

# Minutes of Mokau School BOT Meeting 24 June 2024

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

**Present:** Maree Jones, Maryann Symonds, Emma-Gene Hutchinson, David Easton, Adam Black, Anne Owens

**Apologies:** Jackie Warren, 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 – 25

#### **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.**

**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 Emma Gene. Passed.

#### **Finance Report**

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

Maree explained the Variance % on the Income Statement Summary, and its use for tracking against budget, noting some expenses are spread through year, several at start, some at end, etc. Seem to be tracking well.

**Motion:** Finance Report taken as read

Moved Maree, Passed.

### **Property Report**

Old copper pipe join in boys toilet that was leaking has been repaired.  
Building update in General Business.

### **Health and Safety Report**

EOTC planning for Matariki dress rehearsal and Custer event has been done.

### **Farm Report**

All ticking along. Maree has done the NAIT for transfers.

### **Achievement Reports**

Achievement Data and Analysis reports for Mid Year for Reading Writing and Math were distributed. Based on 24 students. Data generated from teacher observations, PaCT progressions and various other testing. Marginals are generally marked at lower end. A separate category for Maori learners is a Ministry requirement. No students in 'Requires Support' category. Reading and Math targets are being met. Writing a little below targets but expected that quality teaching and learning will close the gap.

Mandatory hours for Reading/Writing/Math are for a normal school day.  
Ideal support for professional development of teachers found to be valuable and will be continued.

### **Policy Review**

- Safety Check
- Equal Employment Opportunity
- Police Vetting

Board members reviewed, some discussion, then agreed they are all OK.

## **GENERAL BUSINESS**

### **Gardener Position**

Maree advised that Jodi has been appointed and will probably start this weekend.  
Maree's draft Job Description was OK'd by members and includes a 6 monthly review.

### **Market Day January use of field**

Board approved use of field. Maree to get lease agreement to Kath for signing.

### **School Building Project**

Supplementary funding to complete Roofing/Windows and Toilets has been successful. Consent has been paid and process is underway. There will be a pre-start meeting once applications and contractor planning is complete. Not all work will be able to be done in holidays. A classroom will have to be decanted. Toilet Block and Breakout space may possibly be done in holidays, potential start in August. Maryann advised that any cost increases will be covered by the Ministry.

### **School Documents**

Leave the Bank Credit Card as is.  
Teacher relief changes have been updated into the new policy.

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

The EOTC policy is to be reviewed annually.

Document to be in Board/Staff drive.

Maree to put on yearly work plan.

### **Plaque for Molly Farrell – bequest/donation**

Agreed that there should be a plaque to recognise the Molly Farrell bequest.

Board members are to consider the appropriate wording.

### **Roll return**

To be done by Maryann by early next week.

For staffing, if increased numbers are on the role for 2 weeks and this increases staff allowance to a new level, more staffing can be applied for at that time.

### **Pool**

Council provides a tri-annual grant for the pool, although we didn't get it in the last round.

Council has changed the way the criteria will be applied. Unable to attend the meeting but

Maree will get the information.

### **Board documents**

This meeting, documents for the board were combined into a single booklet.

Members would like this method to continue.

### **Playground**

Maryann is to ask Andrew to do a bit of playground maintenance.

There was a general discussion around playground improvements i.e. possibility of shade sails or permanent awnings, potential move of or second sand pit, etc.

The Bike Ride money and Molly Farrell Bequest may be able to be used as seed money for more funding. Maryann to check with her contact in Funding Connections.

Board members to bring a playground wish list to next meeting for discussion.

### **Administration:**

- Confirmation of May 2024 Minutes.
- Paperwork to sign – Done
- Correspondence – SchoolDocs Team, Building project correspondence.

**In Committee:** No

### **Tasks to be done**

- **Maree** to get contact Kath to get lease agreement for Market Day signed.
- **Maree** to put EOTC review on yearly work plan.
- **Board members** to consider the appropriate wording for Molly Farrell plaque.
- **Maryann** to do roll return by early next week.
- **Maree** to get information regarding new criteria for Council pool grant.

- **Maryann** to ask Andrew to do a bit of playground maintenance.
- **Maryann** to check with her contact in Funding Connections re playground.
- **Board members** to bring a playground wish list to next meeting for discussion.

**Meeting Closed at:** 8:50 pm

**Next meeting :** Monday 29 July 2024 at 7:00 pm at the school

**MINUTES ARE TRUE AND CORRECT**

A handwritten signature in blue ink, appearing to read 'M. Jones', is written above a horizontal line.

(Chairperson)