



# TE KURA TAKIWA O MANGAKAHIA

## MANGAKAHIA AREA SCHOOL

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### Agenda for the Public Board Meeting of the Mangakahia Board of Trustees

<b>Date and time of meeting</b>	Wednesday 25th September 2024, 5pm
<b>Time meeting started</b>	5.18pm
<b>Board members present</b>	Rachel Clothier-Simmonds, David Tribble, Ric Drake, Rochelle Pou
<b>Apologies</b>	Christine Marsh, Arihia Marsh
<b>Other attendees</b>	
<b>Absent</b>	
<b>Minutes secretary for meeting</b>	Kylie Deans

#### Agenda

<p style="text-align: center;"><b>Karakia Timatanga</b> Ka hikitia! Ka hikitia! Hiki, hikitia! Whakarewa ki runga rawa Herea kia kore e hoki whakamuri mai Poua atu te pūmanawa Māori He mana tikanga Me te uri o māia Poipoia ngā mokopuna Ngā rangatira mo āpōpō Ka tihei! Tihei mauriora!</p>		
<b>Item number</b>	<b>Topic</b>	<b>Discussion Decision/vote/actions</b>

1.	<b>14th August 2024 Board of Trustees minutes</b>	
<p><b>MOTION:</b> “That the minutes of the last general meeting of the Mangakahia Area School Board of Trustees, held on 14th August 2024, be adopted and signed as a true and correct record.”</p> <p><b>Moved:</b> Ric Drake                      <b>Seconded:</b> Rochelle Pou All in favour</p>		
2.	<b>Matters arising from the previous meeting</b>	
Nil		
3.	<b>Board task list</b>	Discuss board member tasks/responsibilities.
<p>Water System updates</p> <ul style="list-style-type: none"> <li>- Ric has engaged a consultant based in KeriKeri, who Kate from Avail recommended. We are waiting for the report.</li> </ul> <p>Board Assurance Statement</p> <ul style="list-style-type: none"> <li>- Rachel advised we are working on School Docs for policies and procedures compliance.</li> <li>- Student achievement data - school to present to board when and why we are doing tests and strategies in place regarding results.</li> </ul>		
4.	<b>Principal's report - stored on the Board drive</b>	
<p><b>MOTION:</b> “That the Mangakahia Area School Board of Trustees approve the principal’s report for September, 2024.”</p> <p><b>Moved:</b> Ric Drake                      <b>Seconded:</b> David Tribble All in favour</p>		
5.	<b>Matters arising from Principal's report</b>	
<p><b>MOTION:</b> “That the Mangakahia Area School Board of Trustees approve the disposal of all records which are not required to be retained according to the MOE’s School Records and Retentions’ disposal guidelines”.</p> <p><b>Moved:</b> Rochelle Pou                      <b>Seconded:</b> Ric Drake All in favour</p> <p>Rachel provided updates on the Caretaker role - interviews have taken place and a decision has been made. We are ready to make an offer, upon acceptance of the offer all will be notified.</p> <p>Discussed staffing and 2025 vacancies advertised for Science and English positions.</p> <p>Discussed curriculum and timetabling changes for Term 4.</p>		

Discussed property

- 10YPP - specialist reports are underway.
- We are aiming for Senior block and Gym projects to start mid November.
- Playground review/audit to be scheduled.

Pool is on schedule to be up and running next term

ERO Discussion

Upcoming NZQA visit discussion

Discussed Archive schedule and disposal of records that are not required to be kept.

**6. Finance Report and discussion**

**MOTION:** "That the Mangakahia Area School Board of Trustees approve the finance report for July and August as prepared by Education Services.

**Moved:** Rachel Clothier-Simmonds                      **Seconded:** Rochelle Pou  
All in favour

Discussed current contract with Programmed Property Services for the exterior painting and maintenance of the buildings, and possibility of a year's credit due to covid. Contract is up for renewal, we can also look at alternatives.

**7. Other business**

**MOTION:** "That the Mangakahia Area School Board of Trustees approve the MOE Donation scheme for the 2025 year."

**Moved:** Ric Drake                      **Seconded:** David Tribble  
All in favour

**8. Moving into Non-Public business**

**MOTION:** "That the public be excluded from the following parts of the proceedings of this meeting. The grounds for this are that the matter is confidential and this will protect the privacy of the individuals in the school community. The motion is proposed to comply with Section 48 of the Local Government Official Information and Meeting Act 1987."

**Moved:** Ric Drake                      **Seconded:** David Tribble  
All in favour

**Time meeting finished:** 6.08pm

**Signatures:**

*R Clothier-Simmonds*      *D Tribble*      30/10/24