

**MATAKANA SCHOOL BOARD OF TRUSTEES
MINUTES OF ONLINE ZOOM MEETING ON MONDAY 21 FEBRUARY 2022 AT 6.00 PM**

PRESENT: Liz Molloy, Darrel Goosen, Mike Sutherland, Scott Allen, Hamish Barton, Wendy Chittenden, Maryann Steel, Ellen Edwards, Jenny Blythen.

APOLOGIES: Alex Davids

DECLARATIONS: Nil

PRESIDING MEMBER (BOARD CHAIR) CONFIRMATION IN ELECTION YEAR:

Board confirmed Liz Molloy as Board Chair for the remainder of this Board's term.

BOT MEMBER PORTFOLIO CONFIRMATIONS (FINANCE/SPONSORSHIP):

These roles were discussed.

- Moved that Wendy be appointed to the Finance Committee for the remainder of this Board's term.

Moved: Liz / Seconded: Scott

All in favour

As sponsorship structures are in place for this year, Kim Scott will be able to maintain things as they currently stand without a designated Board member until the end of this Board's term.

2021 ASSESSMENT REPORT/TARGET ANALYSIS & TARGETS FOR 2022:

Maryann explained the details in these reports and Maryann and Wendy answered questions from the Board.

Teacher Aide hours to boost at risk students for Term 2 & 3 to be considered.

- Wendy is to put together a recommendation and costings to present at the next meeting.

The Board thanked Maryann for the report.

2022 CHARTER & STRATEGIC PLAN RATIFICATION:

This document, as presented to the Board at the end of 2021, is due into the MOE by 1 March. It was discussed and Darrel clarified some of the details in it.

- Moved that the 2022 Charter & Strategic Plan, as presented, is approved.

Moved: Scott / Seconded: Liz

All in favour

PRINCIPAL'S REPORT (including COVID-19 / FINANCE / SPONSORSHIP / PROPERTY):

TOSSI (Tāwharanui Open Sanctuary Society)

TOSSI's visit with their education trailer was enjoyed by all the students who attended.

Personnel

2022 Staffing discussed.

Professional Development

Staff conference (26-27 January) and Teacher Only Day (28 January) went well.

EpiPen PD

A refresher training was presented to all staff on Teacher Only Day, 14 February.

Garden to Table Training

The Regional Coordinator is holding an information session and using our school to host this.

Finance

Finance Committee meet on 16 February.

- Auditor Terms of Engagement letter tabled the meeting was ratified by the Board
- Liz is to sign this letter and a copy will be emailed to the Auditors.

Sponsorship & Donations

These were discussed

- An email is to go to parents/caregivers with information about how school donations are spent etc. will go out soon.

Court fence billboard enquiry

Darrel explained that at the moment we do not have consent to put up billboards on the court fence.

- Mike is to make enquiries to see if the school can be given consent from the council to be able to do this.

Property

A new MOE Property Advisor has been appointed.

- Building Improvement Programme moving ahead as per schedule.
- Other projects discussed.

Pool

The automatic chlorinator system for the pool needs to be replaced. A quote from SWIMART of \$5353.04 plus GST was discussed.

- Moved that quote from SWIMART of \$5353.04 plus GST is approved.

Moved: Liz / Seconded: Mike

All in favour

It was decided that funds raised from the Fun Run will go towards the cost of this.

Wind Storm Damage

The damage to Block 12 caused by a fallen tree will be covered by MOE insurance.

Thanks to Glen Campbell for removing the tree and repairing the fence.

Other

Thanks to Caretaker, Pat Henchie for taking care of the property over the school holidays.

School Continuity Plan 2022

Darrel explained the phases and procedures.

Roll Numbers

These were discussed.

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

Moved: Darrel / Seconded: Hamish

All in favour

EVENTS / FUNDRAISING UPDATE:

Liz reported on events/fundraising planned:

- School Fun Run 1 April / Year 6 Colour Run to be considered again this year
- Lego Users Group 29 May
- Model Boat Show – date to be decided
- Auction Evening being held at end of Term 3 this year is to be considered
- Move & Groove in Term 4

Requests for Sponsorship to go on the Tech Room signs – Kim is to liaise with Liz and Alex about this.

WELLBEING UPDATE:

Hamish reported that having students back at school is great for families. Camps and other activities that school provides helps with the students' wellbeing.

Wendy reported that the teachers are coping with the current situation and a 'wellbeing buddy system' has been set up which is working well.

Darrel reported that the counselling for students that the Board is subsidising is helping.

Liz reported that the communication from the school to parents/caregivers is really helpful and much appreciated.

KĀHUI AKO UPDATE:

Darrel reported that the Principals have met twice at school so far this year, which is a very positive start.

Across School Leaders will meet this week.

Connecting with the local Iwi is going very well.

MINUTES:

Minutes of the previous meeting were approved by email on 2 December 2021.

Moved: Wendy / Seconded: Cate

All in favour

CORRESPONDENCE:

One Day School approval request

- Liz is to respond that this is a school management matter

PTA Facebook Page

The Board Chair confirmed that she would sort out the ownership/control of this with the current PTA members.

Board Newsletter

A newsletter from the Board to Parents/Caregiver was discussed.

Meeting closed at 8.00 pm.

Next Meeting: Monday 28 March at 6.00 pm