

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
March 20 2024 6.30pm via Zoom

1 Administration Matters:

1.1 Present: Susan Edmunds (Chair), Alison Manson, Charlotte Smith, Claire Turton (Principal), Courtney de Boer, Rachel Wright,

1.2 Apologies: Carolyn Boyce-Bacon (Secretary), Todd Leathem

1.3. Confirmation of Minutes 21 February 2024

Manson / Wright Carried

Confirmation of In Committee Minutes 21 February 2024

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: nil

2 Matters Arising:

a) Funding for additional needs/second letter to MOE: meeting being arranged with Kathy Hancock from MOE. Susan will send around possible days/times.

b) Co-option for cultural Representation

One formal expression of interest so far.

Nil as yet from the Indian community. Susan will approach a family who were suggested as a possibility.

Closing date 22/3/24 - further discussion to be held by email thereafter.

c) PGC: CT will continue her work this year with her two professional learning group and her peer reviewer Anne Maree McGregor, and will meet termly with first time principal advisor Brian Gower. PGC goals under development.

See also 'policy'

d) Enrolments: Susan sought advice from NZSTA, who confirmed our current practice. They advised us to note in meeting minutes our minimum criterion for meeting the requirement of 'living in the zone' for those who are in the building process, which is a signed building consent.

CT also clarify on the school website that out of zone enrolments are currently not taken, but that this is reviewed regularly according to roll numbers and if required, is done via a ballot system.

Moved into committee to discuss staff leave requests, an enrolment application, and a stand down.

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 7pm

3. Strategic Reports:

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

Claire spoke to the following:

Paid union meeting: 8 teachers attending, are tag teaming to allow classes to be covered in their absence

ERO: First meeting of year has been held. They wanted to verify that we had instituted the phones and hour of R/R/M day policies - both of which are consistent with our current practice, and policy updates have been made by Schooldocs (cellphones) or are in draft and due to be released (hour a day).

The school profile report has been revised as we requested, to include a more broad picture of the school's activities and function. The revised version will be forwarded to the school in the near future.

Septic tank: engineers have proposed to install a new 9000l tank with filter and fittings to pretreat and prevent debris entering the main system. Likely to need emptying every 2 years or so, as for a septic tank. Would be a significant breakthrough in preventing breakdowns from debris.

3.2 Financials: Charlotte spoke to Jan and Feb reports, which are straightforward.

We acknowledge the schedule of payments 5, which has 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.

Noted that cohort entry has been a great success so far in creating links with and between families.

4 General Business/ Discussion Topics

PTA: no formal committee currently. Options are being suggested by current PTA members for meeting formats/times which might encourage participation. Would aim to keep meetings short and functional to reduce barriers.

Mathathon will be held next term and is a very effective fundraiser.

Charlotte suggested taking the opportunity to review fundraisers of the last few years to see which have been the best value for time and effort - agreed this was a good idea.

Learning support: CdB discussed the school's approach and staffing strategies used to best provide support for additional learning needs. Reading recovery and ESOL support are relatively well resourced currently and this is extremely helpful. We have the second highest number of ESOL students of any school in Whangarei. ALIM and ALL

programmes will commence shortly. Shift to BSLA removes colour-coded reader, which will be a change for parents - she will look to have a structured literacy information evening for families in term 2.

Succession Planning: Next election May 2025. 3-4 current members will not stand again as their children will be transitioning out of/in their last years at, Maunu School. We are hopeful that co-opted members may stand again, along with SE, providing continuity and experience within the new board. Extremely beneficial to have someone on the board who has building industry experience. Finance experience also essential, d/c options for transition for the latter.

5. Policy Review:

1. Curriculum policy has been updated to include: "We also ensure that we comply with government requirements to teach an average of one hour per day of the following subjects: reading, writing, and maths; or pānui, tuhituhi, and pāngarau".
2. Cellphone policy is currently being rewritten by Schooldocs and will be updated by the end of the term. Our current policy is very much in line with the new national policy, i.e. preferably don't bring them, if they are brought they cannot be used in class, and if this directive is violated, they may be removed by a teacher.
3. Privacy and information sharing policy is being updated by beginning of term 2, for clarity and to clarify its relationship to the relevant legislation. Is clear, sensible and uncontroversial. Noted need for staff to take particular care to use BCC when sending group emails. CT to make sure all staff are sending emails via Etap, which does this automatically.
4. Governance documents: Maunu has a policy framework document which predated schooldocs and provides more detail on some aspects of governance, e.g. roles of board members, principal role, chair role, relationship between board and principal. Found under "governance documents" on schooldocs.
Minor updates needed due to government policy changes e.g. NAGs to NELPs.
Principal Performance Agreement component is now outdated and largely replaced by Principal Growth Cycle policy on Schooldocs.
"Governance policy" is currently under review by schooldocs.

'Policy framework' to be retained and updated as it provides a quickly referenced, central and relatively detailed outline of how the board should function, and a succinct introduction for new board members. CT and AM will seek advice from Schooldocs/NZSTA at Q and A meeting as to Principal Performance Agreement component - remove, modify or integrate into other.

6. Assurance:

Hazard review completed.

Police checks all up to date.

Evacuation drill was planned but it rained, one is scheduled for the end of this week.
addit H and S: Staff who want to are having flu vaccine and covid booster next week.

5 Significant Events:

Camp: a huge success. Parent volunteers were amazing with great breadth and

depth of skills available. Health and safety was very effectively managed by the venue staff, school staff and volunteers. Single significant injury was an ankle sprain which was managed smoothly and effectively. Evaluation forms coming in, lots of positive feedback so far.

Discussed considerations for future camps in terms of reducing barriers to participation (distance and perception of risk larger factors than cost, which was hugely reduced by fundraising).

Aim will be to build back towards progressively more adventurous trips from year 2-3 as was the case pre-covid.

Next meeting – Wed 8th April 7:30pm following PLD meeting with Sharlene Rogers at 6:30

Preparation for next meeting: see action points.

Meeting Closure: 8:15 pm

Signed _____ Date _____
 Presiding Chair

Action Points Outstanding

Month	What	Who	Status	Comment
August 2023	3 yr property plan: CT will liaise with Tiana from the MOE to try establish whether/what other long term property plans the MOE has place for Maunu - keep this as a reminder	CT		
Feb 2024	Pro-option process Arrange meeting with Kathy Hancock	SE CT/SE		to be completed by email after the closing date
March 2024	Update school website to improve clarity with regard to out of zone enrolments Review governance documents and seek NZSTA/schooldocs advice on updates	CT M/CT		

