

## Murrays Bay School Board of Trustees - Meeting Minutes

**Date:** 29 February 2019

**Time:** 7.00pm

**Location:** Boardroom

### 1. Administrative Matters

#### 1.1 Welcome and apologies

**Present:** Sarah Bridge, Hayden Iles, Susan Stevens, Michael Frith, Blair Olliff, Nina Stevenson, Brett Ingold

**In Attendance:** Paul Hoffman, Alice Andel, Amanda Casey

**Apologies:** Deb Buckle

1.2 Adoption of Agenda SB/BO

1.3 Confirmation of minutes SB/BO

1.4 Annual Schedule of Delegations

1.5 Delegation to the Chairperson and Principal to sign the final annual accounts on behalf of the BoT

1.6 Annual SUE Report Summary Approval SB/NS

SUE = Staff Usage and Expenditure report. This details payments for staff.

1.7 Declaration of Interests

None.

1.8 Correspondence

#### Inwards:

- Auckland Council Code of Compliance for the hall. This has been signed off. They are sending the certificate.
- Letter from BDO Auditors: board agree to have BDO as our auditors this year.
- Letter of request for leave from Janelle Underwood: approved SB/MF
- Letter of request for leave from Trish Best: approved SB/MF
- Letter of request for leave from Michelle Ward: approved SB/MF
- Pool shade request: commitment to having this put in place as soon as possible. School team to gather quotes for this.
- Out of zone application: due to the directive we have received from the Ministry of Education to not accept out of zone enrollments due to being at capacity, we decline these applications. Sarah Bridge to write a letter of response.

#### Outwards:

- Letter to Auckland Council re liquor licence for the Twilight Festival. Approved. SB/BI

1.9 General business

**Tomorrow's schools review:** Rangitoto College community letter tabled and discussed.

## **2. Strategic Goals and Self Review**

### **2.1 Confirm all staffing**

Taken as read.

### **2.2 Analysis of variance MOE reporting and priority learner update**

Taken as read. Thank you to Claire for the hard work that has gone into working with our priority learners over the last 12 months. These results are very encouraging.

### **2.3 Professional Development plan present to Board**

Taken as read. Thank you to Paul for the report.

### **2.4 Staff Induction programme to commence**

Taken as read.

### **2.5 Health & Safety procedures assurance**

Taken as read.

### **2.6 Confirm Self Review Schedule - School Docs (NAG 2)**

**SB/MF**

Approved

### **2.7 Set goals for Board Training**

### **2.8 Conflict of interest register**

### **2.9 Confirm cheque signatories and approve credit cards**

**SB/NS**

Hayden Iles to have Business Visa to the limit of \$5000 and online authorisation for banking online and cheque signatory.

Alice Andel to have authority to do online banking.

### **2.10 Charter/Strategic Plan to be approved**

### **2.11 Confirm cheque signatories**

**SB/BI**

Confirmed

### **2.13 Length of School Day/Year**

Taken as read.

### **2.14 Changes to Tomorrow's schools**

Discussed earlier in the meeting.

### **2.15 Roll-growth classrooms**

Meeting held with the Ministry of Education tomorrow morning. Sarah Bridge to attend with Hayden Iles.

## **2.16 School Facebook page**

Proposal to tighten security on the school Facebook page. Any comments would need to be approved by admin. Yes, we want to go ahead with this. Keep the page open (not a closed group) but require authorisation for comments.

## **2.17 Policy Review - Alcohol, drugs and other harmful substances**

Forward comments to Hayden prior to the end of term, otherwise taken as accepted.

## **2.18 Policy Review - Swimming pool**

Forward comments to Hayden prior to the end of term, otherwise taken as accepted.

## **2.19 Policy Review - Legislation and Administration**

Forward comments to Hayden prior to the end of term, otherwise taken as accepted.

## **2.20 BoT Election 2019**

Elections on the 7th of June. Decision to elect three new Board of Trustees members at the next election to make a total of five parent representatives. This is a reduction of one. **SB/NS**

## **3. Finance and Audit**

### **3.1 Finance Report**

#### **3.1.1 Term deposits**

Don't re-invest any term deposits at this stage.

#### **3.1.2 Finance Audit**

## **4. Personnel**

### **4.1 Student Numbers**

Taken as read.

### **4.2 Staffing**

Taken as read.

#### **4.2.1 Professional Development**

Taken as read.

### **4.3 Health and Safety**

Aotearoa pathway has been identified as our land and is currently a hazard. This needs to be addressed.

Memorandum of Understanding to be developed between our school and Murrays Bay Intermediate School around property upgrade and maintenance.

#### 4.4 Property

Taken as read.

Approval to mulch the playgrounds to a value of \$15,000

**SB/MF**

##### 4.4.1 Special Needs Property Modifications

Taken as read. Lift is likely to be provided in a new build two storey block (roll growth classrooms) with a bridge to the current two storey block.

##### 4.4.2 BOT/PTA Funded Property Projects

Shade structure outside Ruru block: awaiting consent.

Sensory room building: Sarah and Hayden meeting with Liz about this project next week.

Sunshades for playgrounds: project was completed over the summer holidays.

Shades outside of classrooms: not in good condition. Recommendation to investigate different options to replace these.

#### 4.5 Community Liaison / PTA

Taken as read. Thank you to Amanda for the report and all the hard work going on with the PTA.

### 6. Event Calendar

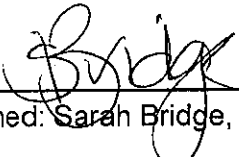
#### 6.1 Pending List / Administration Calendar

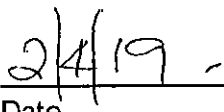
- Hayden to send 'Community Schools' Alliance' document to all board members.
- Wish list
- Shade canopy outside Ruru block
- Health and safety issue: walkway
- Policy review: alcohol, drugs and other harmful substances
- Policy review: swimming pool
- Policy review: Legislation and Administration

#### 6.2 Evaluation

**In compliance with the Government Official Information and Meetings Act 1987, Section 48, Schedule 2A, that the public be excluded from the meeting while we discuss personnel issues.**

**Moved we come out of committee - Meeting closed at 9:22pm**

  
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Signed: Sarah Bridge, Chairperson

  
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Date