

**MATAKANA SCHOOL BOARD OF TRUSTEES  
MINUTES OF MEETING ON MONDAY 4 DECEMBER 2017 AT 7.00 PM**

**PRESENT:** Grant Clifton, Darrel Goosen, Natascha Hurt, Cate Ashwell, John Taylor, Wendy Chittenden, Robyn Peach, Melita Campbell, Jon Beadsmore, Helen Jamieson, Jacqui Settle, Jude Collings, Dan Paine, Christine Sheehy, Matt Fox, Kelly Norton, Shannon Sweetman, Sophie Kurmann, Jess Bertelsen, Peter Young, Jenny Blythen.

**APOLOGIES:** Robyn Peach

**DECLARATIONS:** Nil

**MONTESSORI REPORT:**

Kelly welcomed everyone to the meeting.

Kelly and Shannon presented this report and gave the Board an insight into the students' activities and achievements in the Montessori classroom.

Grant thanked Kelly and Shannon for their report.

**CURRICULUM DELIVERY PLAN 2018:**

This resource that all teachers use has been updated for 2018 by Donna, Jess and Sophie and is now more 'user friendly'. This resource will continue to be updated on an annual basis.

**ICT REPORT:**

Jess and Sophie presented this report and spoke about the focus and achievements in 2017 and their initiatives going forward.

- A request for resources for 2018 were discussed – there is ICT committed funds available to cover costs of chrome books and licences.

Grant thanked Jess and Sophie for their report.

**COOKBOOK REPORT:**

Peter updated the Board on progress so far and spoke on copyright issues.

- The Board asked Peter to pass on their thanks to the cookbook team for their efforts so far.

Cate presented the projected cash flow.

This was discussed.

**PRINCIPAL'S REPORT:**

**Policy Review**

Three policies have been reviewed:

**Privacy / Salary Units/Management Allowances / Classroom Release Time**

These policies will be brought to the Board for ratification once they are published in School Docs Term 1 2018.

**National Standards**

There is still uncertainty as to what will replace these. There are no official changes at the moment.

**Personnel**

Resignations / Appointments were discussed.

**Staffing 2018**

Details included in the Board packs.

**Finance**

- The Board ratified the Finance Committee decision to approve the purchase of classroom furniture for the additional Year 5/6 class in 2018 at a cost of \$4445.00 (excl GST).
- The Board approved \$660.00 for the end of year staff Christmas lunch.

Moved: Grant / Seconded: Natascha  
All in favour

**2018 Draft Budget**

Included in the Board packs.

**New PTA Committee**

A new PTA committee has been formed.

## **Property**

(separate Agenda item)

### **Swimming Pool**

- The Board approved the use of the pool by school parents from 18/12/2017 – 13/04/2018. Thirty keys are to be made available for purchase at a cost of \$120 (\$20 refundable on return of the key).

Moved: John / Seconded: Cate

All in favour

### **Early Closure of School**

- The Board approved school closing at 12.35 on Thursday 14 December.

### **Date Reminders**

- **Year 6 Graduation: Wednesday 6 December at 5.00 pm**
- **Prize Giving Assembly: Wednesday 13 December at 11.00 am**
- **School Office opens: Monday 23 January 2018**
- **Students start: Tuesday 30 January 2018**
- **BOT Meeting: Monday 19 February 2018**

Moved that the Principal's, Property and Finance Reports are approved

Moved: Darrel / Seconded: Grant

All in favour

## **PROPERTY**

John updated the Board.

- Tiger Turf – work will commence on 15/01/2018 on the running track and the court area will be done at the end of January
- Rocks for the playground are to be delivered soon
- Painting / Carpet Cleaning is planned during the holiday period
- Swimming Pool Caretaker while Mike is on annual leave is to be sorted

### **CRFS UPDATE:**

Melita updated the Board.

- New PTA Committee are very enthusiastic – Melita, Grant and Darrel met with them last week
- PTA are to sell ice blocks at the Half Marathon at Omaha on this coming Sunday
- Gala has been discussed and will be replaced with other events – 1 in Term One and 1 in Term 4

Melita thanked Natascha for helping with thanking the sponsors.

### **GRANT APPLICATIONS:**

Cate reported on these. Grants have been applied for the following:

- Robotics from First Sovereign Trust
- Science Trolley from Pub Charity

Cate will advise when she has heard back from these organisations.

### **PARKING UPDATE:**

Grant advised that work on the site will commence next week.

### **BOARD WORK PLAN 2018**

This was discussed.

- Charter to be presented and approved at the Board meeting in February 2018.

### **MINUTES:**

Minutes of the previous meeting were approved by e-mail on 6 November 2017.

Moved: Grant / Seconded: Wendy

All in favour

### **CORRESPONDENCE:**

STA Brochures

**Next Meeting: Monday 19 February 2018 at 7.00 pm**

Meeting closed at 9.30 pm