

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING



At the **Board of Trustees meeting on 29 Nov 2023** these minutes were **confirmed as presented**.

Name:	Maungaraki School Board of Trustees
Date:	Wednesday, 25 October 2023
Time:	6:00 pm to 8:17 pm (NZDT)
Location:	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
Board Members:	Kim Webby, Mr Aaron Moore, Lisa Agent, Lizzie Briscoe, Megan Hurley, Paul Matthews, Shane Robinson
Attendees:	Tania Potaka

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 13 Sept 2023, the minutes were confirmed as presented.



Approved

Approved

Decision Date:	25 Oct 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: Completed on 25 Oct 2023		

1.6 Board Chair update

Paul Matthews has advised he will be moving to Christchurch at the end of the year, therefore it is his intention to stand down from the Board. We will need to consider a new Board Chair and the option of co-opting a new member to the Board. This will also assist with succession planning for the next Board Elections to fill skill and diversity gaps. We will look to put some details in the

school newsletter asking those who are interested to drop us an email at boardchair@maungaraki.school.nz. Include our 2024 parents as well.



Co-Op a member to the Board

Shane to put out some communications regarding the Board Co-Opting a new member.

13/12/23 - Move this action to the beginning of 2024.

Due Date: 21 Feb 2024

Owner: Shane Robinson

1.7 Principal's Report

- Roll - currently 389 predicted to be 393 by the end of the year
- 2024 staffing entitlement - we have received this from the MOE which was a significant reduction. We have therefore applied for a review. We have begun discussions for our 2024 school structure.
- Appointments - Grace to join us from Churton Park. Anna to join us, she is a new teacher who has done her training at Island Bay.



Principal's Report

Carried

Decision Date: 25 Oct 2023

Mover: Lisa Agent

Seconder: Megan Hurley

Outcome: Approved

1.8 Finance Report

- The 2022 audit is complete. This needs to be uploaded to the MOE & school websites.
- Staffing should be right on target for the end of the year
- We have a water leak. We will need to spend some money to find the leak and fix.
- Donations are tracking well.
- The board to confirm the 2024 school donation amounts at the next board meeting.
- Cleaning contract - Shane is getting quotes to review the contract for 2024



Finance Report & Annual Financial return for the year ended 2022

Approve

Decision Date: 25 Oct 2023

Mover: Mr Aaron Moore

Seconder: Lizzie Briscoe

Outcome: Approved



2022 Audited Documents

Load the 2022 Annual Report to the MOE and school websites

Due Date: 28 Nov 2023

Owner: Shane Robinson

1.9 Property Update

- The Car Park upgrade is to start next week.
- Block B windows - replacement of the windows has been approved and will be worked on over the Christmas holidays.
- Bike Shed - the ramp into the bike shed is complete and the bikes are now stored away. We have 100 helmets to use.
- We are meeting with the new classroom block team once a fortnight.

Tabled

1.10 Policy

There is a full survey the school needs to complete before we can move to School Docs. This will take some work to get done and Lizzie and Shane may need extra support from other Board members to complete it. At the beginning of 2024, the board will get a group together to complete this. In the meantime, Shane is to share the login with Lizzie, or provide her with a paper version.



Policy Survey

Share the survey with Lizzie, either the login or a paper version.

Due Date: 29 Nov 2023

Owner: Shane Robinson

2. Strategic Discussion/Decision

2.1 Community Consultation

- The survey questions were discussed so they could be finalised and ready for the survey to be sent out.
- Add a physical Environment question and a section on Learning and Wellbeing
- Remove question 11
- Diversity - Brigitte to contact community members to get direct feedback
- Megan will send it out to the Board for feedback by tomorrow night so it can be sent out to the community on Friday.
- Send out to our community via Hero, on Facebook and in the newsletter



Diversity Feedback

Have Brigitte our DP contact our community directly to get diversity feedback.

Due Date: 29 Nov 2023

Owner: Shane Robinson



Send Community Survey to the board for feedback

Send the Community Survey to the board members so they can provide feedback.

Due Date: 26 Oct 2023

Owner: Megan Hurley



Send out Community Survey

Send out Community Survey via Hero, Facebook and in the newsletter

Due Date: 27 Oct 2023

Owner: Shane Robinson

3. Staff

3.1 Resignation

Acknowledge the two resignations.

3.2 Parental Leave Request

Accepted request.

4. Public Excluded

4.1 Public Excluded - Incident at School

Public excluded notes

5. External Updates

5.1 Home & School Update

- Chocolate Fundraiser - going well will make about \$7000 if we sell them all.
- We will have another Pizza lunch.

5.2 MCA Update

- Paul has been our main connection with the MCA. With him leaving it would be good for another board member to maintain this connection.
- Looking for funding to get the locks updated

6. Close Meeting

6.1 Close the meeting

Next meeting: Board of Trustees meeting - 29 Nov 2023, 6:00 pm

Signature: _____

Date: _____