

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
February 21 2024 6.30pm in Staffroom

1 Administration Matters:

1.1 Present: Alison Manson (Chair), Charlotte Smith, Claire Turton (Principal), Todd Leathem, Courtney de Boer, Susan Edmunds, Rachel Wright, Carolyn Boyce-Bacon (Secretary)
Todd running late – arrived 6.35

1.2 Apologies: Nil

1.3 Confirmation of Minutes 22 November 2023 & Email minutes December

Manson / Wright Carried

Confirmation of In Committee Minutes 22 November 2023

Manson / Turton Carried

1.4 Correspondence: Refer to schedule

Moved from the Chair “that the correspondence schedule be accepted”.

Manson / Smith Carried

1.5 Changes to disclosures of interest:

Rachel confirmed no changes at this stage.

2 Matters Arising:

a) 2024 Budget- Refer Finance section.

b) Strategic Plan adjustments to end 2025

Claire explained the plan. This is a working document.

Cultural responsiveness: Te Reo training is an hour a fortnight. Staff professional development & introduction of programme is starting with small steps. All teachers using Te Puna Reo daily. Kapa Haka being taught by DH, Caitlin T & CE using online resources.

PLD for PGC was approved.

Rich & dynamic Curriculum: Increased RR tuition, structured literacy programme, ALim etc.

Wellbeing: Pause Breathe Smile, Think & be me, Manaaki programme will be being incorporated into teaching programmes. WBHS growth coaching programme is continuing.

Transition: Cohort entry for new Entrants, the start of year intake process has gone well.

Move that we adopt and approve the changes to the strategic plan

Turton/ Manson Carried

c) Funding for additional needs/second letter to MOE.

There has been no reply apart from an out of office from Shane Reti & Minister of Education.

d) Co-option for cultural Representation

Blurb to go in the newsletter requesting expressions of interest to join the board as a co-opted member to reflect our culturally diverse community. Wording to be approved by MOE prior to being distributed to the community.

Reviewed and refined draft criteria which the board will use to select co-opted member/s.

Board notice out when it's ready, and will also incorporate announcement of new Chair & Alison's stepping down as presiding member.

Note will give 10 day period for expressions of interest to be received allowing time for the 20 March meeting. Secretary to be the point of contact to refer any queries onto members if someone wishes to discuss.

e) Shade Sails.

The shade sails are both now up and looking great.

Moved into committee 7.30pm

Discussion topics were out of zone enrolment, Special needs funding, Principal's performance agreement, staff leave

Moved from the Chair "That in terms of Section 48 of the Local Government Official Information and Meeting Act 1987 the public be excluded from the next portion of the meeting because it wishes to discuss matters relating to personally sensitive matters for the reason that discussion of these matters in public would infringe the privacy of a natural person under Section 9 (2) (a) of the Official Information Act 1982."

Moved out of In committee 8.30pm

3. Strategic Reports:

3.1 Principal's Report: Refer to the principal's report. Taken as read.

Claire spoke to the following:

Oxford Sports Trust

Both applications were declined.

Cyclical Maintenance

Please see the updated plan for BoT approval - cost increases for planned works, in line with inflation.

Moved that the amended cyclical maintenance plan be accepted.

Turton/ Wright

Carried

3.2 Financials: Charlotte reported.

Charlotte explained the 2023 financial accounts & draft budget.

Should things proceed as predicted we will end up with approx. \$17k deficit. The deficit is all rollover from costs incurred in 2023. The current expenditure aligns with income.

2024 staffing has been calculated to under use the banked staffing, hoping to end with zero balance.

\$95k donation from the PTA in Jan has been built into the budget. This is an extremely helpful contribution for which board are enormously grateful. It represents a huge effort on the part of many community volunteers, and an exceptional effort by a small group in particular. We note that this amount is not a sustainable donation on the PTA's part.

Notes to budget:

FY24 budgeted income was boosted by \$95k was contributed by the PTA in January 2024. This was \$35k for the shade sale and the balance for the funds were allocated to operating costs

Overuse on banked staffing - no FY24 provision in the budget - the plan is to work it down to \$nil.

Relieving teachers - provision is 84\$k in FY 24 budget.

FY23 was \$90k and year before was \$76k so this is the single biggest area of fluctuation and impact on the budget.

Move that the 2024 budget with deficit 28,396.00 be passed.

Smith/ Turton

Carried

Budget to be forwarded to Education Services.

We acknowledge the schedule of payments 39,40,41,42,43,44,45,1,3,4 that have been approved and paid by 2 authorised signatories since the last meeting.

Payment schedules passed.

Smith/Manson

Carried

3.3 Staff Report. Courtney presented her written report. Taken as read.

Courtney presented the EOY 2023 data and outlined the planned responses, particularly those aiming to lift achievement for those in the year 4 cohort currently below expected level in writing. She noted that Maunu School includes all students in its achievement data, including those with very significant additional needs and learning challenges - these are filtered out by many schools.

Statement of Variance 2024 aims:

Writing

- By the end of 2024, Year 2, 15 % of cohort to be below (currently 25%)
- By the end of 2024, Year 4, 15 % of cohort to be below (currently 23%)
- To raise the level of student achievement in writing in Year 5 from at to at to above to have 15% above (currently 63% at 6% above)

Reading

- By the end of 2024, Year 2, 20 % of cohort to be below (currently 50%)
- By the end of 2024, Year 5, 15 % of cohort to be below. (currently 22%)
- To raise the level of student achievement in reading from at to above by the end of 2024, Year 6, currently 62% of the cohort are at and 22% above.

Maths

- By the end of 2024, Year 2, 10 % of cohort to be below (currently 25%)
- By the end of 2024, Year 4, 25 % of cohort to be above. (currently 86% & 12% above)

4 General Business/ Discussion Topics

a) Election of Chair- Alison vacated the chair advising she was not standing as Chair this year.

Nominated Susan Edmunds. Susan accepted.

Board unanimously agreed. Carried

Board thanked Susan for agreeing to be the Presiding Member.

Board also unanimously thanked Alison very much for the very large sacrifice of her time, effort, commitment and thoughtful input into all that is Maunu School.

All policy holders happy to continue their roles:

Treasurer - Charlotte

Policy - Claire (and Alison will switch with Susan for this role)

Property – Rachel & Todd

- b) Plan for joint PTA/BOT meeting. Will wait until the PTA have had a meeting and a committee
- c) NZSTA has approached Alison to offer F2F professional development and support for the board. Members have been attending training independently, feel that a workshop in this setting is not required. Might be a role for Q and A support?

5 **Policy Review:** see principal's report.

6 **Assurance:**

Camp Bentzon RAMs forms

Claire presented these for checking. There will be a consent form for signing that all parents of children attending will be requested to sign. All RAMS will be placed on the website for referral to. School to keep a register of any concerns raised by parents/caregivers crt RAMs.

[RAMs subsequently read by AM on behalf of the board].

Risk management / Hazard register

Police Vetting – For non teachers. This is all up to date.

All parents attending camp have been police vetted.

Term 1 Fire drill planned for Mon 26 Feb

5 **Significant Events:**

Powhiri

Teacher only day

Next meeting – Wed 20 March

Preparation for next meeting: see action points.

Meeting Closure: 9.20 pm

Signed _____ Date _____

Presiding Chair

Action Points Outstanding

Month	What	Who	Status	Comment
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August 2023	30 yr property plan: CT will liaise with Tiana from the MOE to try establish whether/what other long term property plans the MOE has in place for Maunu School.Septic system: Liana at MOE, JB at LM Consulting.	CT CT	 underway	
Feb 2024	Co-option considerations Follow up letter to MOE re funding Oxford Sports trust application	AM AM CT		Underway Completed Completed & Unsuccessful
	2024 Budget to be sent to Ed services MOE to be advised of change in Presiding member	CBB CT/ CBB		Actioned