

**MATAKANA SCHOOL BOARD OF TRUSTEES  
MIINUTES OF MEETING ON MONDAY 30 NOVEMBER 2015 AT 7.00 PM**

**PRESENT:** Craig Dawson, Darrel Goosen, Grant Clifton, John Taylor, Rachel O'Malley, Wendy Chittenden, Claire Allen, Lisa Birrell, Kat Carter, Jenny Blythen.  
Craig welcomed Lisa and Kat to the meeting.

**APOLOGIES:** Dale Daniels

**DECLARATIONS:** Nil

**INTEGRATED STUDIES REPORT:**

Claire presented this and explained the 2015-2016 Planning Periods, the Big Ideas and the Topics to be studied.

Craig thanked Claire for her report.

**CRFS UPDATE AND SCHOOL FUNDING REVIEW**

Grant explained there will be a change of personnel for the Sponsorship Coordinator and Event Manager roles.

- Fundraising Events have been reviewed
- Sponsorship – new framework proposed
- Operating Structure and PTA – discussion documents for this

Lisa explained in detail the proposals for the Structure Plan and the Scenario recommend by the CRFS.

Craig thanked Lisa for the detailed discussion documents that were presented.

The Board then discussed the proposals.

**Motion:** Moved that the CRFS can have discussions to outsource the Omaha Classic to an Event Management Company and that the Omaha Classic would not continue as a school affiliated event after 2016 due to Health and Safety Regulations.

The Board will consider the other proposals presented and definitively address the points in the report at the next Board meeting.

Moved: Craig / Seconded: Grant  
All in favour

**PRINCIPAL'S REPORT:**

**Curriculum Delivery Plan 2016**

**Charter Review**

**2015 Target Analysis**

**2016 Target Analysis**

- These will be presented at the Board Meeting on 22 February.

**Final Reports**

These will be issued on Monday 14 December.

**Staffing – Montessori Unit**

This was discussed.

**Staff Farewell Function**

This is to be held on Thursday 3 December – all Board members are invited.

**Classes 2016**

There will be two syndicates in 2016. This was discussed.

**Finance**

A 2016 draft budget was presented.

The following items were approved:

- ICT Capital Expenditure \$5780
- Maths Whizz (Maths support programme) \$2000
- Auditor's Terms of Engagement 2015-2017
- Contribution to staff end of year lunch \$600

Moved: Craig / Seconded: Rachel

All in favour

**Early Closure**

The Board approved closing the school at 12.35 pm on Tuesday 15 December.

### Christmas in the Quad

Darrel thanked all those involved in organising this event – it was a wonderful evening!

### Roll Numbers

The growing roll numbers were discussed.

**Darrel thanked the Board for a great year of governance and wished them a Happy Christmas.**

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

### PARKING UPDATE:

This project is still under discussion with the Council.

### PROPERTY UPDATE:

- Turf around tree in quadrangle to be done in January
- 5YA review – awaiting consultant for the fire alarm system to be approved before upgrading R16/17
- Line Markings to be done over the holidays
- Block 9 Painting / Buildings washed to be done over the holidays
- Rocks placed beside water tank to stop vehicles accessing the school
- Pool – now opened
- 10YPP – Appoint a MOE approved consultant to prepare plan due to be submitted by July 2016
- Room 3, Block 9 & 10 – maintenance approved by MOE to be undertaken over holidays

### BOT WORK PLAN 2016:

This was presented in a new format.

### BOT ELECTION PROCESS 2016:

Timeline of dates for this was presented.

Darrel explained the rules about co-opting members to the Board.  
The Board approved to co-opt three members. The criteria would be:

- to maintain the balance of male and female trustees
- to reflect the ethnic diversity of the school
- to fill an identified skills gap within the Board

### UPDATING THE EDUCATION ACT OF 1989:

This was discussed.

### MINUTES:

Minutes of the previous meeting were approved.

Moved: Darrel / Seconded: Rachel  
All in favour

### CORRESPONDENCE:

Jackie Kirk – thank you to the Board

Jane Watson – resigning from her position

NZEI - Primary Principals' Collective Agreement / Paid union meetings

**Next Meeting: Monday 22 February 2016 at 7.00 pm**

Meeting closed at 9.15 pm.

The Board then went in committee to discuss personnel matters.

Actions required	Responsible
Details for Interests Register for BOT members	All Board