

**MATAKANA SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING ON MONDAY 27 FEBRUARY AT 6.30 PM**

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

APOLOGIES: David Whyman

DECLARATIONS: Nil

BOARD CHAIR CONFIRMATION:

- Scott was confirmed as Board Chair.

2022 ASSESSMENT REPORT:

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

2022 TARGET ANALYSIS AND TARGETS FOR 2023:

Wendy explained the analysis of the achievement data, the programmes in place to raise achievement and the school wide and group targets for 2023.

The Board thanked Wendy for the reports.

2023-2025 CHARTER & STRATEGIC PLAN:

Darrel informed the Board that there will be new legislations from the MOE which will come into effect next year and there will be changes to the format of this document.

- The Board approved this year's Charter document including the Strategic Plan 2023-2025 and the Annual Plan 2023 which is to be submitted to MOE by 1 March.

2023 BOT SCHOOL REVIEW AND WORK PLAN:

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

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

Strategic Planning/Self Review

Six Dimensions of a Successful School

Darrel explained these. The current focus is on the Governing dimension. Alan Curtis, Education Consultant, will speak on Governance at an evening to be held at Bridge House on 29 March and Darrel invited Board members to attend this.

Personnel

New staff members are settling in well.

Professional Development

Staff Conference 26 & 27 January

Ellen spoke on this and the Pause, Breathe, Smile training that took place. Teachers are implementing this mindfulness practice in the classrooms on a daily basis.

Writers Toolbox

This is MOE funded and we have had three sessions so far.

Te Ao Māori

Work on this is going well to get our School Pepeha finalised and approved. Shannon Sweetman ran PD on Pepeha and Maori values in the classroom.

Finance

The current financial position was discussed.

2022 Draft Annual Financial Report

This was presented.

- Moved that the 2022 Draft Annual Financial Report is approved.
Moved: Alastair / Seconded: Scott
All in favour

Purchase of a new UPS (Uninterrupted Power Supply) was approved at the Finance meeting on 21 February.

The quote of \$15845 (incl GST) for the replacement and installation of the Year 6 shade cloth damaged in the storms was discussed.

- Moved that this quote of \$15845 (incl GST) to replace the damaged Year 6 shade cloth is approved.
Moved: Alastair / Seconded: Rebecca
All in favour

Sponsorship (including Electronic sign)

This was discussed.

Fundraising

Upcoming events were discussed.

Grants

The Board approved a resolution to apply to North & South Trust for a grant for the Hall lighting upgrade.

Property

Darrel reported that during power outages in the second storm our outdoor speakers were stolen.

5YA/10YPP

The report from Martyn Hooper was discussed.

General

School Closures/Length of School Year

Darrel explained that under Section 659 of the Education and Training Act 2020, the days the school was closed due to the storm events do not need to be made up and the school will still close on Friday 15 December.

2022 Staff Christmas Lunch

On behalf of the staff, Darrel thanked the BOT for the end of year lunch which was enjoyed by all!

Roll Numbers

These were discussed.

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 7 December.

Moved: Ellen / Seconded: Sarah
All in favour

CORRESPONDENCE:

Parents' questions regarding extending the school year in general and due to this year's non attendance days because of the storms were discussed. The Board decided that the school year will not be extended as per the MOE guidelines and their decision will be communicated to parents in the next school newsletter.

Items for next Agenda

With regard to the school's working capital, the Board is to consider ideas for extra resources (indoor or outdoor) for students or additional support for staff, which will be discussed at the next meeting.

Thank you

Scott thanked the Board members for their support during the last few weeks with the storm events affecting the school programme.

Meeting closed at 8.45 pm.

Next Meeting: Monday 27 March 2023 at 6.30 pm.

Actions required	Responsible