

**MATAKANA SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING ON MONDAY 14 NOVEMBER 2016 AT 7.00 PM**

PRESENT: Grant Clifton, Darrel Goosen, Cate Ashwell, Natascha Hurt, Wendy Chittenden, Joy Leigh, Jess Bertelsen, Jenny Blythen.

APOLOGIES: Tony Mordaunt

DECLARATIONS: Nil

ICT REPORT:

Jess presented and explained the report which was discussed.
Request for funds for ICT resources for 2017 was discussed.

- Moved that the Board approve \$7025 (excl GST) to purchase 20 x Chromebooks, 5 x Chargers and 1 x Visualiser.

Moved: Grant / Seconded: Natascha

All in favour

The Board thanked Jess for her presentation.

PRINCIPAL'S REPORT:

Policy Review

Darrel explained the School Docs system.

Community of Learning (CoL)

Next meeting is on Wednesday 16 November.

Zone

Applications for 10 out of zone students close on 17 November.

Progress and Achievement Data

This report will be presented at the Board meeting in February 2017.

CoL – Shared Achievement Challenges

These will be tabled at the next CoL meeting

Personnel

Staffing was discussed.

Finance

- Jenny is to ask the Edtech consultant to do a cash flow statement.

Property

- Update on R16/17 refurbishment was discussed.
- Swimming pool is ready to be used – will be open from Monday 21 November.
- Carpark – field needs attention before it can be used.

Health & Safety

- Trees in the school grounds have been inspected by a qualified arborist in April.
- Emergency evacuation procedures were discussed.

School Terms 2017

This was presented.

ERO

Education Review Officers will be here in March 2017. This was discussed.

Education Amendment Act Memo

Update for the Board.

Gala

Thanks to all the team leaders and helpers for a great day!

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

Moved: Darrel / Seconded: Wendy

All in favour

SELF REVIEW CHARTER FOCUS:

Strategic Goal 7 Update

E-Learning and Thinking Skills as a disposition:

Teachers and students will effectively integrate ICTs and Thinking Skills into daily classroom practice

All expected results are on track.

- Cate is to prepare a document to recommend easy communication of the curriculum to parents.

IES – COMMUNITY OF LEARNING (CoL) UPDATE:

Darrel updated the Board – should be in place by end of 2017. This was discussed.

POLICY SUBCOMMITTEE UPDATE:

Natascha updated the Board.

Education Outside the Classroom and Sun Protection Policies have been reviewed and are in the school docs process.

MONTESSORI UNIT AND MOU REVIEW:

A review of the Montessori Unit has been done and the report received.

Natascha and Darrel are to meet with the Trust to work through the review document.

The MOU (Memorandum of Understanding) is being reviewed and should be completed by the next Board meeting.

CRFS AND MataCARnival UPDATE:

Documents prepared by Cate were discussed.

- Suggestions of changes to times and formats for Gala were discussed.
- Fundraising Survey Results and Recommendations
Moved that these be published for parents.
Moved: Grant / Seconded: Natascha
All in favour
- MataCARnival – Cate and Darrel to discuss how the school will support this.

PARKING UPDATE:

Grant updated the Board.

Richard Didsbury has agreed to the terms of the lease – now waiting for a lawyer to draw this up.

- Cate is to investigate the possibility of getting a contractor to smooth the surface of the field so it can be used for parking.

FACEBOOK UPDATE:

Cate explained the structure of this. Helena is working on setting it up.

- The Facebook Policy as presented was approved.
Moved: Grant / Seconded: Wendy
All in favour

Processes for managing the Facebook page.

- Darrel is to sort this.

SCHOOL ZONE:

A letter from Warkworth School wanting Anderson Road to be a shared zone was discussed.

- Moved that the Board say 'No' to sharing the Anderson Road zone with Warkworth School.
Moved: Grant / Seconded: Wendy
All in favour
- Grant is to draft a letter to Warkworth School.

BOT COMMUNICATION TO PARENTS:

This was discussed.

- Cate is to come up with a plan for communicating fundraising initiatives.
- Natascha is to continue communicating to parents with updates in the newsletter.

BOARD MEMBER RESIGNATION / REPLACEMENT:

Dale Daniels has resigned from the Board.

Darrel presented the options of filling vacancies of elected Trustees, which are either holding a by-election or selecting someone. These were discussed.

The Board agreed on the selection process.

UPDATED BOARD WORK PLAN:

Darrel presented this.

MINUTES:

Minutes of the previous meeting were approved by e-mail on 3 November.

Moved: Natasha / Seconded: Grant
All in favour

CORRESPONDENCE:

Auckland Council – property matters

STA News

Next Meeting: Monday 12 December at 7.00 pm

Meeting closed at 10.20 pm.

The Board then went in-committee to discuss a personnel matter.