

Mt Cook School
Board of Trustees
MINUTES

6 December 2022
7:00pm

Started with karakia.

Welcome everyone, last Board meeting for the year.

IN ATTENDANCE

Jo Hendy, Orla Carmody, Adrienne McAllister, Kate Ashby, Michelle Pawson, Stephanie Etuata-Taylor, Briar Hohua.

APOLOGIES

Orepa Fiaalii, Batool Arif, Thangavel Paramasivan.

CONFIRMATION OF MINUTES

The minutes were passed as a true and correct record of the meeting.

- Financial Reports for July & August 2022 – tabled & accepted by the Board.

Kate/Orla
CARRIED

MATTERS ARISING FROM PREVIOUS MINUTES

- Strategic Plan:
 - Working hard on the Strategic Plan for 2023 alongside Kate, Marije & Sandy. Adrienne has spent 2 terms going back into history. Send hard-copy to Board members to look at for any feedback. 3 weeks to get any feedback to Adrienne.
 - *Completed.*
 - *Lots of feedback from our Board members.*
 - *Thank you everyone.*

Jo, seconded by Adrienne, moved the Matters Arising From Previous Minutes be accepted.

Jo/Adrienne
CARRIED



FINANCIAL REPORT

See report.

- September & October 2022 Financial Reports - tabled
- Tracking consistently.
- A little bit low on the learning across the board but it seems to have picked up.
- The Term Deposits roll over when they mature.
- Reports – anything that stands out
 - Not budgeted items:
 - Code 2920 Loss on Disposal of Property, Plant and Equipment – this was for the cutting of all the trees as a safety issue.
 - Code 3480 Higher Duties – this was for part of Adrienne’s salary as Liam was still here. This happened at the end of last year, beginning of this year.
 - Code 1145 Principal’s Wellbeing – newbie, didn’t know we were going to get this.
 - Code 1541 Appointment Expenses – this was used to employ Adrienne.

Michelle, seconded by Orla move that the Financial Reports be accepted.

Michelle/Orla
CARRIED

- Visa Statement: 27 Aug to 26 Sept 2022
 - Avis NZ Akld 486.83
 - NZPF Conference 172.50
 - Autism NZ 175.00
 - Zoom.Us 25.48
 - Offshore Service Margins 0.54

Avis – hired a car in Nelson (did it online – charged to Auckland) was part of PLD for Kate, Marije & Adrienne. Invaluable time. Try and do it every year as we still have some of the Principals Wellbeing 12k left over.

The visa statement has been sighted and approved by the Board.

Michelle, seconded by Orla move that the Visa Statement be accepted.

Michelle/Orla
CARRIED

- Visa Statement: 27 Sept to 26 Oct 2022
 - Museum of NZ 83.70
 - Zoom.Us 26.67
 - Offshore Service Margins 0.56

The visa statement has been sighted and approved by the Board.

Orla, seconded by Kate move that the Visa Statement be accepted.

Orla/Kate
CARRIED

PRINCIPALS REPORT

- *See report.*
- Thank you for all your contributions to the Strategic Plan.
- Snap shots were really very cool about the kids.
- The new staff that are starting in 2023 are very excited. Their bios are at the bottom of the report. Most of them are coming in next week to visit us. Very exciting. Lovely bunch of people.
 - Linda comes from Newtown School – was a team leader there.
 - Harry is a beginning teacher.
 - Myah is a beginning teacher, did her placement here with Eden. Multi-talented – dancer, photographer. A lovely asset to the team. Myah will be in Mako Class and teach Y2.
 - Sarah was at Newtown School but come from Clyde Quay School.
 - Maddie is a beginning teacher - very quiet, gentle, passionate and excited about teaching. Really lovely. Maddie will be teaching in Kereru Class, supported by Shona and Kate. Shona and Kate are also going to work closely with Myah who will be in Mako Class.
 - Yue will be in Kiwi Class and teach Y2 & 3.
 - Lisa will be in Katipo Class and teach Y3 & 4.
 - Sarah will be in Takahe Class and teach Y3 & 4.
 - Silvia will be in Kakapo Class and teach Y6 & 7.
 - Gina will be in Tuatara Class and teach Y5 & 6.
 - Sam will be in Manaia Class and teach Y5 & 6.
 - Linda will be in Kowhai Class and teach Y7 & 8.

- Harry will be in Harakeke Class and teach Y7 & 8.
 - This will release Kate and Marije to do our roll growth room and they will be supporting all sorts of fun stuff in our school. So, we want to bring back lots of leadership opportunities, peer mediation and all sorts of stuff like that. And they'll be able to help us run with that. Really exciting.
 - Yay what a lovely team.
- Property – new admin block has been moved slightly to March instead of January 2023. Prices are escalating so Adrienne is working with the Ministry and our new Property Manager about what can get taken off the 10YPP so there is a bit more money. We'll work with that.
 - Playground grants – Elizabeth is on to it. She has applied for all the grants and now we are just waiting to hear back. Applied for 160k worth of funding. Was really easy for us as we only had to do minimal stuff - wasn't heaps of work for us. Payment to Elizabeth is dependent on us being successful with the applications. Our ideal amount would be 200k but we have the minimal plan. Would love to get rid of the lift-up and make the playground all flat but that would cost at least another 40k. So it is just a wait and see if we get the grants and if we do, trying to drum up the shortfall.

Michelle, seconded by Stephanie moved that the Principal's Report be accepted.

Michelle/Stephanie
CARRIED

GENERAL BUSINESS

- Simon Depree – Senior Tech teacher, would like to take Term 2 2023 off, he has been given the opportunity to go boating around Scotland with his brother. This will be leave without pay. Simon will find a reliever to cover him. He will show them all the programme and we will get one of the other Tech teachers go up to his responsibility and that will give them an opportunity to have a go at it.

Michelle, seconded by Jo moved that Simon's leave be accepted.

Michelle/Jo
CARRIED

- Budget 2023:
 - *See budget.*
 - Significant change would be our Support Staff. We spent almost 200k this year because we had the high numbers and only running 8 classes so next year we'll have 10 classes so we have cut back on teacher aide support. To balance the budget and is around needs. So it's our newest people who are fixed-term that won't be returning, purely because we don't have the funds and we are hoping that with lower classes we will not need that support anymore. We will apply for added teacher aide support if needed.
 - Re-jigged the budget so it's more understandable and clearer. Especially for Tech stuff so we can see where it's going.
 - Staffing surplus – we've been running the school understaffed by 2 teachers purely because we could not get staff. Luckily this year when we advertised for next year we had 68 applicants.
 - The actuals and variances would be good to see – the ups and downs, be easier to see what the trend is. The financial reports have these.

Orla, seconded by Michelle move that the Budget for 2023 be accepted.

Orla/Michelle
CARRIED

- Policy Review
 - Alcohol/Drugs and other Harmful Substances and School Swimming Pool/Swimming Off Site.
 - No feedback, all looks generic.
 - Michelle is interested in the matrix and asked if we could speed it up so we could do them quicker. Kate said that the schedule is set by School Docs the site that we do it through, they set that schedule so we can't speed it up.
 - Both policies reviewed, there is no changes.
- NAG 1 Curriculum Delivery data for Refugee & Migrant tamariki – the Ministry don't have a tracker on who comes in as refugee children over the time that they are educated in New Zealand so we had to go back and work out who were our refugee children. Migrant children is a lot easier. But we can do it as we only have a few refugee children, 6. We will add that into our data because we have made them a group now. We are also linking in with the Ministry Refugee and Migrant Adviser who will come in early next year.

- Letter of support to Batool for ChangeMakers for funding towards the top field. Adrienne will chase this up.

Adrienne/ACTION

- Term Deposits:
 - They just roll over.
 - One has just rolled over but when the next one comes up we could keep it in for longer for a higher interest rate.
 - Although if we've got escalating building costs we may want to have more flexibility than fixing them for too long in case we need to access that.
 - A good point, as we are not quite sure where we are going to land with the escalating building costs where we can have a contingency out of them. Because the buildings being shifted this year there is some stuff that is being budgeted for next year like furnishings for the finished building. At least we could have 1 that is accessible and not fixed for too long.
 - TD 0072 finishes end of Jan, maybe we want to roll that over, transfer it over to the savings account so there is something to work with. There is also another TD ending Dec 27th. We could do the next one that comes up for 3 months.
 - TD's - 2 are on 3 months and 1 is on 6 months. The timeframe makes sense that's why we've got fluctuating costs.
 - We could also put in the end of this budget (so when this budget is finished/wiped out) we could put that into TD 0053 because we have 40k just on furniture that hasn't been spent at all that will go into that. That's more than enough. It has been tagged for furniture.
 - One of the TD's can be tagged as the Contingency for Building costs and put the extra into it and the other 2 could be put on longer terms – get a better deal.
 - We have already allocated 70k towards the building – we have actually spent a lot on the building already. We do want it either to come from this budget, the money that hasn't been spent this year and leave the TD's. Because some of those TD's were originally earmarked from when we had galas and the intention for that money was to be used towards the new playground, would be nice to keep to that.

BOARD NOTIFICATIONS

- None.

MEETING CLOSED: 7:55pm



*Mana Tamariki - Auahatanga -
Manaakitanga - Waewae Kai Kapua*

Closing Karakia.

Signed

Presiding Member

Date 21.02.2023