

**MATAKANA SCHOOL BOARD OF TRUSTEES  
MINUTES OF MEETING ON MONDAY 11 SEPTEMBER AT 7.00 PM**

**PRESENT:** Grant Clifton, Darrel Goosen, Natascha Hurt, Cate Ashwell, John Taylor, Wendy Chittenden, Robyn Peach, Melita Campbell, Fiona Clarkson, Neil Hatfull Jenny Blythen.

**APOLOGIES:** Jon Beadsmoore

**DECLARATIONS:** Nil

**WELCOME TO CO-OPTED BOARD MEMBERS:**

The Board ratified the co-option of Robyn Peach as Treasurer and Melita Campbell as Events and Sponsorship Manager onto the Board until the end of the present term of office.

**HEALTH & PE REPORT:**

Neil presented this report and items from it were discussed as follows:

- Harbour Sport initiative
- Camp costs

Neil is to look into introducing the following:

- Milk in schools scheme run by Fonterra
- Brain food break in classrooms

MMMM-Making Matakana Movement Matter  
Well done Neil for setting up this programme!

**WRITING REVIEW 2017:**

Fiona presented this and explained the implementation, assessment and achievements for the whole school. Results of teacher / parent / student surveys were discussed. Proposed timelines for the action plan were referred to.

Grant thanked Neil and Fiona for their reports.

**PRINCIPAL'S REPORT:**

**CoL**

The Across School Leaders' and the Within School Leaders' positions were discussed.

**Cohort Entry 2018**

The Ministry has confirmed receipt of the Board's approval to adopt this in 2018.

**Policy Reviews**

The Policy sub-committee will meet on Thursday 14 September to review:

*Students with Special Needs / Learning Support, Appointment Procedure & Child Protection*

**Personnel**

**Staff Resignation / Staff Leave**

These were discussed.

**Finance**

Report was discussed.

**Property**

Separate item on the Agenda.

**Health & Safety**

Student incidents were discussed.

**Physical Restraint**

New rules and procedures were discussed

Registered teachers are automatically authorised to use appropriate physical restraint when necessary.

A register of non-teaching staff authorised by the Board Chair has been actioned.

**Gala**

Preparations are well underway.

**General Election 2017**

The school hall is a designated polling station on 23 September

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

Moved: Darrel / Seconded:

All in favour

**CHARTER – STRATEGIC GOAL 5:**

Darrel explained the achievements for Strategic Goal 5.

**PRIME MATHEMATICS PD:**

Darrel has been working with schools in Singapore with a view to visit them in the school holidays to observe their Prime Maths programmes. If this is arranged, Darrel, Ellen Edwards and Sophie Kurmann will attend these Singapore schools during the week 9 – 13 October.

**PARKING UPDATE:**

Grant, Rob (from Wharehines) and Simon Barclay (from Matakana Community Group) will meet with Fletchers to discuss metal for the carpark adjacent to the school.

**CRFS UPDATE:**

**CRFS Trustee**

- Cate welcomed Melita co-opted to the Board as Events & Sponsorship Manger and parent trustee

**Terms of Reference**

- Grant reminded everyone of the importance of adhering to the Terms of Reference

**PTA / CRFS Structure**

- PTA are invited to CRFS meetings
- Darrel is meeting with PTA each term to discuss the term’s events and any other ideas that need approval

**Cookbook**

- Peter Young has joined the team as direction and leadership
- There will be a cookbook report presented at the next meeting

**Fundraising Updates**

- Fundraising Update Document discussed – will be edited and updated after Gala

**Sponsorship Management**

- Sponsorship suggestions were discussed
- Appointed group to be formed for approaching sponsors
- Cate to ask Helena to give Board members access to sponsorship document details

**PROPERTY UPDATE:**

**Tigerturf**

- Quotes for running track, court area and playground area were discussed
- John to find out the cost of maintaining the turf
- Darrel/Mike to ask Tigerturf to come up to confirm quotes

**Buildings/Grounds**

Mike reports that the wet weather has impacted on all areas of the buildings and grounds.

**REPORT FROM SCHOOL COUNCILLORS:**

Darrel spoke to this.

- Suggestion of having a school Triathlon was discussed and will be considered.

**BOARD RESPONSIBILITIES:**

Grant spoke to the Board about the importance of confidentiality – particularly with matters discussed in-committee.

Grant referred the new Board members to the STA website for guidance on governance.

**MINUTES:**

Minutes of the previous meeting were approved by e-mail on 26 August 2017.

Moved: Natascha / Seconded: Wendy

All in favour

**CORRESPONDENCE:**

Nicky Kaye – Minister of Education re excellent ERO review

**Next Meeting: Monday 30 October 2017 at 7.00 pm**

Meeting closed at 10.00 pm.

Actions required	Responsible
Sponsorship documents to be shared with Board	Cate/Helena
Tigerturf quotes / maintenance	John/Darrel/Mike

