

**MATAKANA SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING ON MONDAY 20 FEBRUARY AT 7.00 PM**

PRESENT: Grant Clifton, Darrel Goosen, Cate Ashwell, Natascha Hurt, Tony Mordaunt, Wendy Chittenden, Maryann Steel, Joy Leigh, Jenny Blythen.

APOLOGIES: Jon Beadsmoore

DECLARATIONS: Nil

SELECTED BOARD MEMBER:

Jon Beadsmoore accepted the offer of selection onto the Board as a parent trustee on 16 December 2016.

APPOINT CHAIRPERSON:

Moved that Grant is appointed as Chairperson.

Moved: Tony / Seconded: Wendy
All in favour

2016 ASSESSMENT REPORT:

Wendy and Maryann explained the progress and achievements results for 2016 and the targets for 2017. The Board thanked Maryann and Wendy for their presentation.

CHARTER AND ANNUAL PLAN UPDATE 2017:

Darrel explained the strategic goals, obligations to the MOE, the strategic plan 2017-2019, the annual plan and progress and achievement targets for 2017.

The Board thanked Darrel for the preparation and presentation of the Charter document.

Moved that the Charter / Strategic Plan / Annual Plan be approved.

Moved: Grant / Seconded: Wendy
All in favour

PRINCIPAL'S REPORT:

Curriculum

Radio Station

The school's radio station crew were on air from Rodney More FM on Thursday 16 February.

Parent Orientation Meetings

These went very well.

Year 5 Camp

Thanks to Donna Frost and her team for completing the very extensive EOTC paperwork necessary for this.

The new health and safety regulations were discussed.

All parent volunteers have been police vetted.

National Standards

CoL (Community of Learning)

There is to be a combined meeting for boards on 28 March. This was discussed.

Personnel

Staffing 2017

This was discussed. New teachers are settling in well.

Montessori AMI Training

This took place from 9-20 January and the teachers who attended found it very worthwhile.

Staff Conference Days

PRIME Maths PD was excellent.

AED

Michelle Stevenson (Ambulance Officer) presented a training session on the use of the automated external defibrillator.

Finance

Maths Whizz Subsidy

\$1000 option recommended by the Finance Committee was ratified.

School Donations

These were discussed.

The Board agreed that there would be no discount offered.

- **Natascha is to review the letter to parents and discuss options with office staff for setting up a payments instalment system on KINDO.**

Property

Sub-committee meeting held on 14 February. Thanks to Mike Pope, Property Manager, for having everything in excellent condition for the start of school.

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

MONTESSORI MOU REVIEW & SPECIAL CHARACTER UPDATE:

The application for a 'special character' status has been prepared and will be presented to the MOE.

PROPERTY UPDATE:

- Rooms 16-17 almost complete – window tinting to be done / plans for outside to be considered.
- Swimming pool looking good!
- Playground inspection report from Health & Safety discussed. A quote for rubber pads to comply with safety standards as detailed in the report is being considered.
- 5 Year Property Plan: Toilets R16-17 / Drainage – Martyn Hooper getting quotes for this for plan commencement July 2017.

CRFS AND MataCARNival UPDATE:

- Gala evening at Plume on Friday 24 March was discussed.
- Fund raising thermometer is to be updated after Auction and again after Gala.
- Electronic Sign display approved until 10.00 pm.
- An artist's impression of the Court Dome / Planting was discussed.
- **Grant is to ask Mike Petre to do this.**
- Cookbook Project – this was discussed.

Moved that this project as presented by Cate is approved.

Moved: Wendy / Seconded: Grant
All in favour

PARKING UPDATE:

Grant has met with Logan Campbell.

Richard Didsbury is to sign the lease for the carpark. The school, as an interested party, is entitled to use the carpark for regular parent parking and special school events.

BUS REQUEST:

Letter from parents requesting permission to travel through our entitlement zone was discussed.

Moved that this request be approved.

Moved: Cate / Seconded: Grant
All in favour

- **Darrel is to reply to the Transport Network Group.**

AUCKLAND TRANSPORT CORRESPONDENCE:

Letter from parents requesting a signal crossing with pedestrian controlled lights was discussed.

The school will support this and would like to be involved in the application to Auckland Transport.

- **Natascha is to reply to the parents.**

New Footpath – Parents have been notified of the website for putting in submissions.

2017 BOT SCHOOL REVIEW AND WORK PLAN:

Updated work plan presented.

ERO REVIEW:

The timetable for the ERO review was discussed.

MINUTES:

Minutes of the previous meeting were approved by e-mail on 16 December, 2016.

Moved: Natascha / Seconded: Wendy
All in favour

CORRESPONDENCE:

Grant – e-mail confirmation of Jon Beadsmoore accepting the offer of selection onto the Board

NZSTA – Professional Development Courses

NZSTA – Notification of Annual General Meeting

Next Meeting: Monday 20 March 2017 at 7.00 pm

Meeting closed at 9.30 pm.

The Board then went in-committee.