

Minutes of Mokau School BOT Meeting 20 May 2024

Opened: Name: Maree Jones Time: 7:05 pm

Karakia: from board members

Present: Maree Jones, Maryann Symonds, Jackie Warren, Emma-Gene Hutchinson, David Easton, Merepaea Rauputu, Anne Owens

Apologies: Nil

Absent: Adam Black

Conflict of Interest: The board effectively manages actual, potential, and perceived conflicts of interest ensuring the integrity of board decisions and reputation of board members.

Reports

Principal Report

Roll – 25

Board Assurance

As per distributed Principal Report.

Amendment to Term 2, first line missing at end: 'parent volunteer police vetting'.

Strategic Goals:

Provide high quality inclusive learning opportunities

To ensure all students have access to learning that reflects Tiriti o Waitangi

NELP

Maryann reported on the NELP Items and will do so each meeting.

NELP Objective 1 Learners with their whānau are at the center.

NELP Objective 2 Barrier free access, ensure sound foundational skills.

NELP Objective 3 Quality teaching and leadership

Some items from the Principal Report to be discussed in General Business.

Motion: Principal Report taken as read

Moved Maryann, seconded Jackie. Passed.

Finance Report

Finances in Board papers and drive; no items of significance.

Motion: Finance Report taken as read
Moved Jackie, seconded Emma-Gene. Passed.

Property Report

The new storage cabinet has been installed and is ready for securing.
School house heat pump issue sorted with replaced outside board.
A new fridge and freezer for the kitchen is arriving in next couple of weeks. It is funded by the lunch program.

Health and Safety Report

A moderate burn injury to staff member from hot soup splashes. Immediate first aid applied and no treatment from doctor required. Prevention measures will apply to prevent future occurrence. Moderate injury to child struck on bridge of nose with tennis racquet. First aid given and caregiver advised immediately. Student was able to remain at school. Learners will be reminded of walking too close to bats and racquets.
Anaphylaxis training - staff have been trained in location of and use of epipen in case of an anaphylaxis reaction.
Smoke alarms tested and functioning correctly as at 5 May 2024.
The Lines Company will visit this term to provide electrical safety education for students.

Farm Report

Silage permission was given from Lowry family.

Achievement Reports

Not applicable for this meeting,

Strategic Planning

Vision consultation - see General Business.

GENERAL BUSINESS

Credit Card policy

Mokau School can issue a maximum of 2 credit cards to staff authorised by the board, one to the Principal and one to another staff member, the second only if required (not currently required).

As per bank instructions cards are issued in individuals names but they are attached to the school accounts.

Monthly credit card expenses on the Principal's credit card will be verified by the Board.

Auditors advised that all statements are to be verified, regardless of whether there are transactions or not.

The cardholder must immediately report a card loss to the Principal **and Board** and the card company.

EOTC (Education outside the classroom) and SMP (Safety Management Plan)

The EOTC document was from a template from 3 different sources. Links to school documents were added and amendments made.

Blue showed additions or removals relevant to our school and black as it came.

Maree asked if the terms could also have English translations. Maryann agreed.

There is a need to align the documents re approvals. Board decision:

- Overnight – requires Principal **and** Board permission.
- Medium/ High Risk – requires Principal **and** Board permission.
- Low Risk (same as in school grounds) – requires Principal permission.

Maryann to update the SMP to align to the EOTC Policy.
EOTC to be added to school documents (Jackie/Maryann).

Appointments Procedure

Change responsibility references from 'Principal and Senior Management' to just 'Principal'.
Prepare application package if required.
Advertise the position if applicable.

Classroom Release Time / Timetable

This has been reviewed by the Board and is up to date.

Teacher Relief Cover

Teacher contacts Principal to arrange reliever.
Item #3 is gone.

Professional Development Feedback

Found to be valuable, with a good presenter.

ERO Dates for visit

School improvement framework – Jackie & Maryann working on this.
In Term 3 Maryann and Maree to work on Board Assurance Statement.
ERO will visit 28/29 August.
They will do classroom observations, meet with Maree, then staff, then Principal and do compliance checks.

Playground update

Maree is waiting on the Mayor and she will contact him for an update.
Some members had heard there was to be a playground built at Tainui Domain.

Audit Papers to be signed off

Thanks from Maryann to Jackie for all the work over last 7 weeks.
There were 2 minor findings of tidy-up nature.
Re Credit Card transactions, Maryann advised that statements are checked regularly and in a timely fashion and transaction receipts are provided. The statement approval by Board as per item 1 in General Business.

Lawn Mowing Person

An applicant has been decided on and Maryann will advise them.
This is a contract position with cost of \$180 (incl GST) per mow & edges.

Gardener Position

3 applications were received for a Contract Gardener position.
Maree is to meet with them.
Initial priorities are both entrances and hedge trimming.

Things to note:

Spraying is to be done at start of school holidays.

Work in school hours only if no impact to students.

If working in school hours must sign visitor book, and follow school visitor guidelines.

Gardener must be responsible for their own health and safety.

They will be Police vetted.

Volunteers take care of the vegetable garden, so not the Gardner responsibility.

Staffing – possible reduction for 2025

Currently have a 2.6 staffing level. If roll falls below 26 it could drop to 1.4

At this stage roll for 2025 is likely to be 22. Numbers are taken at the end of July and formal notification of staffing level for 2025 will be in September.

Community Consultation Results and Vision Writing

Re review of Vision as part of Strategic Planning.

Good level of community feedback (19 participants), plus that from student and staff workshop.

The feedback incentive voucher has been provided to the winner Taiapa.

Feedback was collated and distributed to the Board.

Maree noted that several comments related to student tiredness.

After Board discussions the following Vision Statement was agreed:

“Growing and nurturing respectful, confident individuals who strive to achieve their full potential”.

Item from Previous Minutes:

Community helpers for ‘bat’ sports at lunch times.

There were no replies to sports but Margaret Larsen had volunteered to teach knitting if there was any interest.

Administration:

- Confirmation of March 2024 Minutes.
- Paperwork to sign – Done
- Correspondence - Nil

In Committee: No

Tasks to be done

- **Maree** to contact Mayor for an update on the playground.
- **Maryann** to update SMP document to align to EOTC..
- **Maryann** - EOTC te reo terms to have English translations.
- **Jackie/Maryann** to add EOTC to school documents
- **Jackie & Maryann** work on ERO School improvement
- **Maryann and Maree** in Term 3 to work on Board Assurance Statement.
- **Maree** to meet with Gardener applicants..
- **Jackie** – remove Paul Symonds from ‘Conflict of Interest’ register

Meeting Closed at: 9:30 pm

Next meeting : Monday 24 June at 7:00 pm at the school

MINUTES ARE TRUE AND CORRECT



(Chairperson)