

**MATAKANA SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING ON MONDAY 20 JUNE 2016 AT 7.00 PM**

PRESENT: Craig Dawson (retiring Chairperson), Darrel Goosen, Grant Clifton, Dale Daniels, Tony Mordaunt, Cate Ashwell, Natascha Hurt, Wendy Chittenden, Maryann Steel, Jenny Blythen.

APOLOGIES: Nil

DECLARATIONS: Nil

WELCOME NEW MEMBERS:

Craig welcomed the new members to the Board and everyone introduced themselves.

ELECTION OF CHAIRPERSON:

Craig called for nominations for Chairperson.

Motion: Moved the nomination of Grant Clifton for Chairperson

Moved: Wendy / Seconded: Dale

All in favour

As there were no further nominations, Grant was duly elected.

BOARD PORTFOLIOS:

Grant outlined the roles for Secretary, Treasurer, Property Officer and Community Relations and Fundraising Officer.

Secretary

Motion: Moved the nomination of Natascha Hurt for Secretary.

Moved: Wendy / Seconded: Grant

All in favour

As there were no further nomination, Natascha was duly elected.

Treasurer

Motion: Moved the nomination of Dale Daniels for Treasurer.

Moved: Cate / Seconded: Wendy

All in favour

As there were no further nominations, Dale was duly elected.

Other Roles / Responsibilities

Property: Dale / Tony

CRFS: Cate / Natascha

Policies: Natascha / Tony

ICT: Dale / Cate

Minute Secretary

Motion: Moved the appointment of Jenny Blythen as Minute Secretary

Moved: Wendy / Seconded: Natascha

All in favour

REPORT ON 6 YEAR NETS AND ENTRY DATA:

Maryann presented this report and explained the data and the support programmes in place and answered questions from the Board.

Grant thanked Maryann for her presentation.

PRINCIPAL'S REPORT:

School Review and Work Plan presented

Darrel explained this.

Strategic Planning

School Docs

A contract for this is to be signed.

Personnel

Update on staff discussed.

Professional Development

PRIME Mathematics

Darrel explained this programme.

Finance

Reports were discussed.

2015 Annual Accounts

The auditors have advised that they have completed the audit.

Property

10 Year Property Plan

Reports have been prepared for a meeting this Wednesday, 22 June.

Health & Safety

A student incident was discussed.

Seasons Programme

Wendy explained this grief and loss programme that pupils can be referred to.

General

Auction Night

Special thanks to Cate for all her preparation work for this event to be held on 24 June.

Wireless School Network Upgrade

This was discussed.

Roll Numbers

Approximately seven new enrolments are expected by next term.

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

Moved: Grant / Seconded: Dale

All in favour

SELF REVIEW CHARTER FOCUS:

Strategic Goal 3 Update

Darrel explained this.

CRFS MATTERS:

Sports Bibs

- Grant is to follow up on the grant for these.

Omaha Classic

This is to be held at the end of the year. CRFS are to discuss volunteers for this event.

Customer Relationship Management System

This system is up and running.

Quiz and Auction Evening

This was discussed.

Gala Event Manager

This position has been filled.

Sponsorship

This was discussed.

POLICY REVIEW:

- **Classroom Release Time**
- **Animal Welfare**

These policies as presented were approved.

Moved: Dale / Seconded: Grant

All in favour

SCHOOL ZONE REVIEW UPDATE:

This was discussed.

The Board agreed to the proposed zone and wish to start the consultation process (Step 4).

- Darrel is to write to MOE and get approval to consult (Step 5).

HEALTH AND SAFETY REVIEW UPDATE:

The onsite observation report and actions to be completed were discussed.
Special thanks to Mike for completing the actions required.

PARKING UPDATE:

Dale has met with the Community Group and a lease and sub-lease has been prepared and is to be presented to Logan Campbell and Richard Didsbury.

IES-COMMUNITY OF LEARNING (CoL):

Darrel explained this document which was discussed.
Darrel is to attend a meeting with MOE representatives and other school Principals this Thursday.

MINUTES:

Minutes of the previous meeting were approved.
Moved: Grant / Seconded: Dale
All in favour

CORRESPONDENCE:

NZSTA – Nomination forms for NZSTA President Election 2016.

Next Meeting: Monday 15 August at 7.00 pm

Meeting closed at 10.15 pm

Actions required	Responsible
Follow up on Sports Bibs' Grant	Grant
School Zone Review – letter to MOE	Darrel