

**MATAKANA SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING ON MONDAY 28 NOVEMBER 2022 AT 6.30 PM**

PRESENT: Scott Allen, Darrel Goosen, David Whyman, Ellen Edwards, Sarah Martin, Alastair McAuley, Claire Allen, Jess Bertelsen, Jenny Blythen.

APOLOGIES: Rebecca Dykes

DECLARATIONS: Nil

PROPERTY – BUILDING IMPROVEMENT PROGRAMME:

Keith Tickner reported (via Zoom):

- This project has been split into Part A: Blocks 9,10 &11 which should be signed off by the MOE at the end of the week and Part B: Room 3 which is still under discussion.
- Keith is in touch with the MOE Property Adviser to get paperwork finalised and work on site should commence from 9/01/2023.
- The preferred contractor has been advised and Keith has received their reviewed pricing for Room 3.
- Keith answered questions from Darrel and Scott regarding other work needed to be done on Rooms 1&2 and the impact this may have on the Room 3 building improvement work.
- **The Board gave delegated authority to Darrel and Scott to sign the documents required for the building improvements to go ahead once Keith gets all the budget approvals from MOE.**

MATHEMATICS - SHORT REVIEW:

Ellen explained the details in the review of the achievements, priorities etc. Future actions include a renewed focus on Mathematics next year for staff which will support the new teachers to the school. A specialist teacher to support students struggling with Maths would be very beneficial.

LOCAL CURRICULUM DELIVERY PLAN / OVERVIEW:

Jess and Claire reported on the Local Curriculum Delivery Plan which includes all planned programmes and activities for 2023. This is a working document and is an extremely useful tool for all teachers.

A Local Curriculum Overview for 2023 will be presented to parents on orientation days and put in the enrolment packs for all new families.

ICT / LEGO UPDATE:

Jess explained the ICT Strategic Plan Development 2022-2023.

Ellen explained that the LEGO Mindstorm programmer app has been discontinued and not supported by LEGO anymore, so if the school is to carry on with the LEGO programme, we need to purchase LEGO Spike Prime sets. The quote for this was discussed.

- Moved the cost of \$16,393.60 including GST to purchase LEGO Spike Prime sets is approved.
Moved: Alastair / Seconded: David
All in favour

The Board thanked Claire, Jess and Ellen for their reports.

PRINCIPAL'S REPORT (including FINANCE / PROPERTY):

In-School Counselling

This was discussed and the report from Bridget Farmiloe and Mel Bentley referred to. There is \$12000 in the 2023 budget to continue student counselling.

Personnel

Staff Farewells

A staff function to farewell staff leaving at the end of the year will be held on Friday 9 December.

New Teachers

New teachers starting in 2023 have been invited to the end of year staff lunch on Tuesday 13 December.

Professional Development

Caretakers Training

Pat Henchie has attended the Phase 1 course and will be attending the Phase 2 course on Thursday 1 December.

Finance

Finances were discussed and the draft budget for 2023, which is still a work in progress, will be reviewed again in the new year.

School Donations

These will remain the same as for 2022 - \$275 for one child and \$125 for additional children.

IT Service Provider

At the Finance Meeting held on 23 November a decision was made to change our IT Service Provider to New Era ICT. The senior management team had considered this change very carefully and after discussion and consideration, the Finance Committee agreed that this change would be best for the school. The Board ratified this decision.

Staff End of Year Lunch

The Board approved a contribution of \$15 per head for the staff end of year lunch on Tuesday 13 December.

Property

5YA/10YPP

A report from Martyn Hooper was presented.

Health & Safety

Swimming Pool

The pool will not be available for public use this summer due to the building programme restrictions.

General Legislation

Paid Union Meetings

Teaching staff had attended a paid union meeting on Friday 25 November. There is another planned for early next year.

General

Year 6 Graduation and School Prize Giving

All Board members are invited to attend these events.

ERO Evaluation:

Darrel has been advised that this will take place Term 1-2 2023. This was discussed.

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

MINUTES:

Minutes of the previous meeting were approved by email on 8 November.

Moved: Scott / Seconded: Ellen
All in favour

CORRESPONDENCE: Nil

POLICIES & PROCEDURES:

Scott explained to Board members how to deal with issues parents may raise with them and if necessary, refer them to the website for further information on the policy and procedure.

Meeting closed at 9.50 pm.

Next Meeting: Monday 27 February 2023 at 6.30 pm.

Actions required	Responsible