

**MATAKANA SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING ON MONDAY 9 MAY 2016 AT 7.00 PM**

PRESENT: Craig Dawson, Darrel Goosen, Grant Clifton, Dale Daniels, Rachel O'Malley, Angela Corinaldi, Tony Mordaunt, Wendy Chittenden, Cate Ashwell, Jenny Blythen.

APOLOGIES: John Taylor

DECLARATIONS: Nil

PRINCIPAL'S REPORT:

Personnel

Update on staff for Term 2.

Professional Development

N4L Cluster Seminar is to be held at Matakana School on Thursday 12 May.

Update on teacher PD that has taken place since last Board meeting.

Finance

The finance report was discussed (this to be checked by Edtech consultant).

2016 Budget

- The 2016 budget presented was approved as the working budget.

Moved: Grant / Seconded: Wendy

All in favour

Commitment

- ICT Replacement \$20000 per annum – to show in commitments on the Statement of Financial Position.

Trestle Tables

- The purchase of 10 trestle tables at a cost of \$3225.75 (incl GST) was approved.

Moved: Craig / Seconded: Rachel

All in favour

2015 Annual Accounts

These are still being audited.

Property

Building Improvement Plan

Another consulting group has completed a visual re-inspection – report to come.

10 Year Property Plan

A consultant has been appointed – will start work on Wednesday 10 May with an assessment of our buildings.

Health and Safety Audit and Review

This is in progress.

Court Drinking Fountain

This should be completed in the next few weeks.

Trees

These have been trimmed during the holidays.

Health & Safety

'Restricted Zone' has been painted by the entrance to the school at the old Boiler Room to ensure emergency vehicle access.

Student Transport

An extension to the Matakana Valley Bus Route is now in operation.

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

Moved: Darrel / Seconded: Craig

All in favour

CRFS MATTERS:**Sports Bibs**

These were discussed.

- Grant is to organise a grant application for these.

Newsletter

Approval has been given for school office to contact Eeeny Meeny (stationery suppliers) regarding sponsorship for 2017.

Omaha Classic

Running Events would like to hold this event in December.

- This was discussed and approved.

Additional Fundraiser

An art exhibition fundraiser/social evening is being considered for Term 3.

Customer Relationship Management System

Dale is working on this.

Quiz and Auction Evening

Cate Ashwell is organising this.

Event Manager

This was discussed.

Gala Traffic Management

The cost of \$1925 (excl GST) was approved for this.

Moved: Grant / Seconded: Dale

All in favour

Sponsorship

This was discussed.

Grants

Amanda Stewart is working on these.

ENGAGING FAMILIES: Maori & Pasifika Consultation Update:

Wendy presented this and gave details of the meeting held on Tuesday 12 April.

Tony commented on the great turn out of staff on the evening.

Raising the achievement of Maori Learners – Strategic Plan was discussed.

Craig thanked Wendy for the report.

POLICY REVIEW:**Performance Appraisal**

This policy as presented was approved.

Moved: Rachel / Seconded: Wendy

All in favour

SELF REVIEW CHARTER FOCUS:

Darrel presented the Strategic Goal 1 & 2 Update which was discussed.

SCHOOL ZONE REVIEW UPDATE:

Darrel presented the proposed zone which was discussed.

- The Board do not accept the proposed zone and Darrel will respond re issues around the Sharp Road and Matakana Valley Road areas.

HEALTH & SAFETY REVIEW UPDATE:

This has been done and a report will be issued in due course.

PARKING UPDATE:

Craig has asked a lawyer to prepare a draft lease / sub lease agreement. This is to be modified by Dale to suit the school's situation.

2016 BOT ELECTION UPDATE:

The returning officer advises that everything is on track. Nominations have now closed.

MINUTES:

Minutes of the previous meeting were approved with an amendment re CRM System – no cost for this.

Moved: Craig / Seconded Grant

All in favour

CORRESPONDENCE:

MOE – Banking Staffing underuse
NZSTA – AGM in Wellington
Health & Safety Act

VOTE OF THANKS:

Darrel thanked the Board for their term of office and support of the school, with particular mention of Craig’s commitment.
Craig also thanked the Board for their support.

Next Meeting: Monday 20 June at 7.00 pm

Meeting closed at 9.00pm

Actions required	Responsible
Grant application for sports bibs	Grant
Proposed Zone issues	Darrel