

**MATAKANA SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING ON MONDAY 4 DECEMBER 2023 AT 7.00 PM**

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

APOLOGIES: Nil

DECLARATIONS: Nil

LOCAL CURRICULUM DELIVERY PLAN/OVERVIEW:

Copies of the Teachers' Curriculum Delivery Plan were tabled for the Board to peruse. Claire explained that this is a working document, updated as needed and then every area reviewed annually. This and the Local Curriculum Overview were discussed and Claire answered questions from the Board.

ICT UPDATE & STRATEGIC PLAN:

Jess explained that the 2024 Chromebooks have been purchased in 2023 due to needing chargers to save disruption in removing existing chargers during the remedial building work. Replacement of some class TVs will be required in 2024. Jess also spoke on the School Development Plan that New Era (our IT providers) are working on.

Alastair thanked Claire and Jess for their reports.

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

Curriculum

First Lego League

Students and Teachers have worked hard for this event which was enjoyed by students and parents in Week 7. The Top Year 5/6 teams competed in the Auckland National Finals on 2-3 December.

Tuhi Project

The 6th edition of student writing and artwork is again a huge success.

In-School Counseling

Darrel explained the programme in place and referred to the report from Bridget Farmiloe and Mel Bentley. The cost to continue this programme in 2024 of \$14800 was discussed. Funding from MOE will cover some of this cost and the Board was requested to cover the shortfall. This was discussed.

- Topping up the funding necessary to continue using Bridget's services for 2024 was approved.

Moved: Alastair / Seconded: Scott

All in favour

CoL (Kahui Ako)

Leadership Change

Darrel and Kathryn Ramel will be resigning from this role at the end of January 2024. New leadership is still to be finalised.

Psychologist Services

These services will continue to be delivered in Term 1 2024.

Strategic Plan

Darrel reported that MOE are reviewing planning and reporting requirements and School Charters will be taken over by a two year Strategic Plan until BOT elections in May 2025 and then a three year Strategic Plan will come into effect from the start of 2026. The two year Strategic Plan must be submitted to MOE by 1 March 2024.

Personnel

Staff matters and staffing for 2024 were discussed.

Finance

Draft 2024 Budget

This has been prepared and will be reviewed again in the new year.

Principal Wellbeing Funds

- Funds of \$6000 from MOE are to be carried over to use next year.

Moved: Alastair / Seconded: David

All in favour

School Donations

Donation for 2024 were discussed.

- The Board agreed that the 2024 donations are set at: \$300 for one child and \$150 for additional children.

Staff Christmas Lunch

- A contribution of \$15 per head was approved for this from the BOT Hospitality Budget.

General Legislation

Two Mandatory TODs 2024

These are presently scheduled and must be held Term 2 (between 27 May-7 June) and Term 4 (between 21 October-15 November).

Roll Numbers

The growing roll was discussed.

Moved that the Principal's Report (including Finance) is approved.

Moved: Darrel / Seconded: Scott

All in favour

PROPERTY UPDATE:

Scott reported:

- Work on the Outdoor Shade Canopy will start after school finishes for the year.
- Finishing the BIP work will be delayed due to Council requirements.
- Heat Pumps for the pool are ready to be installed.
- Fire Alarms (MOE Project) – work is underway on installing these.

Alastair thanked Scott for his report.

CARPARK AT MEETING:

Alastair reported:

- Alastair has met with Simon from the Matakana Community Group and Auckland Transport.
- Auckland Transport are to look into widening the entrance and opening up an exit (left turn only) from the other end of the carpark.
- Auckland Transport are also to look into the possibility of upgrading the bus bay at the school.

SCHOOL HOUSE COMPLIANCE

Alastair reported that with an existing tenant compliance issues are to be completed by 2025.

- Insulation (ceiling and underfloor) and moisture sealing will be done as the first priority.
- Extractor Fan (Kitchen) / Gaps (Windows) / Roof (Leaks) etc will be discussed further at the next Property meeting.

MINUTES:

Minutes of the previous meeting were approved by email on 14 September.

Moved: Alastair / Seconded: David

All in favour

CORRESPONDENCE: Nil

Meeting closed at 8.30 pm. Next Meeting: Monday 26 February 2024.

The Board then went in-committee.

Actions required	Responsible
School House Compliance	Property Sub-Committee