

**MATAKANA SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING ON MONDAY 19 SEPTEMBER 2022 AT 6.30 PM**

PRESENT: Darrel Goosen, Scott Allen, David Whyman, Rebecca Dykes, Ellen Edwards, Sarah Martin, Alastair McAuley, Maryann Steel, Neil Hatfull, Jenny Blythen.

APOLOGIES: Nil

DECLARATIONS: Nil

NEW BOARD MEMBERS:

Scott welcomed and thanked the new Board members for accepting selection to the Board.

- Moved the selection of Sarah Martin and Alastair McAuley as trustees is ratified.
Moved: Scott / Seconded: David
All in favour

PORTFOLIOS / GOVERNANCE TRAINING:

Board members introduced themselves.

The following portfolios were decided:

- Property: David
- Events/Sponsorship: Rebecca
- Policy: Sarah
- Treasurer: Alastair

Scott explained that there will be governance training available and Mac Stevenson (Darrel's mentor/appraiser) will attend a meeting to explain the role of the Board.

HEALTH & P.E. SURVEY REPORT:

Neil spoke on the Health & P.E. survey results and the sports teacher's lessons. The report was discussed and Neil answered questions from the Board.

WELLBEING REPORT:

Neil highlighted points in the report that ensure the wellbeing of students and explained the leadership roles and the curriculum initiatives that students gain confidence from.

The Board thanked Neil for the reports.

2022 MID YEAR STUDENT PROGRESS REPORT:

Maryann explained the achievement results, successes and celebrations for all students and the focus on priority learners for Reading, Writing and Mathematics.

Ellen and Maryann explained the Prime Maths programme that students are taught.

PROPERTY – BUILDING IMPROVEMENT PROGRAMME:

Keith Tickner reported (via Zoom):

- Tender documents went out to four contractors and there have been responses from all four. Keith has passed on the details of these to Darrel, Scott and David to review and when this has been done, Keith will make a recommendation of the preferred contractor.
- Keith has been working with the Ministry of Education and Council to resolve the issues regarding signing the building consent documents required by Council and this has now been done, so consent should be given soon.

PRINCIPAL'S REPORT (including FINANCE / PROPERTY):

Curriculum

The last month had been busy with many different activities and events as outlined in the report.

Mahurangi Kāhui Ako – Ngāti Manuhiri Cultural Induction Workshop

This will now be held on Wednesday 28 September – Board members invited to attend.

In Zone Statutory Declaration

The implementation of this was discussed and the Board agreed to include this in the enrolment packs.

- Sarah is to draft a suitable document for consideration.

Finance

The report was discussed.

The percentage paid of school donations was also discussed.

- The Board approved a reminder letter to go out to all parents/caregivers outlining how donations go towards the needs of the school.

Sponsorship / Grants / Donations / Events / Sponsorship

Rebecca reported on a meeting with Kim.

- The Christmas Event is to be a community occasion with space being hired out to stall holders and maybe mobile food trucks.
- Move and Groove – there will be food stalls for this event.
- Golf Day – ticket sales underway.

Property

Darrel explained the Ministry of Education funded projects under 5Y Agreement / 10Y Property Plan and the Building Improvement Project, which were discussed.

Ministerial School Visit

Darrel reported on the visit from the Labour List MP and Associate Minister of Education.

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

Moved: Darrel / Seconded: Scott

All in favour

MINUTES:

Minutes of the previous meeting were approved by email on 19 August.

Moved: Darrel / Seconded: Scott

All in favour

CORRESPONDENCE:

Meeting closed at 9.15 pm.

Next Meeting: Monday 31 October at 6.30 pm.

The Board then went in-committee.

| Actions required | Responsible |
|-------------------------------|--------------------|
| In Zone Statutory Declaration | Sarah / Darrel |
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