

**MATAKANA SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING ON MONDAY 26 FEBRUARY 2024 AT 6.30 PM**

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

APOLOGIES: Nil

DECLARATIONS: Nil

PRESIDING MEMBER (BOARD CHAIR) CONFIRMATION:

- Alastair was confirmed as Board Chair.

BOARD TASK CHECKLIST TERM 1 NZSTA:

Alastair spoke on the tasks for the first meeting of the year and these were discussed.

- There are no changes to be made to the Board's conflict of interest register.

2023 BOT SCHOOL REVIEW AND WORK PLAN:

Darrel spoke on this working document which includes the BOT meeting dates for the year.

ASTLEY PROPERTY PROJECT / R3 REBUILD / 5YA PROPERTY REPORT:

Scott reported:

- Room 3 rebuild to commence once the Astley contractors have finished.
- Shade Canopy – there is a modification still to be done on this.
- Hall Stairs replacement – awaiting confirmation from MOE.
- Heat Pumps Block 9 – awaiting confirmation from MOE.

Keith reported via Zoom:

- Astley predicting they will be finished by Friday (1 March) / Keith is coming on Thursday (29 February) to check on their progress.
- Keith explained work on a steel frame that is still not completed that is required for Council approval. This was discussed and this work will take place when it suits the school, to meet Council requirements.
- Disputes - MOE are happy with Keith's handling of these so far. There may be further disputes raised from Astley re time extension / total cost of project.

Payment of Astley's invoice due 29 February – funds are due to be paid from MOE to cover this cost – this was discussed.

- The Board decided payment will not be made on 29 February if funds have not been received from MOE.

2023 ASSESSMENT REPORT:

Wendy explained the progress and achievement results for Reading, Writing and Mathematics and answered questions from the Board.

2023 TARGET ANALYSIS AND TARGETS FOR 2024:

Wendy explained the analysis of the achievement data, the programmes in place to raise achievement and the school wide and group targets for 2024.

The Board thanked Wendy for the reports.

2024-2025 STRATEGIC PLAN:

Darrel explained that this new plan as presented is for two years. When the new Boards are elected in 2025, the plan will then be for three years to align with the Board elections.

- The Board approved the 2024-2025 Strategic Plan to be submitted to MOE by 1 March.

Moved: Alastair / Seconded: David

All in favour

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

The school year has got off to a good start.

The Tough Stuff

Thank you to the Board for funding this wellbeing programme.

A parent/caregiver evening will be held on Tuesday 12 March from 6.30 – 8.30 pm.

Personnel

The new teachers are settling in well.

Finance

School Donations/Sponsorship/Grants/Events/Fundraising

Sponsorship of school events was discussed and the Board decided to approach businesses / organisations etc. for donations / sponsorship towards costs of some of the events.

- Becks is to liaise with Kim re this.

Property

Pool Heat Pumps

These will be installed soon.

Turf or Rubber Alternative under Shade Canopy

The Board discussed this. Darrel is to ask Damian to get quotes of options for consideration.

- The Board decided that funds raised from the Auction Evening will go towards this.

Quotes to clean concrete and carpark areas

Cost of this is \$3500 - \$4000.

- The Board approved this cost.

Health & Safety

A student incident was discussed.

General

Attendance Report

The report presented was discussed.

Moved that the Principal's, Finance, Sponsorship and Property Reports are approved
 Moved: Darrel / Seconded: Alastair
 All in favour

PUMP TRACK:

Alastair spoke on a plan from the Matakana Community Group for putting in a Pump Track at Jubilee Park. The Board discussed this and agreed to help promote this with our school community via newsletters, facebook etc – there will be a link parents/caregivers can access to give their support.

MINUTES:

Minutes of the previous meeting were approved by email on 12 December 2023.

Moved: David / Seconded: Scott
 All in favour

CORRESPONDENCE: Nil

Meeting closed at 8.45 pm. Next Meeting: Monday 8 April at 6.30 pm.

The Board then went in-committee.

Actions required	Responsible
Sponsorship for school events	Becks / Kim