

# Minutes of Mokau School BOT Meeting 24 February 2025

**Opened:** Name: Maree Jones Time: 7:00 pm

**Karakia:** from Board members

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

**Absent:** Merepaea Rauputu, 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.  
Current Conflict of interests have been recorded in the Conflict of Interest notebook.

## Reports

### Principal Report

Roll – 25

**EOTC - Blanket consent forms** have been sent home for annual completion, and plans/permissions in place for coming events in March.

### **Upcoming Events:**

- Cluster Swimming Sports 3rd March 2025 Waitara Pools
- Waitomo Swimming Sports at Te Kuiti Pools 7th March 2025 - 6 swimmers from Ruma Tuakana
- Cluster Camp. The proposed camp will run from the 1st to the 5th of September 2025. The camp will be for year 5-8 students and be held in Wellington.

### **Teaching and Learning**

To improve our delivery of Science Education we have subscribed to the House of Science. We order and receive kits for 4 weeks.

Literacy - currently applying for MOE funded places for 3 staff beginning in Term 3 for professional development.

Mathematics - The MOE funded PR1ME maths resources have been delivered but we are still awaiting the physical resources from Numicon which have a predicted delivery date of Term 2.

Target Learners - Teaching staff are currently identifying target groups in order to support learners to meet curriculum expectations in relation to the new phases.

### **Attendance – Stepped Attendance Response (STAR) program**

Maryann drew attention to the changes in order to support the MOE priority of improving attendance.

We have again informed caregivers of the STEP attendance approach using the Ministry material. This was sent out at the end of last year and again with the newsletter at the start of the year.

The program focuses on absences apart from those for sickness or justified.

Other 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**

Building Project - We have sought to receive 5% of the MOE retention to pay the Progress payment to Southcoast construction rather than fund this from our operations grant and then waiting for reimbursement. Waiting to receive confirmation from MOE if this is allowable.

**Motion:** Finance Report taken as read.

Moved: Jackie, seconded Emma-Gene. Passed.

### **Budget**

Budget is looking to have approximately \$30,000 deficit.

Primarily due to:

- Change to wages, needing to pay living wage rather than employment agreement wage. Some back pay has already been paid.
- School lunches – less money now provided, however making changes and hope to pull this deficit back.
- Professional development and wellbeing of hard working staff. Big impact with Maths and Literacy curriculums changing at the same time.

**Motion:** To accept the Budget.

Moved: Maree. Board agreed. Passed.

### **Property Report**

Building Fire Drill evacuation on the 17<sup>th</sup> of February, due builders setting off the new alarm system inadvertently.

Wormald annual inspection deferred due to current incomplete state of building.

Estimated completion for building project is 2 weeks time.

### **Health and Safety Report**

Apart from the usual stubbed toes and grazes there were 3 head clashes in the month of February. Whilst none were serious, all caregivers were notified as per our policies and procedures.

### **Farm Report**

Trough repair is work in progress (David).

Stock numbers: 4 x 2year, 4 x 1year, 3 weaners.

Board thanks to Easton farm/whanau for finishing the 4 large stock.

### **Policy Review**

Not for discussion this month.

## **GENERAL BUSINESS**

### **Board elections - 2025 Triennial Elections**

Tentatively set for Wed 10 September 2025.

Decided not to go with SchoolEd returning officer.

### **Delegation of Duties**

### **Mokau School delegations retained by the Principal**

#### **2<sup>nd</sup> Item**

Delegated Authority "Competency procedures in relation to teaching staff in accordance with Primary Teachers Collective Agreement." Change to include "Fixed Term non-teaching staff".

#### **3<sup>rd</sup> Item**

Personnel Change "Principal/1 Board Member for support" to "Principal/1 Board Member"

Delegated Authority - add "permanent" to "Teaching/Staff".

**New Items (2):**

Personnel: Principal

Delegated Authority: Payroll: to administer payroll (with exception of Principals salary). Increments will be in accordance with the collective agreement.

Term of delegation: Ongoing

Personnel: Principal and 1 Board Member

Delegated Authority: Appointments and Resignations will be reported to the next Board meeting.

Term of delegation: Ongoing

**Mokau School delegations retained by the Board – no changes**

**Motion:** Delegation of Duties document with changes applied to be accepted.

Moved: Maree. Passed.

**Board Work Plan**

Work plan was distributed and discussed.

**NELP** is being replaced by National Education Priorities.

Policy review not required for this meeting.

Priorities for the year are Literacy and Numeracy.

Dates for 2025 meetings were set.

Plan to have a community event/BBQ when school building project is complete, with blessing, etc.

**Molly Farrell Donation**

Suggestions for plaque wording to be brought to next board meeting.

**Staffing**

As per principal report.

Teachers:

- Full time teacher in Ruma Tuakana.
- 0.8 FTTE teacher in Ruma Teina, interim while position being advertised (close March 10<sup>th</sup>).
- 0.2 FTTE Classroom Release Time cover
- Principal 0.2 FTTE Ruma Teina (Fridays) and 0.2 FTT 3.5 hours per day Structured Literacy Intervention Support.

Support Staff:

- Permanent Teacher Aide 3.5 hours per day.
- Ka ora Ka ako cook – 3 hours per day
- Office Admin – 4 hours per day, plus .5 hours per day speech language students
- Permanent Teacher Aide Swimming (Term 1 and 4) – 2 hours per day
- Kapa Haka – 2 hours per week
- Cleaner
- Contract lawnmowing, minor repairs/maintenance and playground checks

**Board Resignation**

Adam Black has tendered his resignation and it has been accepted.

Maree is to check whether he needs to be replaced and possibility of co-opting until elections.

**Discretionary leave**

Discretionary leave for the Cleaner for end of March has been approved by the board.

**School House**

Front door currently being ordered.

Chimney, dishwasher, back door handle also need attention. David to organise.

### Swimming Pool

Board thanks to Emma-Gene for pool key administration and distribution.

### Device Update Required

Due to an MOE upgrade, WIFI devices need upgrading. Interim upgrade using QR code will last for a month.

### Meeting Dates for 2025 (Meeting start time 7pm until notified)

March	17 <sup>th</sup>
April	-----
May	26 <sup>th</sup>
June	23 <sup>rd</sup>
July	28 <sup>th</sup>
August	25 <sup>th</sup>
Sept	-----
Oct	13 <sup>th</sup>
Nov	10 <sup>th</sup>
Dec	15 <sup>th</sup>

### Administration:

- Confirmation of November 2024 Minutes.  
Noted that the Credit card increase did not occur, as already permission to go to \$1000 and much paperwork required to increase to \$2000. As there is an option to preload will trial the \$1000 limit.  
Moved: Maree.
- Paperwork to sign – Done
- Correspondence – Board Resignation

**In Committee:** No

### Tasks to be done

- **Maryann/Jackie** – update Delegation of Duties document
- **All** - bring wording suggestions for a plaque for the Molly Farrell Donation to next meeting.
- **All** – WIFI device upgrades
- **Maree** - check process for Board Member resignation.
- **David** -organise the addressing of school house issues.

**Meeting Closed at:** 9:10 pm

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

**MINUTES ARE TRUE AND CORRECT**



(Chairperson)