



Maruia School Board of Trustees Agenda, Reports and Minutes Meeting Date: Thursday 4th April 2024

1. Administration

Meeting Opened: 7:35pm

Next Meeting: Thursday 23rd May 2024

Present:

Alex Wilson, Kim Hamilton, Kolbie Groom, Justine Kelly

Apologies:

Campbell Sanders and Vicki Thomson

Visitors:

N/A

Acceptance of Agenda:

Moved: Kim

Seconded: Justine

Acceptance of previous minutes:

Moved: Justine

Seconded: Kolbie

Conflicts of interest:

N/A

Casual vacancy of selected board member

Motion passed for Kolbie Groom to become a member of the Maruia School Board of Trustees

Moved: Kim

Seconded: Justine

Appoint the Presiding Member:

Moved: Alex

Seconded: Kim

Board roles and responsibilities:

- a. Campbell - Finance
- b. Justine - Health and safety
- c. Kolbie - Property
- d. Vicki - Staff Rep and Minute taker
- e. Kim - Student Achievement
- f. Alex - Principal

[Maruia School BoT Governance Framework 2024](#)

Review as needed.

2. Strategic Items:

Planning and Reporting

[Annual Implementation Plan](#) - copy provided.

Health Consultation

Week 1 of Term 2

Policy provided

3. Monitoring:

Student achievement data analysis

Beginning of Year Achievement Data - report attached.

Student attendance

Percentage of akōnga attending school regularly (attending more than 90%, an average of 9 days a fortnight) is unfortunately down to 50%. The MoE target is 70% for 2024. This is due to holidays during term time and illness. The expectation is that this will increase in Term 2.

Policy review

Documents/policies provided:

- Te Tiriti o Waitangi
- Board Responsibility
- Documentation and Self Review Policy

Draft Annual Audit

Emailed by Alex on 17th March

Kim to sign

Staffing notice:

How is Your Entitlement Calculated?

Entitlement staffing is derived from your school rolls for each year level using a formula. It gives the board a stable base from which to make long-term decisions. It drives the calculation of salary units, and middle management and senior management allowances. It is made up of three components: curriculum, management, and guidance staffing.

Further information is available at [Entitlement staffing - Education in New Zealand.](#)

Provisional: 1.3

Confirmed: 1.3

Staffing document provided.

4. Finance Report:

Finance Report

To be completed by Solutions & Services - no documents provided.

2024 Draft budget

Emailed by Alex on 14th March

Draft budget provided - approval needed.

The Board approves the 2024 budget as presented, with an operating surplus of \$4,321 and capital expenditure of \$8,000.

The projected working capital based on these budget plans is to increase to approximately \$110k at the end of 2024, despite substantial investment in teaching programmes and fixed assets.

Moved: Justine

Seconded: Kim

5. Property:

Carpet in Classrooms

The new carpet was installed - it looks great!

Maintenance:

Drinking fountain beside staffroom blocked and leaking - fixed

Risk Management:

(hazards identified and actions taken)

Dead branches from trees surrounding the field have been identified and removed.

Health and Safety and Property walk around with Justine, Kolbie and Dallas - when suits?

10am - 30th April 2024

School House:

Screws on roof to be completed before winter.

Kolbie to complete and will be compensated for his time.

Kim to get the screws.

Leaking toilet - Dallas to organise and be reimbursed for cost materials.

Fly screen doors coming loose - not glued.

Extractor fan for kitchen and bathroom - Emmet ALT Reefton Electrical - Alex to organise.

Emmet to look at oven.

6. Acknowledgements:

Justine - for her generous donation of a fruit tree and kowhai seeds to the school.

7. Principals Report

Tō Tātou Ako - Our Learning

- Teaching and learning programmes have been well established in both classrooms and are being reflected on and created with the merge in mind. This will ensure that expectations and routines are embedded and learning is meaningful now and in the future. Students are enjoying swapping teachers in the afternoons with many indicating they are receiving a more well-balanced curriculum (for example, more consistency in the delivery of the arts, PE and inquiry).
- School Camp on the 4th - 6th March was a huge success with all students having positive experiences but also meeting the intended outcomes by:
 - providing a safe space for students to develop and apply the key competencies of the NZC
 - fostering development of values and attitudes that are essential for lifelong learning
 - Providing an opportunity for students to challenge themselves and step out of their comfort zones, building self-confidence, resilience and a growth mindset.
- District Athletics was held on 11th March - 5 students participated with 2 students gaining entry to West Coast Athletics.
- Constable Paul visited on 18th March for the annual bus warden/bus safety lesson with the students.
- The first order from National Library Services to Schools has been delivered and is on display for students to read in Piwakawaka. This is the first of two deliveries this year.

Tō Tātou Iwi - Our People

- Our roll is currently sitting on 18 students with two students due to arrive at the beginning of Term 2.
- Dual enrolment with Te Kura (Correspondence School) has been established as part of an extension programme in Maths.
- Alex has engaged in banked staffing PD with Wayne Facer through Education Enterprises.
- Alex and Amber have engaged in or have professional development with Sandy through Solutions and Services. This has been/will be highly beneficial in supporting Alex with completing the budget and in giving Amber a sound understanding of finance.
- On the 13th and 14th March Theresa Neal visited (Learning Support Coordinator for TOSI Kāhui Ako) visited and has given practical advice and support to enhance teaching and learning at Maruia School. The timetable was reviewed for Term 2 and she is sourcing new resources in Mathematics and Structured Literacy for us and creating a visual timetable. Theresa has given advice on purchasing resources for Structured Literacy.

- 14th March was book character mufti day designed to ignite passion for books in our school.
- Scott Birmingham (MoE Education Advisor) visited Maruia School on 15th March to discuss Strategic Plan and attendance.
- Alex met with Bruce Warren (Mentor Principal T1, 2024) via zoom on 26th March.
- 28th March Daniel Wilson (MoE Leadership Advisor) felt warmly welcomed when he visited Maruia School. He has indicated he can act as a support for Vicki while she is acting as Principal.
- Feedback regarding the information afternoon/meeting with our current and future parents was successful in answering questions about the school merging to a one-classroom space was positive.
- Frances has attended the paid union meeting on Thursday 4th April - students were not sent home early, the release was covered in school to prevent disruption to whānau.

Tō Mātou Wahi - Our Place

- Trip to Marble Hill this coming Wednesday 10th April with Gemma Hunt (DOC) and Lauren Kelly (EnviroSchools) attending to support.
- Further decluttering of the office space/photocopying area was completed by Amber and Dallas. Furniture has been moved to Piwakawaka to continue to prepare the space for the merge.
- The Garden Club visited Maruia School for the annual potato competition dig up on 1st March.

15. Administration:

Community consultation regarding staffing
Completed on 28/03/24

Acting Principal

Vicki Thomson while Alex Wilson is on maternity leave.

Paula Sheldon should Vicki need to be off site for any reason such as professional development, EOTC or sick leave.

Paula Sheldon covers principal release while Vicki is stepping into the Acting Principal role. Paula has been given a casual vacancy contract.

Alex will continue to handle payroll and finance while on maternity leave as she can work up to 64 hours or less 'keeping in touch days' while on paternity leave, 28 days after the birth of her child.

Parental Leave advice from NZSTA:

Maternity leave letter provided

1. Notice to BoT from Alex

2. BoT has 21 days to approve and respond (approval template on NZSTA website) - **template adapted and saved in BoT folder**
3. Alex to complete application form and BoT to complete employers section - **Alex has completed application form on mriR**
4. BoT decides how to cover the absence - you do not have to advertise. - **completed and minuted below**
5. Generally, parental leave can be covered by a relieving employee on a fixed term employment agreement (NZTA has template letters using the principal resources - resource centre - recruitment - fixed term letters of offers and notices - choose appropriate letter, e.g. primary principals acting up (internal appointments) LoO - Acting Up Primary Principal covering parental leave template. - **this letter has been drafted on Kim's behalf and saved in BoT file - edit date only**
6. If it is an internal appointment, the relieving principal is covered by the Primary Teachers' Collective Agreement.
7. Alex has been advised by NZTA that conflict of interests are not relevant unless the BoT would like to declare such.
8. BoT can contact NZSTA if they need further clarification.
9. Links:
 - a. [Parental Leave](#)
 - b. [Fixed Term Letters of Offer and Notices](#)

Signing of previous minutes.

Preparation for next meeting:

Meeting Closed: 8:47pm