

# MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES

June 19 2024 6.30pm in the Staffroom

## 1 Administration Matters:

1.1 **Present:** Susan Edmunds (Chair), Alison Manson, Claire Turton (Principal), Sijoy Alex, Todd Leathem, Charlotte Smith, Rachel Wright, Carolyn Boyce-Bacon (Secretary)

1.2 **Apologies:** Pam Crosado, Courtney de Boer

### 1.3. **Confirmation of Minutes 15 May 2024**

*Edmunds / Manson*                      *Carried*

### **Confirmation of In Committee Minutes 15 May 2024**

*Edmunds / Turton*                      *Carried*

### **Confirmation of In Committee Minutes special Meeting 11 June 2024**

*Edmunds / Turton*                      *Carried*

### 1.4 **Correspondence:** Refer to schedule

**Out of Zone ballot.** Staffing is guaranteed this year, but not for 2025. The roll started at 306 & we are only at 315, we have enrolled children but also lost children with families leaving for other job opportunities.

A discussion may be required as to whether we open up the out of zone enrolments. CT will bring more information to next meeting for consideration (Refer in Committee)

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

*Edmunds /*                      *Carried*

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

## 2 Matters Arising:

a) Hours for Special Needs- follow up completed. Transition of Special Needs child will happen in 2025.

b) Enrolments. In zone but not living on land yet. CT spoke to MOE for clarification. So long as families own the land it is then up to the BOT discretion.

All agree to Go back to family which was declined and say that in light of their situation, owning the land and making every effort to get build underway we have reviewed our policy & offer them a position for their child.

## 3. Strategic Reports:

### 3.1 **Principal's Report:**

*Claire spoke to the following:*

#### **New Chrome Books**

We want to make an application to Oxford Sports Trust for a grant for 25 chrome books as some are getting older & we need more in the school. CT has 2 quotes PB tech \$ 10245 and Noel Leeming \$10410.25

*Move that an application is lodged to Oxford Sports Trust for \$10410.25 to apply for 25 chrome Books*

*Moved Turton / Edmunds*

*Carried*

If we are not successful then maybe Grass Roots or the Tai Tokerau education Trust may be sources we could try and approach.

**Property report** received from LM Consulting.

Septic system. Had another callout with system fail due to Float switch fault.  
Heat Pumps fitted into the Library.  
Rm 3 & 4 Heat Pumps failed, looking at quotes.  
Painting of the bathrooms, hoping to get these completed in the holidays.

**Legislation:**

**Principal Growth Cycle-** CT working with a group of 7 Principals facilitated by Paul Shepherd.

**Wellbeing & Coaching-** CT wanting to take up to 5 staff to tour 4 Auckland schools in term 3

**Reading Recovery** - MOE not being renewed in 2025. In 2024 we will have had 30 children go through the programme.

CT thinks BSLA level 2 may be the replacement. DH & CE will be doing the training.

**EOTC-** Planning a year 4 camp- Rm 9 & 10, going to Parua Bay Camp 20-24 Nov.

**MOE fencing project.** – Refer In committee

**Moved into “In committee” 6.45 pm** to discuss student welfare & zoning & fencing.

*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 7.00 pm**

**3.2 Financials:** Charlotte spoke to the May Financials.

Charlotte explained to new board how school finances operate. Timing is everything. We have received additional relief teacher funding for 2 teachers who were off in term 1. Also had 1 support staff member off on ACC which has reduced the support staff budget expense in T1.

Expenditure is well on track.

Items of significance are documented.

Banked staffing- will be using a teacher for the school production.

Charlotte was asked was she happy with current financial position & she is. She stated it is also difficult to know how much illness will affect things going forward.

2023 Audit report is back.

This was a good audit report and the audit observation letter commented on good financial controls and timing of getting information to audit. Board thanked Claire & CBB for their efforts.

There was a comment about preparing and approving a deficit budget and 10 year Property plan

The following response will be sent to the Audit team.

#### *Deficit Budget*

*"Thank you for raising this point. The board are acutely aware of the unsustainable nature of having a deficit budget each year. The board are working closely with the MOE on the specific areas of underfunding (ie the teacher aides required to meet the specific needs of a number of children currently enrolled at the school where current MOE funding is inadequate). We are aware that this is an issue on a national level and have every confidence that the principal will continue to access all available funding and will take all reasonable steps to limit the level of the annual deficit. "*

The 2023 \$41K deficit budgeted, came in at \$23k deficit.

We have another deficit budget planned for 2024, but until something changes with the MOE funding there is little that can be done about it. This is well documented in the minutes.

10 year Property Plan was not formally approved in the minutes. This was definitely discussed and formalised with LM consulting in late 2022 by retiring Principal so this is duly noted for future.

#### **ASB Signatories:**

Presiding Member still to complete change of signatory.

*We acknowledge the schedule of payments numbered 13,14,15 which have been approved and paid by 2 authorised signatories since the last meeting.*

*Payment schedules passed.*

*Smith/Manson*

*Carried*

#### **PTA Signatories.**

With Cara Dawson leaving, will need new signatories, Miranda Harrison & Barbara Walden will be added to the signatory list, along with Karen Bell, existing treasurer.

**3.3 Staff Report.** Courtney a written report. Taken as read. Claire spoke to this in Courtney's absence.

Mid year data analysis of Maths, Reading & Writing.

This has not yet been shared with staff as data only just received after report writing. The targets have not been met. CT will report back at the next meeting with what was discussed with the Senior Management and staff.

At Risk interviews are held each term for Priority Learners (those children below level.) Parents of children below are contacted for a discussion/ interview about how we can help & work together in partnership.

Reports will be emailed home on 27 June and 3 way conferences held on 2 & 3 July.

#### **4 General Business/ Discussion Topics**

- a) Mid Year Assessment – Covered in Deputy Principal's report
- b) Professional Growth staff & Principal- In Principal's report

c) Property & Fencing update – refer in committee

Sijoy left meeting 7.45pm

**5. Policy Review:** - current review:

**Concerns & Complaints policy.**

The school will keep a record of all complaints directed to the Principal. Date & Name of incident- if a pattern, then it will come to board level. Under the category of risk management.

**NZSTA employer responsibility webinar** –AM completed this.

**Policy framework (governance docs as a document linked in our Schooldocs)**

Principal performance appraisal can go. This is covered elsewhere

**6. Assurance:**

All completed

**7. Significant Events:**

1. Quiz Night – looking like about \$9k profit. Great night enjoyed by all.
2. Rm 3 & 4 Gym Trip- Jenny Canty advised best one ever.
3. Winter Sports Year 5 & 6, despite the weather a great day was had.
4. Maunu v’s Maungatapere challenge. Lots of good rivalry, Maungatapere took the shield home this year.
5. Mathathon
6. Audit
7. Bird recovery fundraiser- a fun week for the children.
8. Sale of property with funds donated to school \$40K. This donation was received from Paul Sumich Harcourts to PTA.

**Next meeting** – Wed 7 August 6:30pm

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

**Meeting Closure:** 8.45 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-MOE	CT/SE	Done	
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
June 2024	Audit. SE to send reply – management response to UHY Once this confirmed CBB to lodge financials with MOE	SE sent letter to CT for signature		