

MATAKANA SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD MONDAY 21st MARCH 2016 AT 7.00 PM

PRESENT: Craig Dawson, Darrel Goosen, Dale Daniels, Grant Clifton, Rachel O'Malley, Wendy Chittenden, Maryann Steel, Angela Corinaldi, Tony Mordaunt

APOLOGIES: Jenny Blythen, John Taylor **DECLARATIONS:** Tony Mordaunt re funding for Kiwisport

Welcome :

Welcome to two parents who came along to listen in to board meeting and see the process.

2015 ATTENDANCE REPORT:

Darrel presented the report. Attendance was very similar to 2014. No out of the ordinary trends or patterns were identified in the 2015 report.

Moved: Grant / Seconded: Rachel

PRINCIPAL'S REPORT:

Curriculum

- Camp Benson is now booked for May 2017, last year for Tawharanui
- Huge Thankyou to teachers for organising all the camps in term one

Strategic Planning

- Reviewed 2016 School Charter and Annual Plan has been received by the Ministry
- Policy Sub-committee met on 7 March. Policies on Complaints and Reporting to Parents were reviewed for BOT approval

Moved: Craig / Seconded: Dale
All in favour

Personnel

- Pleased to announce Bridget Casanelia to replace Claire Allen beginning of term two

Finance & Property

- Jenny still unwell - Edtech is helping as per needed also thanks to Wendy for her hard work in helping out
- Donations - we will raise these next year, to meet other schools donation minimums. For this year we will send out an invoice beginning of Term two and reminder in Term 3.

Moved: Rachel/ Seconded: Craig
All in favour

Special Staff celebrations - BOT to approve charter of celebration gifts as per staff celebration notes.

Moved: Angela Seconded: Craig
All in favour

New Laminator Required

- not currently budgeted for. Approval for \$1145

Moved: Tony Seconded: Wendy
All in favour

Kiwisport - confirmation that Kiwisport have provided investment and we will add a further \$6000 to this for our sports specialist program.

Property Report

Property Subcommittee met on 9th March

- letter to be written to MOE from Dale re the shortfall of the 10YA plan
- 3 quotes have been received re the refurbishment of rooms 16,17.
- letter of objection regarding the concrete around the Pool to be sent - Dale
- Approval sought for \$9000 needed for upgrading bell system within school
Moved: Angela Seconded: Craig
All in favour

- School house requires power for dryer to be put in. \$1000 approval sought
Moved: Rachel Seconded: Dale
All in favour

- Health and Safety Audit of school property by Crombie and Lockwood approx \$1-2K.
Moved: Tony Seconded: Craig
All in favour

- Water fountain -\$1855,
Moved: Grant Seconded: Rachel
All in favour

- Working bee will be put into place for paint in the bottom of the pool over winter

Community Relations & Funding Sub-Committee

- CRM system required approval for funding sought. \$200 -\$600
Moved: Tony Seconded: Craig
All in favour

- PTA operating again! Great news
- Olympian to your school organised
- Grants Coordinator - Amanda Stewart has volunteered for role which is fantastic

School Docs - policy schedule and checking system required and sought board approval \$1400 per annum.

Moved: Dale Seconded: Craig
All in favour

School Counselling Package

Wendy suggestion that we require counselling package for all staff members to access whenever required, whereby the school board funds several sessions to meet with a counsellor that they choose.

- this is identified as something we need to do
- wendy to look into this

Motion: Moved that the Principal's, Finance and Property and CRFS reports are approved.

Moved: Dale/ Seconded: Craig
All in favour

Maori and Pasifika Consultation Evening
April 12th 7pm - all BOT members invited to come along

School Charter Focus- Strategic Goal 1 Review
Darrel went over Strategic Goal 1 and the progress made thus far with Goal 1

School Zone Review
The Ministry has indicated that our school should have a zone to prevent over crowding. The same is expected from Warkworth Primary School. Draft zone maps were received from Ministry Official Ken White. Darrel has requested clearer maps from the Ministry.


Board Elections 2016 May 9
Craig informed us that our Returning Officer Chris Sotheran, has the election programme running smoothly

MINUTES:
Minutes of the previous meeting were approved.
Moved: Rachel / Seconded: Wendy
All in favour

CORRESPONDENCE:
INWARD:
- none

Next Meeting: Monday 9th May at 7.00 pm
Meeting closed at 9:55pm

Actions required	
Lease document for car park continued to be progressed	Craig
Followup on counselling requirements schedule for teachers	Wendy
Letters to the Ministry regarding Property issues	Dale


9/05/2016