

**Draft MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
Held 21 February 2017 7pm in Staffroom**

1 Administration Matters:

1.1 Present: Bridget Lambert (Chair) Paul Shepherd, Phil Currey, Todd Leathem, Jill Trubshaw, Claire Turton, Carolyn Boyce-Bacon (Secretary)

1.2 Apologies: Kate Davies will be late. Arrived 7.15pm

1.3 Confirmation of the Minutes 6 December 2016

Moved that the 6 December 2016 meeting minutes be approved

Bridget / Jill

Carried

Matters Arising from Last Meeting.

AED training for 10 people to be booked with St Johns- Carolyn.

Announce in the newsletter again location of device, offering community to download the St. John's AED location app.

Joint PTA/BOT spending - Need to co-ordinate wish list & guidelines for funding applications- March meeting. Jill to contact PTA to see if 4 April suits for BOT to join them to discuss wish list for spending PTA raised funds-.

Add a link to vulnerable children's act to website.- Carolyn

Moved Bridget/ Phil

Carried

1.4 Correspondence

Correspondence tabled.

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

Bridget/ Todd

Carried

1.5 Changes to disclosures of interest: Paul Shepherd is added to disclosure statement.

1.6 Delegations of Authority

Members to each consider delegations list tabled by Paul prior to next meeting where discussion will be held as to what is to be passed over to delegated authorities, assigning of roles, sub committees etc.

Maunu School BOT meeting minutes Feb 21 2017	Rev: draft	Rev date	Page 1/5
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2 **Special Topics**

Bridget thanked and acknowledged Cleve, Paul, Diana, Claire & Carolyn for additional work done over the holidays to assist in the transition for Paul & make it smooth & easier.

2.1 **Election of Chair**

Bridget vacated the chair, nominations were called.

Bridget was nominated unopposed as Chair.

Moved Jill/ Kate

carried by all

The following portfolios remain

Chair- Bridget

Finance -Phil

H&S - Kate

Property - Todd

Communication - Jill

Staff - Claire

Paul will meet with each member to discuss how he operates & items he wants to cover off.

2.2. **Analysis of variance to MOE** tabled as seen by board at last meeting.

This will be sent off to the MOE.

2.3. **Principal Appraisal.** Agreed to utilise Brian Gower for 2017 appraisal for Paul.

Bridget will contact Brian to confirm he is still available.

3. **Strategic Reports**

3.1 **Financial:**

Term deposits are being broken to cheque account as the mature as interest rate for the school is currently better than T/D's

Banked staffing now has a \$12000 surplus at last pay period 14 Feb 2017.

Move that Payment Schedules # 222,223,(224),225,226 & (12.) #1 & 2 be accepted with other in brackets to be confirmed as having a 2nd signature.

Phil / Cleve

Carried

Change of Signatory to online banking.

Will still be any 2 to authorise with tokens.

That Carolyn Boyce-Bacon be added as an administrator for internet banking.

Current signatories remain as;

Phil Currey, Paul Shepherd, Diana Hesketh & Bridget Lambert

Tokens will be applied for Paul,Phil and Diana

Todd / Kate

Carried

Maunu School BOT meeting minutes Feb 21 2017	Rev: draft	Rev date	Page 2/5
--	------------	----------	----------

3.2 Principal's Report: Principal. Taken as read. Paul spoke to the following.

Curriculum;

Whaea Claudine Edwards has been appointed as Te Reo teacher. This will be for 2 days per week as budgeted.

Property;

Classroom upgrades have been completed & are now occupied by the classes.

Carpark;

Markings have been done incorrectly by Downers and we are in discussions with Precision Drainage, the contractor about a way to get these painted correctly.

Paul is investigating potential stormwater being discharged from up Austin Road & SHway 14 onto the school grounds.

Paul thanked the Staff, Community, PTA & BOT for the opportunity to lead Maunu School.

Moved that the Principal's report be accepted.

Paul / Bridget

Carried

3.3 Staff Representative Report. - Taken as read

Camps- Any parents staying overnight will be asked to complete a police vet. Whilst the act says volunteers are not required to be vetted it is good practice to get those volunteers who will be sleeping in a dormitory with children unsupervised vetted. Rooms 11,12,13 are going on camp to Marsden Bay in week 11 term 1. It was agreed that an application be made to Oxford to reduce the cost to parents.

That we apply to Oxford Trust for funding for Marsden Bay Christian Camp for 92 students & 25 adults, Total cost \$8170 including gst.

Moved Claire/ Phil

Carried

Confirmation of a resolution passed via email tree 3/2/2017 supporting application for Rm 9,10,14 adventure week is as follows;

"That an application be made to Oxford Sports Trust in the total sum of \$5,248.69 (GST exclusive) for an Adventure Week for Rooms 9, 10 and 14 (93 students) being \$720.00 for snorkelling, \$2830.43 for surfing/paddleboarding and \$1,698.26 for the Adventure Forest."

Claire/Bridget

carried via email

Claire presented Marsden Bay Rams (Risk Analysis Management) forms for viewing.

Discussion around cost of camps, locations, and future planning will be held with Claire & Paul.

Maunu School BOT meeting minutes Feb 21 2017	Rev: draft	Rev date	Page 3/5
--	------------	----------	----------

13.4 Property protection.

3.5 Health & Safety New concrete by hall needs paint on steps - Paul

8.45pm

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."

To discuss; Out of Zone enrolments

Maternity Leave Application

3.6 Communication

Joint Staff/BOT/ Morning tea Friday 24 March 10.30am

Jill / Bridget

Carried

4 Environmental Intelligence

Heating of pool

Ashley from Active Attitude approached Bridget & Phil wanting to use our School pool for after hours swimming lessons and she would apply for a community grant to heat & cover the pool. Bridget advised her that she needs to approach the school with a formal financial proposal for consideration.

5 Significant Events/Successes

_____ The Powhiri to welcome Paul was very special, with the Kapa haka group doing an outstanding performance on day 1 with no practice. A small group of the Kapa Haka also performed a Waiata at the blessing of Rm 9,10. Again with no notice & were amazing.

Setting the Scene - Was enjoyed by families despite weather.

Swimming Sports- Seniors was successful. _

6 Meeting Closure: 9.15 pm

7 Preparation for next meeting See action list

8 Date of next meeting 21 March 2017 7pm

Signed _____ Date _____
Chairperson

1

Maunu School BOT meeting minutes Feb 21 2017	Rev: draft	Rev date	Page 4/5
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Action Points Outstanding

Month	What	Who	Status	Comment
2016				
	AED	Cleve	Carried Fwd	Training to be booked early 2017 & to be put in newsletter advising community of its location.
	BOT/PTA joint spending	Various BOT & PTA	Ongoing	Jill to contact PTA to confirm meeting date
	Vulnerable Children's Act	Carolyn	Ongoing	Needs to be on the website.
Oct 2016	Board Effectiveness Review Survey	Cleve/ Claire	Diarise	June 2017.
Feb 2017	ASB Change of signatories to be actioned for fastnet	Carolyn		
	Oxford Trust Application	Claire		Marsden Bay camp
	Joint M/tea	All	24/3/17	Diarise
	New Concrete path at Hall	Paul		Paint step where concrete changes levels
	Carpark Markings	Paul		Discussions with Precision drainage
	Schedules missing 2 signatures	Carolyn		To send via email for members to view
	Paul Appraisal	Bridget		Confirm Brian's availability
	Delegation of Authority	All		Check & consider delegations process

Maunu School BOT meeting minutes Feb 21 2017	Rev: draft	Rev date	Page 5/5
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