Report

- Our budget has been loaded into the Education Services system.
- This included the flying minute approval which was to increase the Library budget line.
- All audit documentation has been completed and is with our auditor and Education Services.
- An update to Teacher's sick leave was applied this week.



Finance report

Approved

Decision Date: 21 Feb 2024
Mover: Lizzie Briscoe
Seconder: Kim Webby
Outcome: Approved

3.3 Property Update

- A Transpower line was located during the digging of the carpark entrance. We can progress with the car park however there will be a delay as Transpower needs to bury the line deeper. Shane will share the dates with you as they are know.
- The three-classroom block is on target to finish at the end of July.
- The bike track is busy, we open the bike garage each lunchtime for the bikes to be used.
- Have been in contact with the council around the field to rectify the surface once the classroom block is finished.
- Over the Christmas break the windows in room 6 & 7 were replaced.

Tabled

3.4 Grant application



Approved to apply for grants

Approved to apply for the grants listed.

Decision Date: 21 Feb 2024

Mover: Lizzie Briscoe

Seconded: Megan Hurley

Outcome: Approved

3.5 School Policies

We have nearly completed the move of our school policies to School Docs. Suggest that the policies be reviewed in more detail over the year to check that the wording aligns with what the school wants. This may mean reviewing around 5 per meeting. Shane will upload the final items to school docs to complete the changeover.

4. External Updates

4.1 Home & School Update

We will have the first meeting next week so nothing new to report. We will look to build up the number of parents helping and look at succession planning.

4.2 MCA Update

Aaron attended the MCA meeting last week.

- Hall Keys - There are many out in the community and some are lost. They will look to change over the locks to the hall and provide new keys.
- Fee structure - the MCA chair is reviewing the fee structure and can also review the fees the school pays.
- Quentin Duffey from the Hutt City Council came to the meeting to give an update on what is happening in the community. He would like to have a community event that he can come to where he can also provide information to the community.
- Aaron updated them on the progress of the carpark.

5. Public Excluded / In Committee

6. Close Meeting

6.1 Close the meeting

Next meeting: Board Meeting - 27 Mar 2024, 6:00 pm

Approved decisions made between meetings



New Flying Minute

Afternoon Team,

When setting the budget last year I made a slight error. In the first year of our collaboration with Hutt City Library we agreed to contribute \$3,000. From the second year on the cost is \$6,000. In an oversight I did not reflect this change in the budget - apologies.

This goes towards new books and book upkeep which all happens at Hutt City Libraries. This has taken a large amount of work away from us and for context we used to budget \$5,000 a year for new Library Books.

Two ways we can cover the difference of \$3,000, without revisiting the budget could include :

- A Book Fair - out of the Library - These have been known to raise \$4,000
- A Grant - I have spoken to our Grants person who has confidence this could be an avenue for at least \$1,000.

I would ask that the board agrees to increase the Library budget line from \$3,000 to \$6,000.

If you have any questions please let me know. If you would prefer to chat through this at our next meeting, please contact me and I will add it to the agenda.

Ngā Mihi Nui,

Shane Robinson

5 Supported: Aaron Moore , Kim Webby , Lisa Agent , Lizzie Briscoe , Shane Robinson

0 Opposed:

0 Abstained:

Decision Date: 13 Feb 2024

Outcome: Approved

New Actions raised in this meeting

| Item | Action Title | Owner |
|------|--|----------------|
| 2.1 | Casual Vacancy notice Due Date: 6 Mar 2024 | Aaron Moore |
| 2.2 | Discuss BOT Co-Opt with possible parents Due Date: 14 Mar 2024 | Shane Robinson |

Signature: _____

Date: _____