

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **11 Sept 2024** these minutes were **confirmed as presented**.

Name:	Maungaraki School Board of Trustees
Date:	Tuesday, 6 August 2024
Time:	6:04 pm to 8:23 pm (NZST)
Location:	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
Board Members:	Aaron Moore (Chair), Kim Webby, Lisa Agent, Lizzie Briscoe, Megan Hurley, Shane Robinson, Matthew Butler, Cole Komarkowski
Attendees:	Tania Potaka

- 1. Opening Meeting
 - 1.1 Prayer and Karakia
 - 1.2 Present and Apologies
 - 1.3 Interests Register
- 2. Regular Items
 - 2.1 Confirm Minutes

Board Meeting 19 Jun 2024, the minutes were confirmed as presented.



Meeting Minutes 19 June 2024

Approved

Decision Date:	6 Aug 2024
Mover:	Cole Komarkowski
Seconder:	Kim Webby
Outcome:	Approved

2.2 Action Item List

Due Date	Action Title	Owner
5 Jul 2024	Attendance - Newsletter Article	Shane Robinson
	Status: Completed on 30 Jul 2024	

2.3 Principal's Report

- Roll - our highest roll for many years
- Term Dates 2025 - the Board agreed to the presented term dates for 2025
- Policy - the Board needs to review the Concerns & Complaints, Performance Management and Protected Disclosure policies this term. We need members of the board to review these before the next meeting.
- Board Assurances - Shane gave assurances on the following topics:
 - Student Attendance - absences are recorded correctly, monitored and followed up
 - Reporting to Parents & Student Achievement - teachers have quality assessment information which is shared at least twice a year
 - Minimising Physical Restraint - procedures have been followed
 - Stand Down, Suspension and Exclusion - the school complies with the correct procedure and reporting requirements.
- Support Staff - a new staff member was appointed.
- Year 7 & 8 Technology - the members discussed whether Maungaraki School should provide onsite Technology for our year 7&8 students from 2025. Currently, they attend Hutt Intermediate for one week a term. Some risks and concerns highlighted included space, cost, sustainability and staffing with the right people. The benefits included staff who know our students, better outcomes with work linked to our teaching programmes and staff development opportunities. All agreed it would be a good move for our school. Shane to progress this by advising the Principal of Hutt Intermediate and the MOE. He will also provide some reports to the board on how this would work and the cost.



Principals Report

The Principals report was approved.

Approved moving the year 7 & 8 Technology to Maungaraki School starting from 2025.

Decision Date: 6 Aug 2024
Mover: Cole Komarkowski
Seconder: Matthew Butler
Outcome: Approved



2025 Term Dates

Approved the term dates with a Term 1 start date of Tuesday 4 February 2025 and a Term 4 end date of Wednesday 17 December.

Decision Date: 6 Aug 2024
Mover: Lisa Agent
Seconder: Aaron Moore
Outcome: Approved



Year 7&8 Technology

Document a plan to move the year 7&8 Technology to Maungaraki School. This includes details on resourcing, equipment, communications to our community and finances, ensuring we meet the needs of the year 7 & 8 from 2025. He will advise the MOE and Hutt Intermediate School to meet the 'Change of Technology for 2025' due dates.

Due Date: 11 Sept 2024
Owner: Shane Robinson



Policy Review

Email members to review the below policies before the next board meeting:

- Concerns & Complaints
- Performance Management
- Protected Disclosure

Due Date: 30 Aug 2024

Owner: Shane Robinson

2.4 Strategic Initiatives Reflection

The School Initiatives Reflections for Terms 1 & 2 were discussed.

Report tabled.

2.5 Data Report - Mid Year - 2024

The Mid Year Data review was discussed. Teachers have identified students who sit in risk zones and continue to work with students who need extra support.

Report tabled.

2.6 Finance Report

- An additional Salary Support grant was received. They are difficult to budget for as there is no clear figure on what will be received from the MOE when setting the budget.
- New drainage between rooms 7 & 9 required due to flooding. This will cause an overspend on the Repairs & Maintenance Budget line by approximately \$8k



Finance Report

Approved Finance report.

Approved the overspend of the Repairs & Maintenance budget line.

Decision Date: 6 Aug 2024

Mover: Aaron Moore

Seconded: Lisa Agent

Outcome: Approved

2.7 Property Update

- New Classroom block - delay in laying asphalt.
- Drains - between rooms 7 and 9 there has been surface flooding, work to lay a new drain was completed.
- Painting - the outside of 3 blocks was painted over the Term 2 break.
- Signage - new signs were put up. This included signs to mark the dropoff zone.



Tabled

Tabled

Decision Date: 6 Aug 2024

Mover: Matthew Butler
Seconder: Kim Webby
Outcome: Approved

2.8 Grants



Grant Application

Approved applying for a grant from Four Winds for \$8k for Chromebooks

Decision Date: 6 Aug 2024
Mover: Kim Webby
Seconder: Cole Komarkowski
Outcome: Approved

3. External Updates

3.1 MCA Update

MCA - still waiting to apply for charitable status.

Keys - doing an audit on the keys

Pataka Kai - request to move this to the community library, however not the right space for this.

3.2 Home & School Update

- Movie Night coming up
- Quiz night coming up in Term 4. We need to check the number of trestle tables. Could use Scout hall or staffroom tables
- Pizza Lunches & Calendar Art fundraiser in the calendar
- Community Carols date set



Home & School Facebook page

Provide the Home & School with some school photos and logos for the Facebook page.

Due Date: 27 Aug 2024
Owner: Shane Robinson

4. Public Excluded / In Committee

5. Close Meeting

5.1 Close the meeting

Next meeting: Board Meeting - 11 Sept 2024, 6:00 pm

Signature: _____

Date: _____