

# CONFIRMED MINUTES

## BOARD MEETING



At the **Board Meeting** on **19 Jun 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Maungaraki School Board of Trustees
<b>Date:</b>	Wednesday, 8 May 2024
<b>Time:</b>	6:10 pm to 7:34 pm (NZST)
<b>Location:</b>	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
<b>Board Members:</b>	Aaron Moore, Kim Webby, Lisa Agent, Megan Hurley, Shane Robinson
<b>Apologies:</b>	Lizzie Briscoe
<b>Guests/Notes:</b>	Matthew (Matt) Butler & Colleen (Cole) Komarkowski

### 1. Opening Meeting

#### 1.1 Prayer and Karakia

#### 1.2 Present and Apologies

Welcome Matt and Cole.

#### 1.3 Interests Register

#### 1.4 Confirm Minutes

**Board Meeting 27 Mar 2024**, the minutes were confirmed as presented.



#### Confirm minutes

Confirm minutes as presented

<b>Decision Date:</b>	8 May 2024
<b>Mover:</b>	Shane Robinson
<b>Seconder:</b>	Kim Webby
<b>Outcome:</b>	Approved

#### 1.5 Casual Vacancy on the Board

Cole & Matt were asked to leave the meeting. The board discussed filling the current vacancy and agreed to select Matthew Butler to fill this vacancy. He has already completed the Eligibility Declaration.



### New Board member selected

Matthew Butler was selected to fill the vacancy and can now take office as a board member.

**Decision Date:** 8 May 2024  
**Mover:** Aaron Moore  
**Seconder:** Shane Robinson  
**Outcome:** Approved

## 2. Regular Items

### 2.1 Action Item List

Due Date	Action Title	Owner
8 May 2024	New Board Members <b>Status:</b> Completed on 9 May 2024	Shane Robinson

### 2.2 Principal's Report

- Roll has increased to 376, most of the current new enrolments are ESOL which the community looked upon positively
- SchoolDocs - we anticipate this will go live on our website in a fortnight or so. Shane will share a link to SchoolDocs before we link it to the website.
- Staff are monitoring our target students
- The board have supported the Wellbeing Alert being set up at Maungaraki School
- We have appointed Talitha le Roux to cover a maternity leave position starting in Term 3
- Sarah Yaxley has been appointed as a new support staff member



### Share SchoolDocs link

Share the link to our new SchoolsDocs page before it goes live on the Maungaraki School website

**Due Date:** 13 May 2024  
**Owner:** Shane Robinson



### Principal's Report

Carried

**Decision Date:** 8 May 2024  
**Mover:** Shane Robinson  
**Seconder:** Megan Hurley  
**Outcome:** Approved



### Wellbeing Alert

Approved a Wellbeing Alert being set up

**Decision Date:** 8 May 2024  
**Mover:** Shane Robinson  
**Seconder:** Lisa Agent  
**Outcome:** Approved

## 2.3 Finance Report



### Carried

Carried

<b>Decision Date:</b>	8 May 2024
<b>Mover:</b>	Kim Webby
<b>Seconded:</b>	Shane Robinson
<b>Outcome:</b>	Approved

Our finances are tracking well. Our main risk is the teacher salaries budget and the impact sickness may have on this. We continue to look after staff wellbeing.

## 2.4 Property Update

Carpark - it has been a frustrating wait. The carpark should have been open in Term 2 however it's now pushed out to the end of May. Aaron is pushing for project timelines in advance.

Three classroom block - this is tracking well, they will be working on the courtyard area

Raised crossing - should be completed by the end of next week

Painting - admin block and rooms 1-5 had an external paint over the Term 1 holiday

Rodents - we continue to trap rodents, however we on top of the problem

Porch upgrade - we are working on this with our Property Manager who has met with the

Architects to come up with an affordable solution

Field - a Project Manager from the MOE is in contact with the Hutt City Council regarding the field

The report was tabled.

## 2.5 Strategic Aims

The Term 1 reflection of our Strategic Aims was discussed.

- Te Ao Maori - we have been working hard on this initiative with PD across the school. Another hui coming up with seven staff members undertaking a Te Reo course. Our Kapahaka group is strong
- Enviro - we have provided feedback to the council. We have been trapping around the school with kids and working with Predator Free Maungaraki. Wendy is coming in to tend to the community garden and working with our garden group. We have a worm farm & compost bins. We are continuing with the Book Exchange as we have a lot of good quality books however, this is not as successful as in previous years. Getting 'Nood Food' up and running.
- Library - We continue to have a lot of events and activities. We have more groups running out of the Library after hours including a Te Reo group, Jujitsu.
- Waihanga - a popular programme that kids love. We have some new lego robotics kits and are investigating VR. Some drones have been ordered. We are tracking spending and have experienced teachers running the programme.

## 3. External Updates

### 3.1 Home & School Update

Continue with the full programme of activities.

### 3.2 MCA Update

A review of the local halls is taking place, looking at under-utilised halls. They are considering dropping the fee the school pays due to the school managing the bookings.

## 4. Public Excluded / In Committee

### 4.1 Co-opt Board Member & update

Move to Public Excluded.

The board discussed co-opting Cole Komarkowski until the end of the current term. We see a need to have some continuity leading into the next board elections and this will help. The decision was made to co-opt Cole. She has already completed the Eligibility Declaration.

A Trespass notice was issued as discussed.



#### Co-opt new Board member

Approved co-opting Colleen Komarkowski through to the end of the current board's term.

<b>Decision Date:</b>	8 May 2024
<b>Mover:</b>	Aaron Moore
<b>Seconder:</b>	Shane Robinson
<b>Outcome:</b>	Approved

## 5. Close Meeting

### 5.1 Close the meeting

**Next meeting:** Board Meeting - 19 Jun 2024, 6:00 pm

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

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