

**MATAKANA SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING ON MONDAY 31 OCTOBER 2022 AT 6.30 PM**

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

APOLOGIES: Nil

DECLARATIONS: Nil

PROPERTY – BUILDING IMPROVEMENT PROGRAMME:

Keith Tickner reported (via Zoom):

- Tender documents have been reviewed by Keith, Darrel, Scott and David and the preferred contractors rated 1-4
- Costs are within the same ballpark for three contractors.
- After discussion to determine the preferred contractor, the Board asked Keith to contact the referees for two of the contractors and to contact the other for a full schedule of costs before deciding who to award the contract to. Keith will report back to the Board at the end of the week.
- Once the MOE have approved the preferred contractor, work should start 9-16 January 2023.

Keith thanked Darrel, Scott and David for their time considering the tender documents.

THE ARTS - SHORT REVIEW:

Janet explained how The Arts encompass Sound Art, Drama, Dance and Visual Art and the details of the programmes that the students take part in. Most of the 2022 planned activities and learning experiences with community connections have taken place and there has been some initial planning for 2023.

The budget expenditure was reported and a request for a slightly larger budget for materials will be considered when preparing the 2023 budget.

The Board thanked Janet for the report.

INQUIRY LEARNING – SHORT REVIEW:

Claire explained how Inquiry covers Science, Social Science, NZ History, Technology, Digital Technology and Health and the link to the Curriculum Delivery Plan. There have been many planned community connections, activities and learning experiences that have taken place this year. Claire also explained the Planning Overview for 2023-2025.

The budget expenditure was reported and a request for a budget increase for inflation will be considered when preparing the 2023 budget.

The Board thanked Claire and Jess for the report.

WHOLE SCHOOL WRITING REVIEW:

Ellen explained the data in this review and the structured literacy intervention programme implemented for 30 students achieving below the expected level. Ellen also explained the achievement results and the next steps to focus on.

Three staff members had attended a two day workshop on the Writer's Toolbox Programme earlier in the year and a trial of this programme with students had proved very effective. An application has been made for PLD funding from the MOE to be used with the Writer's Toolbox to provide in-school development, teacher workshops etc.

A request for teacher release time would be considered.

Mel and Janet spoke on the proposal to continue the structured literacy programme for all students in Y0-2 and the wish list for required resources and teacher aide support was discussed.

The Board thanked Ellen, Mel and Janet for the report.

Structured Literacy Programme 2023

The Board discussed the cost as per the proposal.

- The Board approved the cost of \$41,844 for the structured literacy programme for 2023.
Moved: David / Seconded: Rebecca
All in favour

PRINCIPAL'S REPORT (including FINANCE / PROPERTY):

Term 4 deadlines

These were discussed.

Discipline Committee

Scott Allen, David Whyman, Rebecca Dykes, Sarah Martin, Alastair McAuley, Ellen Edwards have delegated authority to implement the Disciplinary Terms of Reference until the end of the current Board term.

Personnel

Matters were discussed.

Finance

Register of Business Interests

This was updated.

Sponsorship, Grants, Donations, Events and Fundraising

The report was discussed and the Board approved applying for a grant to cover the stage lighting.

Property

A separate report from Martyn Hooper updating progress on all property projects was referred to.

Taumata Arowai

Water Supply

We are currently seeking clarification on whether we require a Drinking Water Safety Plan or if we are covered under an 'Acceptable Solution'.

- Alastair is to source an example for a Drinking Water Safety Plan.

Health & Safety

Emergency Evacuation Drill

An earthquake drill was held on National Shake-Out Day Thursday 27 October.

General Legislation

Mahurangi Transport Network Group

There has been no meeting held since the last Board meeting.

General

Darrel thanked the Board for the staff morning tea and special coffee cart treats on Thursday 27 September.

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 19 August.

Moved: Scott / Seconded: Sarah
 All in favour

CORRESPONDENCE: Nil

Meeting closed at 9.10 pm.

Next Meeting: Monday 28 November at 6.30 pm.

The Board then went in-committee.

Actions required	Responsible
Drinking Water Safety Plan	Alastair