

**MATAKANA SCHOOL BOARD OF TRUSTEES**  
**MINUTES OF ONLINE ZOOM MEETING ON MONDAY 28 MARCH 2022 AT 6.00 PM**

**PRESENT:** Liz Molloy, Darrel Goosen, Mike Sutherland, Scott Allen, Alex Davids, Wendy Chittenden, Mel Bentley, Jenny Blythen.

**APOLOGIES:** Hamish Barton

**DECLARATIONS:** Nil

**BUILDING IMPROVEMENT REPORT:**

Keith Tickner reported:

- The tender document originally in four parts is now in two parts (Blocks 9, 10 & 11) and (Room 3).
- Tender going out for Blocks 9,10 and 11 at the end of next week – work to proceed about September/October.
- Procurement plan needs approval from MOE.

Tentative Timeline for Blocks 9, 10 & 11:

- Going to tender (including proposed programme) to open approx 5 April and close around 6 May.
- Create a formal tender report.
- BOT approved end of May.
- MOE approved end of June.
- Formal appointment early July.
- Start work at the end of July/beginning of August.
- Completion about twelve months (3-4 months per block) subject to materials and hopefully including Room 3.

Other property issues will be discussed on Wednesday and how other projects eg drainage and hall canopy may impact on building improvement work.

- Keith will make a timeline.

**2022 MODERATE NEEDS REPORT:**

Mel reported that we received money from MOE to cover some of the counselling for this year, so the Board will not need to pay as much for this.

Wendy clarified that the \$10,000 was a carryover from last year and the \$9,022 was an additional request for Junior Structured Literacy support.

Mel explained how the literacy support programme would work using phonics resources Year 1.

Mel explained what current literacy support programmes were being implemented in Year 2 and in the Year 3 target group.

Liz and Alex thanked Mel for her report.

**2021 ATTENDANCE REPORT:**

Darrel reported that there had been great attendance of students returning after lockdown (90-95%), compared with other local schools.

There was a discussion around the impact of COVID.

Liz thanked Darrel for the report.

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

**Curriculum**

Garden to Table going extremely well with other schools coming in to observe. All the students love it.

Thanks to Sharon, Kim, Mel and parent helpers.

**Strategic Planning**

The updated Kāhui Ako Achievement Challenge Plan and the involvement of Hone Heke Rankin was discussed.

**Property**

Darrel explained the implications of the 10Y Property Plan not being signed off by MOE and priority projects not being approved.

MOE rep is to meet with Darrel this week – issues will be discussed with him.

The Board discussed bringing these issues to the attention of the Associate Minister of Education.

- Liz is to draft a letter to the Associate Minister of Education in consultation with Darrel, Scott and Mike.

**Finance**

Finances discussed.

The following items were approved.

**2022 Budget / Teacher Aide Commitment**

- The 2022 Budget confirmed by the Finance Sub-committee was approved.
- A commitment of \$10,000 for provision for a Teacher Aide was approved.

Moved: Mike / Seconded: Scott

All in favour

## **2021 Draft Annual Report**

- This report was approved.

Moved: Mike / Seconded: Alex  
All in favour

The Board thanked Jenny for the preparation work involved for the Annual Report.

## **Literacy Support Programme**

- Moved that the request for \$9,022 for Junior Literacy Support is approved.

Moved: Alex / Seconded: Liz  
All in favour

## **Roll Return I March**

March Roll Return has been submitted to MOE. Roll: 310.

## **Register of Business Interests Update** (emailed to Board)

- Board reminded to complete and return so that this register can be updated.

## **Health & Safety**

### **Disciplinary Terms of Reference:**

#### **Disciplinary Committee**

Liz Molloy, Mike Sutherland, Scott Allen, Alex Davids, Hamish Barton and Wendy Chittenden have delegated authority to implement the Disciplinary Terms of Reference until the end of the current Board term.

#### **Emergency Evacuation Drill**

This was held on 23 March.

## **COVID 19**

Staff absences and the mandate changes for staff were discussed.

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

## **EVENTS / FUNDRAISING UPDATE:**

Liz reported:

- Sponsorship contracts and invoicing for sponsorship is all under control.
- Summer Fun Run and Year 6 Colour Run will be held this Friday 1 April.
- Garden to Table – any ideas for fundraising for this would be appreciated.
- Model Boat Show and Lego Display to go ahead – could possibly involve parents with fundraising stalls.
- Golf Day still to be considered.
- School Donations are tracking well - similar to past years

## **WELLBEING UPDATE:**

Staff wellbeing was discussed. Board offered any support that is needed.

## **KĀHUI AKO UPDATE:**

Darrel reported that Principals and schools are collaborating and everything is going well.

## **BOT ELECTIONS:**

The online option with Kim Scott as Returning Office was discussed. A decision will be made at a further meeting. The default date for the election is 7 September.

- Darrel is to circulate the Election Calendar to Board.

## **MINUTES:**

Minutes of the previous meeting were approved by email on 28 February.

Moved: Scott / Seconded: Wendy  
All in favour

## **CORRESPONDENCE:**

Nil

**Meeting closed at 8.45 pm.**

**Next Meeting: Monday 23 May at 6.00 pm**

**The Board then went into committee.**