

Minutes of Mokau School BOT Meeting 28 November 2024

Opened: Name: Maree Jones Time: 7:40 pm

Karakia: from Board members

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

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.

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 in her Principal Report.

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

Additional items:

Last 2 weeks many staff and students were unwell. Though challenging, everyone pulled together to cover absences.

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

Motion: Principal Report taken as read.

Moved: Maryann, seconded Maree. Passed.

Finance Report

Some items to be moved around due to code changes.

A new audit quote from Silks was accepted with fees for 2024/25/26 as per Ministry document.

Motion: To raise the limit on the BOT Visa card held in Maryann's name from \$500 to \$2000.

Moved Maree. Passed.

Motion: Finance Report taken as read

Moved Jackie, seconded David. Passed.

Property Report

A water leak was discovered today but it has been sorted.

Health and Safety Report

Covered in Principal report.

Farm Report

David now has the trough and is fixing the small cracks.
Students to do a thank you card to Owen at Hynds.

Achievement Reports

Achievement Data and Analysis reports for End of Year for Reading, Writing and Math were distributed. Based on 24 students. This data was generated from teacher observations, PaCT progressions and other testing. Maryann noted that small cohorts can cause skewed results and also noted that cohorts under 3 cannot be reported on.

The Achievement method is changing for next year but as yet unknown how reporting to Board and parents will be done. The practices and reporting will need to be redeveloped.

The new curriculum will put a load on staff as there will be two lots of professional development at the same time.

Writing: Similar percentages to mid-year. All targets met. Structured literacy professional development has proven worthwhile with improvement shown in all students. Well supported by outside services.

Reading: Improvement in 'working towards' with extra monitoring. Targets met. All students have made significant progress.

Math: Targets achieved. All students have made significant progress, especially Year 5-8. PR1ME structured instruction well delivered across the school. Numicon Intervention, a learning program with hands on examples, seen as a worthwhile tool.

Policy Review

- Finance and Asset Management Policy
- Managing Income and Expenditure Policy
- Financial Conflict of Interest Policy

Board members reviewed above 3 policies, some discussion, then agreed all are OK.

- School Donations and Student Activity Payments Policy

Maree commented that she advises auditor that Expenditure is per policy. No change.

- Asset Management and Protection

Change to this policy:

The value of the asset cost on the Asset Register is reduced to \$500. Previously \$1000.

- Property Planning and Management

Maryann to contact school documents re cameras to be installed for after-hours security.

Will add to policy and review in February.

- Prevention of Bribery, Corruption, Fraud and Theft Policy

Reviewed, no change.

GENERAL BUSINESS

School camp and Beach Ed

All is organised for the school camp and beach education.

The school camp for years 3-8 will be for 1 night. Mrs Griffin will be looking after juniors.

There was general discussion around camps for next year. There is a 1 week camp planned for the cluster for next year (urban experiences for Years 5-8). Maryann is to ask staff whether they would also be interested in an away trip for the school.

Working Bee

The Working Bee for the hedge will be on Sat 30 November at 10am. Maree has arranged for Neil's help and a chipper.

Molly Farrell Donation

Suggestions were for a plaque to go on one of the building walls. Maryann to draft the wording.

Building Update

Quote for painting the 5 sheds was not covered by the building project.

R W Baker quote for the sheds was \$7600 including paint.

Southcoast Construction for the sheds was \$11,340 including paint.

Motion: That brown fence be re-stained or repainted.

Moved Maree. Passed

Motion: R W Baker quote for shed painting be accepted, with the addition of court paints plus \$500 for the fence.

Moved Merepaea, seconded Jackie. Passed.

Noted that the water blasting required before court repainting is the school's responsibility.

Christmas Drinks and Afternoon Tea

Set for Wednesday 11 December 2024 at 3:15pm at the school.

Board agreed to allow alcohol after school for this event.

Maree to organise food and drink.

Staffing

New cleaner Jackie Ward has been appointed and has started in the role.

No success yet with a teacher replacement. Not able to source applicant with suitable NZ curriculum

experience. Heather is available till end of year, and the position will be readvertised in the new year. Noted

that relievers are capped to level 6, with travel over certain distances paid. Travel comes from operating grant.

Insurance (School House)

There was an issue with renewing the AMI insurance in time to have continued cover.

Quotes were:

- AMI: \$2930.04 Excess \$750
- FMG: \$2507.95 Excess \$650

Motion: To accept the FMG quote, effective from tomorrow 29 November 2024.

Moved: Maree. Passed.

Budget

Budgeting for 2025 is difficult with unknown staffing.

New cost is for House of Science kits for students (\$700 per year).

Budget to be in by 13 Feb.

Appointment of Returning Officer

Maree to return Appointment of Returning Officer for 2025 for Triennial Elections.

Professional Growth and Mentoring

Flights and accommodation costs of \$1450 were paid from this year's Principal Wellbeing Fund.

Motion: To carry over the remainder of the fund (\$4550) to next year.

Moved: Maree. Passed.

School House Front Door

Waiting for a formal quote for an aluminum door to be emailed to Board for approval.

Approx. cost \$3500 plus installation.

Pools

Discussion re use of pool and fees associated with keys, particularly if for short term use.

Motion: Emma-Gene to distribute pool keys with discretion to adjust fees according to individual situations.

Moved; Maree. Passed

School Cleaning

A deep clean of the school, will be done during the holidays.

Attendance Data

Attendance data last term did not look good.

Ministry targets 90%, however any absence is excluded from attendance percentage

i.e. illness, justified, accepted but unjustified are all counted as absences.

Illness accounted for 37%, justified 15%, accepted but unjustified 15%

Unjustified was less than it used to be.

Administration:

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

In Committee: No

Tasks to be done

- **Maree** to action the BOT Visa card limit increase to \$2000.
- **Students** to do a thank you card to Owen at Hynds.
- **Maryann** to contact school documents re cameras to be installed for after-hours security.
- **Maryann** to ask staff whether they would be interested in an away trip for the school next year.
- **Maryann** to draft wording for a plaque for the Molly Farrell Donation.
- **Maree** to organise food and drink for Christmas afternoon tea.
- **Maree** to return Appointment of Returning Officer for 2025 for Triennial Elections.
- **Emma-Gene** to distribute pool keys with discretion to adjust fees according to individual situations.

Meeting Closed at: 9:40 pm

Next meeting: Monday 17 February 2025 at 7:00 pm at the school

MINUTES ARE TRUE AND CORRECT



(Chairperson)