

Murrays Bay Primary School Board - Meeting Minutes

Date: 6 November 2024

Time: 7pm

Location: Staff room

1. Welcome and apologies

Present: Hayden Iles, David Kay, Brett Ingold, Aimee Fannin, Shaun French, Jodi Field

Apologies: Sheree Lacy-Geohring, Sharon Garner

In Attendance: Junaid Khan (first 30 minutes of the meeting), Paul Hoffman, Alice Andel

1.5 Action points to follow-up

2. Late Business

- Letter from Jessica Young re fundraising for Year 5 2025 camp
- Opening ceremony for new building: penciling this into the diary for 2-3pm on Monday 2 December. Back up date is Monday 9th of December. We are looking at having this as a community event, including:
 - Time capsule
 - Return the dirt
 - Have a plaque made
 - Walk through the building
 - Sausage sizzle

3. Minutes from the previous meeting

***Note:** please put the minutes onto the school website after each meeting after they have been signed and approved.

Approved: BI / JF

4. NAGs 1-6 (General Business)

Presentation from Education Services - Junaid Khan

Junaid Khan from Education Services presented our first finance report and explained the layout. Feedback from the board was given and Junaid is going to make some tweaks to what is presented monthly.

December board meeting

Scheduled for 11 December. Ilse will send out an email to try to find a meeting time, preferably during the day.

Website Upgrade

The Board approves the following for the school website upgrade with Jade Creative

- Website design and development one off cost \$8,000 + GST
- Ongoing cost monthly managed web services of \$120 + GST per month

Approved: DK / SF

4.1 NAG 1 Curriculum

Thank you for the report. Highlights include:

- So far this term we have had multiple trips for different year groups, including to Auckland Stardome, MOTAT and Howick Historic Village.
- Eleven teachers have attended a three day Structured Literacy course run by Liz Kane Literacy.

4.2 NAG 2 Strategic Planning

- The MoE has offered a choice of four maths programmes to support the implementation of the new Mathematics Curriculum. We have done extensive research and consulted with the wider Kahui Ako, and decided to order the Oxford Mathematics and Statistics for Aotearoa New Zealand.

4.3 NAG 3 Personnel

- Our Term 4 roll-growth class started at the beginning of the term.
- Our classrooms are fully staffed to start the 2025 school year.
- Our part-time teacher plan for 2025 has progressed well and contracts are beginning to be offered to part-time teachers.

4.4 NAG 4 Finance

Thank you to Junaid Khan for the presentation on behalf of Education Services.

4.4.1 Finance Report

- Finance report received from Education Services.
- Please can we add graphs showing Pupil Services and Donations to the monthly reports.

4.5 NAG 4 Property

- Thank you to Paul for the report.
- We are still waiting for news on when the boom may be able to be fitted at the bottom on the driveway.
- The library is looking amazing! Thank you to the team for all the hard work that has gone into developing this space.

4.6 NAG 5 Health, Safety and Wellbeing

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4.7 NAG 6 Legislative Requirements

4.7.1 Board Assurance

- Managing Income and Expenditure
- Gifts

4.7.2 Policies for Review

Managing income and expenditure
Financial conflicts of interest
Asset Management and Protection

No feedback reported

4.7.3 Student Numbers

Taken as read

4.7.5 PTA Report

Taken as read

5. Correspondence Inwards

- Stephanie Sinclair resignation
- Judy Humphries resignation
- Michelle Selby maternity leave request extension - Approved AF / DK
- Year 4 Camp 2025 request - Approved JF /DK
- Year 5 Camp 2025 request - Approved BI / JF
- Year 6 Camp 2025 request - Approved SF / DK
- Lauren Hare learning leader position on hold for 2025
- MOE email - Property inquiry
- NZEI formal notification of paid union meetings
- Letter from Auditor General
- Collective Bargaining

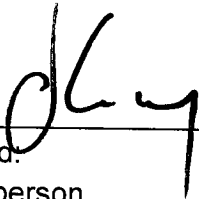
Correspondence Outwards

- None

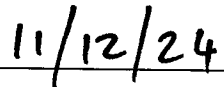
Evaluation

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

Meeting closed at 8:47pm



Signed:
Chairperson



Date