

**MATAKANA SCHOOL BOARD OF TRUSTEES  
MINUTES OF MEETING ON MONDAY 12 DECEMBER 2016 AT 7.00 PM**

**PRESENT:** Grant Clifton, Darrel Goosen, Cate Ashwell, Natascha Hurt, Tony Mordaunt, Wendy Chittenden, Fiona Clarkson, Joy Leigh, Jess Bertelsen, Jackie Kirk, Kelly Norton, Christine Sheehy, Jenny Blythen.

**APOLOGIES:** Nil

**DECLARATIONS:** Nil

**INTEGRATED STUDIES REPORT:**

Fiona detailed the report with a visual display of students taking part in various activities. The Board thanked Fiona and her team for their report.

**CURRICULUM DELIVERY PLAN 2017:**

Joy presented the Board with copies of this and explained significant details in the plan. These were discussed.

The Board thanked Joy and her team for their preparation of the plan.

**MONTESSORI REPORT:**

Jackie and Kelly detailed the report which was discussed.

The Board thanked Jackie and Kelly for their report.

**PRINCIPAL'S REPORT:**

**Personnel**

**2017 Staffing**

This was discussed.

**Finance**

**2017 Draft Budget**

This was discussed.

**Staff End of Year Lunch**

- A contribution of \$300 from Board funds was approved for this.
- \$2500 for School app approved by Finance Committee was ratified.  
Moved: Grant / Seconded: Natascha  
All in favour

**Property**

Separate item on the Agenda.

**Health & Safety**

No serious student incidents.

**Emergency Drills**

Fire, Bomb, Lockdown and Earthquake Drills have been held.

**Early Closure of School**

- The Board approved school closing at 12.35 on Thursday 15 December.

**General**

**School Family Picnic & Kids Fun Run / Year 6 Graduation / Castle Christmas Party / Christmas in the Village**

These were very successful events – thanks to the staff, PTA and CRFS for organising these events.

**Date Reminders**

Prize Giving Assembly – 11 am on Wednesday 14 December.

2017 start for students – Tuesday 31 January.

Moved that the Principal's, Property and Finance Reports are approved  
Moved: Grant / Seconded: Natascha  
All in favour

**MONTESSORI UNIT AND MOU REVIEW:**

Natascha has met with the Trust. The MOU is drafted, but before it is approved, the Trust is applying to the MOE for a 'special character' status.

Natascha will keep the Board updated on this.

**PROPERTY UPDATE:**

Tony has met with Mike Pope.

- Rooms 16/17 remodelling is underway and due for completion for start of the year.
- The swimming pool will be open over the holidays (a reminder is to go home to parents about locking the gate). There are safety signs around the pool determining rules and regulations.
- Painting in the Senior Cloak Bay is to take place over the holidays.
- The Dental Clinic will be open over the holiday period and will be operating until 25 February.
- Ice Rink – this event is to be held in the Hall 5 – 8 January.
- Carpark adjacent to the school now being used by parents – this is working well.

**CRFS AND MataCARNival UPDATE:**

Documents presented by Cate were discussed.

- Fundraising Update 2016 / 2017 Target
- 2017 Sponsorship Target
- Proposed Recipe Book Fundraiser – the Board are happy with the concept.

**Cate is to present an updated ‘profit calculator’ document in February.**

**MataCARNival**

This is to be held on 24 – 26 March.

The school will support this by adding it into the curriculum with a theme week so that students are made aware of this event.

The school will support the silent auction and encourage participation in the Sunday parade at The Stables. This is all dependent on the landlord signing the lease agreement for the carpark.

**PARKING UPDATE:**

Grant has met with Logan Campbell and his solicitor re the conditions of the lease.

- Grant is to follow this up.

**UPDATED BOARD WORK PLAN:**

Darrel detailed the 2017 plan.

**MINUTES:**

Minutes of the previous meeting were approved by e-mail on

Moved: Wendy / Seconded: Natascha

All in favour

**CORRESPONDENCE:**

Dyson, Smythe & Gladwell Lawyers – re lease from Logan Campbell

**Next Meeting: Monday 20 February 2017 at 7.00 pm**

Meeting closed at 10.20 pm.

**The Board then went in-committee to discuss personnel matters.**

Actions required	Responsible
Updated Recipe Book Profit Calculator	Cate
Carpark lease follow up	Grant