

# CONFIRMED MINUTES

## BOARD MEETING



At the **Board Meeting** on **8 May 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Maungaraki School Board of Trustees
<b>Date:</b>	Wednesday, 27 March 2024
<b>Time:</b>	6:00 pm to 7:35 pm (NZDT)
<b>Location:</b>	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
<b>Board Members:</b>	Aaron Moore, Kim Webby, Lisa Agent, Lizzie Briscoe, Megan Hurley, Shane Robinson
<b>Attendees:</b>	Brigitte Ferguson, Darian Schulz, Tania Potaka
<b>Guests/Notes:</b>	Matthew Butler

### 1. Opening Meeting

#### 1.1 Prayer and Karakia

#### 1.2 Present and Apologies

#### 1.3 Interests Register

#### 1.4 Confirm Minutes

**Board Meeting 21 Feb 2024**, the minutes were confirmed as presented.



#### Approved as presented

Approved as presented

<b>Decision Date:</b>	27 Mar 2024
<b>Mover:</b>	Shane Robinson
<b>Seconded:</b>	Megan Hurley
<b>Outcome:</b>	Approved

### 2. Regular Items

#### 2.1 Action Item List

Due Date	Action Title	Owner
6 Mar 2024	Casual Vacancy notice	Aaron Moore
	<b>Status:</b> Completed on 27 Feb 2024	

Due Date	Action Title	Owner
13 Mar 2024	Discuss BOT Co-Opt with possible parents <b>Status:</b> Completed on 21 Mar 2024	Shane Robinson
8 May 2024	New Board Members <b>Status:</b> In Progress	Shane Robinson

## 2.2 Principal's Report

ERO - ERO have had discussions with the school to ensure we have practices in place for the new Government initiatives; No phones in schools and one hour a day for Reading Writing & Maths. We were able to assure ERO that we already have both of these practices operating at our school.

School Docs - We have moved to School Docs. They advise it will take 8-10 weeks to complete our website with the policies which we will then review.

NZEI Paid Union Meetings - We were able to allow our staff to attend these meetings without closing the school.

Scholarship visit to Melbourne - Shane gave the Board an update on his visit to Melbourne.

PAT Test results - The data in the report was presented and discussed. PAT tests are done at the beginning of the year, however this year we are considering doing them again at the end of the year. This would be to compare the data once we have put in some plans for the areas of concern. This report was tabled.



### Principals Report

Approved

**Decision Date:** 27 Mar 2024

**Mover:** Lisa Agent

**Seconders:** Megan Hurley

**Outcome:** Approved

## 2.3 Finance Report

The draft financial report was completed and shared. The February accounts show no significant spending to date.

A cyclical maintenance account has been set up as the MOE wants schools to keep these funds in a separate account. We will contact ESL to get advice on what amounts to transfer to the account.



### The finance report was approved. The draft financial statement rep...

The finance report was approved.

The draft financial statement report was tabled.

The Edpay user report was tabled.

**Decision Date:** 27 Mar 2024

**Mover:** Lizzie Briscoe

**Seconders:** Lisa Agent

**Outcome:** Approved

## 2.4 Property Update

Carpark - in Term 2 we will get access to a portion of the car park while we await North Power to complete their piece of work.

Three classroom block - this is on track to finish in August

The report was tabled.



## Property Report

Tabled

**Decision Date:** 27 Mar 2024  
**Mover:** Shane Robinson  
**Seconder:** Kim Webby  
**Outcome:** Approved

## 3. External Updates

### 3.1 Home & School Update

The Home & School raised a good amount of money last year and has a healthy bank balance. The 2024 budget has been set and we have started the fundraising with an Easter Raffle.

### 3.2 MCA Update

Aaron attending the MCA meeting. They are going through a process of getting the keys to the hall changed over. They will work with the school to have new signage installed and finalise the design.

## 4. Public Excluded / In Committee

### 4.1 Parental Leave request



#### Parental Leave

Approved  
**Decision Date:** 27 Mar 2024  
**Mover:** Shane Robinson  
**Seconder:** Lisa Agent  
**Outcome:** Approved

### 4.2 Board Notification

Shane advised the Board of a matter they need to be aware of.

## 5. Close Meeting

### 5.1 Close the meeting

**Next meeting:** Board Meeting - 8 May 2024, 6:10 pm

Signature: \_\_\_\_\_

Date: \_\_\_\_\_