

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING



At the **Board of Trustees meeting on 13 Dec 2023** these minutes were **confirmed as presented**.

Name:	Maungaraki School Board of Trustees
Date:	Wednesday, 29 November 2023
Time:	6:00 pm to 7:57 pm (NZDT)
Location:	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
Board Members:	Mr Aaron Moore, Kim Webby, Lisa Agent, Lizzie Briscoe, Megan Hurley, Paul Matthews, Shane Robinson
Attendees:	Brigitte Ferguson, Darian Schulz, 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 25 Oct 2023, the minutes were confirmed as presented.



Approved

Approved as presented

Decision Date:	29 Nov 2023
Mover:	Mr Aaron Moore
Seconder:	Kim Webby
Outcome:	Approved

1.5 Action Item List

Due Date	Action Title	Owner
25 Oct 2023	Community Consultation Status: Completed on 25 Oct 2023	Megan Hurley
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
21 Feb 2024	Co-Op a member to the Board Status: On Hold	Shane Robinson

1.6 Principal's Report

- We received an increase in staffing for 2024 following a request to review our roll.
- We had a successful Hills Sharing Kapahaka event
- The 2024 structure, extra programmes, and CRT details were covered off
- ERO visited the school
- We had an incident with two of our Sunshades. We have met with the supplier to discuss the issues and put a plan in place to fix them.



Principals Report

Approved

Decision Date: 29 Nov 2023
Mover: Lisa Agent
Seconder: Mr Aaron Moore
Outcome: Approved

1.7 Finance - Draft Budget - 2023

The October Financial reports were approved.

The Draft Budget was reviewed.

- We received quotes from other cleaning companies to compare with our current supplier.
- Staffing is an area of risk as it is hard to predict sickness.
- If we get additional funding from the MOE we could extend our spending for the Waihangā centre.
- The final budget will be included in the final board meeting for approval.
- Donation amounts for 2024 are to be the same \$200 for the first child and \$180 for the second child with a maximum of \$380



October Financial report

Approved

Decision Date: 29 Nov 2023
Mover: Lizzie Briscoe
Seconder: Mr Aaron Moore
Outcome: Approved

1.8 Property Update

- We have Bikes in Schools here this week. This may help with bike safety issues we have had.

- Block B windows will be replaced over the holidays.
- The car park upgrade is well underway.
- Three classroom block is going well

1.9 Policy

The School docs survey is completed.

2. Strategic Discussion/Decision

2.1 Community Survey & 2024 Strategic Plan Discussion

The results of the Community Survey were discussed.



Community Survey results

Moved by the Chair to accept the result fo the survey

Decision Date: 29 Nov 2023
Mover: Paul Matthews
Outcome: Approved



Share Results of the Community Survey

Share the results of the Community Survey. First with the staff, then with the community.

Due Date: 6 Dec 2023
Owner: Shane Robinson

2.2 2023 Strategic Aim Review

The Draft Strategic Plan for 2024 was shared with the Board and each area was discussed. Each of our goals is aligned with a NELP (National Education Learning Priority).



Strategic Aims 2024

Share the draft of the 2024 Strategic Aims with the Board. Feedback on all wording changes is to be emailed to Shane before Friday 8 December so the plan can be included in the final board meeting.

Due Date: 8 Dec 2023
Owner: Shane Robinson

3. External Updates

3.1 Home & School Update

- A Pizza lunch is being held on the last Wednesday of term 4
- We purchased a new freezer
- The Chocolate fundraiser went well. The remaining chocolates will be sold at the Art Showcase and Carol event

3.2 MCA Update

Aaron Moore has agreed to attend the MCA meetings to ensure there is a connection with the school on the MCA.

4. Public Excluded / In Committee

4.1 Staff changes

We have one staff member moving from a permanent full-time position to a fixed term 0.4 FTE roll
We accept the resignation received.

5. Close Meeting

5.1 Close the meeting

Next meeting: Board of Trustees meeting - 13 Dec 2023, 6:00 pm

Signature: _____

Date: _____