

Minutes of Mokau School BOT Meeting 25 March 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, Adam Black, Anne Owens

Apologies: Merepaea Rauputu

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 – 23

Board Assurance

As per distributed Principal Report.

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.

Priority 5: Incorporate Te Reo Maori and Tikanga Maori (per second strategic goal)

NELP Objective 3 Quality teaching and leadership

Maree advised she could provide copies of the NELPs detail if members wanted them.

Additional items to the distributed Principal report:

Passed kitchen verification.

Completed ERO questions on compliance with cell phone policy and reading/writing /maths policy. Phone call to come on 8 May with Leo (ERO partner).

Both teachers attended a paid union meeting today.

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

Roofing project update: email from MOE and Adern Peters in Board pack.

LED lights and RCD protection now installed throughout the kura.

Comm box screens operating in both classrooms, self assembly saved \$750.

Room Tuakana storage requirement to be discussed in General Business.

Health and Safety Report

3 minor injuries requiring only ice pack or plaster.

4 staff members with current first aid qualification, 1 to be renewed.

Kitchen verification (22 March) with NPDC checked we are following required food safety plan.

Achievement Reports

Meetings every 2 weeks to review challenges and celebrations.

Maryann is asking teachers what is required and will pass on to board if budget is required or needs extending.

Strategic Planning

Current vision is to be reviewed. Some think it is wordy and not well laid out.

Staff and students have given feedback - in Board papers.

Next step is seeking community voice. See General Business.

GENERAL BUSINESS

Ruma Tuakana Storage request

Ruma Tuakana is in need of better storage and organisation of student equipment to make more efficient use of space. Board papers contain a quote for purpose built cabinet solution.

Motion to accept quote to proceed with purchase:

Moved Maryann, seconded Jackie. Passed

Community and Student voice

Re review of Vision as part of Strategic Planning.

The staff and students had similar views.

There was discussion over format and questions for community survey/feedback with decisions made as follows:

Contact methods:

- Google Survey
- Paper Survey (Rural Delivery)
- Speeches day – brainstorm with parents.

The current vision would be stated, followed by questions:

- Does this vision describe the school you want for your children?
- Have you got any suggestions for our future vision statement?

Board agreed there could be a feedback incentive of a \$50 grocery voucher.

ERO Visit

Phone call planned for 8th May with Leo (ERO Partner).

Mokau School Delegation of duties BOT / Principal

Some changes required to the draft.

Maree will check Principal delegation wording and clarify.

Board duties:

Health & Safety	Emma-Gene
Personnel	Presiding Member
Property	Adam and David
Finance	Maree
Hospitality Liaison	to be delegated as events come up
School Farm	Adam
Meeting Minute Taker	Anne

Motion: Maree moved that Board and Principal duties be accepted, with addition of Payroll, expenditure & payments and wording for Disciplinary Action. Carried.

Board Minutes

Meeting approved Board Minutes to put on school website.

PE / Sports Gear, Sports shed

There was discussion around sports equipment and when the sporting items could be used.

No hockey sticks purchased, as yet.

Swimming is the school activity in term 4 and Term 1, Athletics, Cross Country, etc. in the Winter.

Maryann advised that activities with sticks/bats e.g. hockey, t-ball would be class time PE events, from a safety perspective.

Maryann and David to look at getting community helpers to take specific 'bat' sports at lunch times. Helpers would have to be vetted. Expressions of interest for lunch time sport activity to go in the school comms.

Relievers / Relieving Policy

The relievers are appointed on a rollover basis when planned (3 on rotation).

At other times it depends on short notice availability.

Maryann stated that whaea Kim is the reliever for Friday's if she's available.

Policy to be reviewed for Term 2, in particular around absent teachers providing plans when ill.

There was also a question about the swimming sports and why 2 relievers. Maryann was away with family emergency but had a detailed handover on the day prior with relievers.

David said some parents were concerned they did not know the relievers and thought parents should have been advised.

It was suggested that it would be useful to have the reliever's profiles in the school newsletter.

Members agreed that this could be done with their permission.

Gardener as incorrectly appointed.

Maree moved a motion that Paul not do any more gardening until the issue was sorted. Maryann advised that he had not started any work and there was no paperwork. For Support staff, Maree advised that delegation of duty was by Principal and 1 Board Member. Employing Paul directly was seen by Maree as a Conflict of Interest and she wanted Maryann to be protected.

Motion: Maree to create an advertisement (with Maryann) for Tainui Trader, School Comms and FB page asking for 'Expressions of Interest' for a school gardener.
Moved Maree, board agreed, passed.

BOT Work Plan

Student progress and achievement is done at mid year (June) and full year (Nov). Maree suggested reviewing policies at board meeting, perhaps a couple at a time. Maree to finalise Work Plan and distribute.

Union Meeting

Both teachers attended a paid union meeting.

Board Training

3 dates are required, with 1 to be selected:
Mon 6 May, evening Tue 7 May, afternoon Wed 8 May evening

EAP – Employee Assistance Programme

Emma-Gene reported back that any counselling through GPs would be lengthy as they would have to go on a hospital waiting list. Alternative is paying privately. Te Kuiti staff are looking into EAP also, so will wait on their findings. Maryann to check with current staff for their thoughts.

School Hours

Currently Term 1 school finish time is 3 p.m.
For Winter (Term 2 and Term 3) should this be changed to 2:30pm?
Add this to the survey (for the school family).
Electronic decision by end of Term 1 so parents can be advised.

Items from previous minutes:

School House (Windows)

David advised this is complete.

Sports Equipment

David has sorted the basketball hoop.

Administration:

- Confirmation of February 2024 Minutes. Maree signed off.
- Paperwork to sign – Nil
- Correspondence – MOE re the roofing project as per Property Report.

In Committee: No

Tasks to be done

- **Jackie** - community survey and voucher re Vision statement review
- **Maree** - check Principal delegation wording and clarify (duty delegation).
- **Maryann and David** -look at getting community helpers to take specific 'bat' sports
- **Jackie** - Expressions of interest for lunch time sport activity to go in school comms.
- **Maryann/Jackie** – possible reliever's profiles in the school newsletter
- **Maree** - finalise Work Plan and distribute
- **Maryann** - check with current staff for their thoughts on EAP
- **Jackie** – add school hours to the survey (for the school family)
- **Board** - Electronic decision by end of Term 1 re school hours

Meeting Closed at: 9:35 pm

Next meeting : Monday 20 May at 7:00 pm

MINUTES ARE TRUE AND CORRECT



(Chairperson)