

**MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES**  
**May 15 2024 6.30pm in the Staffroom**

**1 Administration Matters:**

**1.1 Present:** Susan Edmunds (Chair), Alison Manson, Claire Turton (Principal), Courtney de Boer, Rachel Wright, Pam Crosado, Sijoy Alex, Carolyn Boyce-Bacon (Secretary)

**1.2 Apologies:** Todd Leathem, Charlotte Smith

Susan welcomed Sijoy and Pam to the Board & thanked them for making themselves available to support the board and school.

**1.3. Confirmation of Minutes 20 March and 8 April 2024**

*Edmunds / Wright*                      *Carried*

**Confirmation of In Committee Minutes 20 March & 8 April 2024**

*Edmunds / Turton*                      *Carried*

**1.4 Correspondence:** Refer to schedule

Out of zone application as agreed via the email tree was briefly discussed.

Refer in Committee

*Moved from the Chair "that the correspondence schedule be accepted".*

*Edmunds /*                      *Carried*

**1.5 Changes to disclosures of interest:** nil

New members Crosado & Alex information to be added to the disclosure document. Edmunds & Wright also amended their disclosures statements.

**2 Matters Arising:**

**Funding for additional needs/second letter to MOE:**

An application for further funding was made for a special needs child, we are awaiting approval of this.

Another application for Neuro Diverse children was made & \$9500 has been approved.

**3. Strategic Reports:**

**3.1 Principal's Report:**

*Claire spoke to the following:*

**Property report** received from LM Consulting.

Septic system (supplementary funding): RS Eng proposed design reviewed and accepted by the school / BOT. The engineer is now working on detailed design and specification before we go out for pricing.

Hall LED lights installation completed

Quotation received for the library heat pumps (x3): \$12,850.00 + gst. This is a priority as these are the only area in the school without heat pumps & A/C MOE decided to do a supplementary funding instead for the drainage stormwater.

All 5YA projects completed and the remaining funds will be used on various additional projects. Site visit held early May with LM consulting & CT to go over potential projects.

All projects will be priced but priority will be the bathrooms vinyl replacement, leaks remedial in room 2 / admin corridor and library heat pumps installation.

Claire & LM have come up with a wish list which is currently with the MOE.

Claire has requested approval from the Board to proceed with installation of the heat pumps in the Library area. Funding is in the adapted 5ya.

Claire will forward quote to RW

Moved Turton/ Edmunds

Approved & carried

**MOE fencing project.** There is a \$40k difference between budget & MOE finance figure for the project. This is being discussed & a compromise has been reached for the number of gates which won't really affect the access ways as they are around behind the hall. Awaiting MOE decision on our compromise solution.

#### **ERO report.**

The School profile report dated May 2024 has been received.

The recommendations are included in the where to next section.

The school will prioritise the following:

- working collaboratively with all stakeholders for engagement, consultation & co-construction of the schools vision & direction.
- Professional learning and development for strengthened culturally responsive pedagogy and practices
- refine and implement a local curriculum that reflects the cultural heritage and aspirations of the community.

**Strategic goals-** Claire will share with the board where we are up to.

**Quiz Night-** Maunu Friends & Whanau are hosting this on 7 June. There has been a volunteer with a bar & liquor licence so this means there will be liquor sold with food supplied as part of the licence conditions.

#### **Staff only day.**

We will not be taking a term 2 staff only day as there are already a number of short weeks I term 2.

CT seeking approval for staff only Day Friday 25 October. - Approved

There was one taken in term 1 - 19 February.

**Moved into "In committee" 7.10pm** to discuss student welfare & zoning.

*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 7.30pm**

**3.2 Financials:** Charlotte not at this meeting.  
Sent a written report which Susan will share.

**ASB Signatories:**

Move that Susan Edmunds be added as Presiding Chair replacing Alison Manson.  
Courtney deBoer will be added with Diana Hesketh removed.  
Carolyn has requested information to do this from ASB and will follow up.

*We acknowledge the schedule of payments numbered 6,7,8,9,10,11 & 12 which have been approved and paid by 2 authorised signatories since the last meeting.*

*Payment schedules passed.*

*Edmunds/Manson*

*Carried*

**3.3 Staff Report.** Courtney presented her written report. Taken as read.  
Structured Literacy, ALIM & ALL (Maths & Literacy) There was a discussion that need more communication to the community about how parents can help at home.  
Planning a parent night with some how to help at home ideas or links

**4 General Business/ Discussion Topics**

- a) ERO report covered in Principals report.  
We have had calls already this term from MOE asking how we are managing the new phones in schools policy, which we were able to confirm was in hand.
- b) Going forward will Slot Audit requirement section into the November Board Pack. ie fraud letter, so these won't be being chased up in March/April
- c) Audit Zoom- This was a good meeting with CBB & CT. Still awaiting audit result.
- d) Professional Growth - Staff & Principal.  
The 2 staff have 2 goals, around cultural responsive pedagogy & small groups. These are all on track
- e) Property & fencing update- covered in Principal's report.

**5. Policy Review:** Alison & Claire met.

**Policy updates made by Schooldocs and active at beginning Term 2:**

- 1. Cellphones/devices - to comply with new government policy.
- 2. Safety checking and police vetting - to clarify who is vetted and when.
- 3. Teacher Registration and Certification
- 4. Contractors working at school - to clarify safety measures and police vetting requirements - fits our existing practice.
- 5. Student Teachers
- 6. Visitors
- 7. Personal Grievance - update to comply with legislation around timing within which a grievance may be brought
- 8. Self harm

**=> CT and AM reviewed these and confirmed that they are suitable for our situation, and are being enacted as described.**

**Also:**

Privacy and related topics

- to comply with legislation updates. Includes the phrase: "We ask what kind of information the school has permission to share, e.g. first and or last name, photo, schoolwork and in what formats, e.g. the school website, newsletter, social media"  
=> CT and CBB will see how our existing permission forms fit with this and suggest any updates

CT noted that staff education has been given on preserving privacy e.g. of email addresses when sending group emails about sporting or other events outside Etap

### **Policies for current Review:**

#### **Employer responsibility**

There is optional additional clause for schools who participate in a Kahui Ako:

#### **"Kāhui Ako roles**

Our board uses the community of learning goals as agreed in the shared achievement challenges plan to assess which staff have appropriate skills and knowledge to help achieve the community's objectives.

For Kāhui Ako within school teacher roles, staff apply directly to the board. For a Kāhui Ako leadership role or teacher across community role, staff seek endorsement from the board before applying to the Kāhui Ako selection panel to ensure the school will support them to carry out the role. If the endorsed application is successful, the board makes the appointment.

The board retains all **employment** responsibilities for staff appointed to Kāhui Ako roles and manages funding for networking and induction, release time, inquiry time, and travel".

=> we will adopt this clause in our updated policy (AM to let Schooldocs know)

#### **Classroom Release time/Timetable**

#### **Appointment Procedure + Staff Conduct and Professional Development:**

Referee and background checks in this policy specify a particular form and set of questions to be used for referees. Claire will replace the format she currently uses with the standard form.

Policies under review are otherwise suitable and are being enacted accordingly.

Governance documents: CT and AM will continue to look at these alongside Schooldocs policies. May be that they have a place in providing a quickly-referenced plain language summary for board members.

Will present edited draft, if concluded they remain at all, for board discussion when done.

PPA section is replaced by PGC, (note in relation to discussion at last meeting, that the latter does provide for multisource feedback where appropriate). It would be helpful to have a statement referencing and linking the documents and provisions which apply in the event of a serious performance or disciplinary issue - CT and AM to draft

### **6. Assurance:**

1. Medical & minor injuries report, see tabled report. Report presented. Usual playground accidents, with a couple requiring further medical attention.
2. Digital & Online safety - discussed in new cellphone policy.
3. Search & surrender & retention - Safety checking & police vetting. These are all up to date.
4. Minimising Restraint - staff PLD completed 2023
5. Performance Management - see staff and principal professional growth under general business.

Pam excused herself & left the meeting at 7.50pm.

## 5 Significant Events:

ANZAC assembly was a lovely assembly

Lots of students attended the Dawn Parade representing the school.

Cool cats anger show presented in school today.

Sumich Coffee cart back in school supporting school events and other agreed fundraisers.

**Next meeting** – Wed 19 June 6:30pm

**Preparation for next meeting:** see action points.

**Meeting Closure:** 8.00 pm

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Presiding Chair

### Action Points Outstanding

Month	What	Who	Status	Comment
Aug 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 - keep this as a reminder	CT		
Feb 2024	Arrange meeting with Kathy Hancock	CT/SE		
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  AM/CT		
May 2024	Change of signatories  Various Assurance items	SE, CdB, CBB CT, AM		Contact ASB  Changes to sch Docs once confirmed

