

**MATAKANA SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING ON MONDAY 11 SEPTEMBER AT 6.30 PM**

PRESENT: Scott Allen, Ellen Edwards, David Whyman, Sarah Martin, Alastair McAuley, Rebecca Dykes, Wendy Chittenden, Jenny Blythen.

Staff have voted for Wendy to stand in as Staff Representative during Ellen's maternity leave.

APOLOGIES: Darrel Goosen

DECLARATIONS: Nil

THE ARTS – SHORT REVIEW:

This report from Janet Goosen highlighted the 2023 planned activities and learning experiences carried out and the initial planning for 2024.

MID YEAR ASSESSMENT REPORT:

This report from Wendy and Ellen that detailed the results of student achievement and the focus for the priority learners was discussed.

The Board thanked staff for the reports.

SCHOOL RECLADDING PROGRESS:

Scott reported:

- Contractors are on track to complete the senior block by 27 September.
- Moving company will move the furniture etc back into these classrooms ready for teachers to set up.
- Scaffolding will be put up for work to start on the middle school block next term. (During this work, the school pool will still be accessible for student use).
- MOE plan to reroof classrooms that require new roofs as a separate project. The Castle roof is to be renewed over the Christmas holiday period. The Board would like to get another quote for this.

Heating the school pool:

The solar panels that heat the school pool may suffer damage while the remedial work is being undertaken. The Board discussed installing a heating unit for the pool and will ask Damian to get quotes for this.

PRINCIPAL'S REPORT (including FINANCE / SPONSORSHIP & PROPERTY):

Personnel

Claire and Wendy will share Ellen's role when she is on maternity leave. Wendy will cover Years 1-3 areas of responsibilities and Claire will cover Years 4-6 areas of responsibilities. If necessary, Wendy will deputise for the Principal.

Finance

There is a healthy working capital balance.

Staffing/Rolls

Projected staffing for 2024 will be available from MOE soon.

There is likely to be a limited number of out-of-zone enrolments for Year 1/Year 0 students next year.

Moved that the Principal's, Finance, and Sponsorship Reports are approved

Moved: Ellen / Seconded: Scott

All in favour

BOT GOVERNANCE GUIDE:

Alastair raised some key points of the Board's role e.g. understanding governance and management, their role as employer managing issues including health and safety and board processes etc from the NZSTA Guide on Board Governance. These were discussed and the Board will review and follow these procedures.

MINUTES:

Minutes of the previous meeting were approved by email on 30 August.

Moved: / Seconded: Scott

All in favour

CORRESPONDENCE: Nil

Meeting closed at 7.30pm.