



Mission Statement: A learning community that provides an exciting, challenging programme designed to extend student's horizons in a secure, safe environment

MINUTES OF MARATAI BEACH SCHOOL BOARD MEETING

Held at Maratai Beach School, Maratai

On TUESDAY 11th April 2017, 6.00pm

Present:

- Paul Bennett (PB) (Chair)
- Mark Keenan (MK) (Principal)
- Craig Rooks (CR)
- Maria Lamberto Calvo (MLC)
- Damian Powley (DP)
- Vonja Young (VY)
- Wayne Gillard (WG - Staff Rep)
- Linda Kerfoot (LK - Minutes Secretary)

Apologies:

Visitors: Dean Bancroft

1	Open and Welcome	Follow up
	<ul style="list-style-type: none"> a) PB opened and welcomed everyone to the meeting at 6.00pm b) PB requested any conflict of interest declaration based on agenda. Nil. 	
2 and 3	Strategic discussions and decisions	Follow up
	<p>a) Literacy Showcase A presentation was presented to the board by Dean Bancroft Literacy Leader. Questions were called for from the board. DP asked how we can tell whether a student is below or above with their spelling. DB talked through how this is being tracked.</p> <p>Wayne Gillard talked through asTTle Assessment to monitor progress. Tool for Teaching and learning. Each student has been tracked in relation to the national mean. Tracking Maori and Pasifika. Results are analyzed. OTJ's also used to assess student's progress.</p> <p>Graphs were displayed to explain how results are analyzed. Breakdowns for each year group. Year assessments displayed to show comparisons to cohorts. MK commented that he believes our students are doing well and standards are starting to lift.</p> <p>MK thanked WG & DB for their hard work. WG & DB left the meeting at 6.45pm.</p>	



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	<p>b) Trustee Register Portfolios- Discussion as to whether we need to have any other portfolios except for existing.</p> <p>Community? MLC makes herself available to community. VY also to be around to talk to parents with any questions. MK, PB feel that the community can approach them directly if required. MLC to work with MK on community newsletter, twice a year.</p> <p>CR – Finance MLC - Property VY – Policy & Legislation H & S – DP to join MK & PB. VY to attend H&S seminars for any update on P&L or H&S.</p>	
4	Monitoring Reports	Follow up
	<p>a) Principals Report</p> <p>MK tabled report.</p> <ul style="list-style-type: none"> - School roll up. To reach 300 plus students by end of 2017 - COL is currently forming achievement goals. BOT to sign off on achievement goals. MK will provide on-going information for BOT - Maori & Pasifika survey distributed. 18th May Hui, BOT to attend - Elaine McNab resigned. Paula Andrews has accepted FT to the end of 2017 - Korrin Laker full time release teacher to cover Kate Deane now teaching full time - Discussion on roll growth and teaching staff needed to cover this in the future - Operations Grant received slightly up on expectation - Major leaks with weather issues - Drainage quote for soak hole - Safety Glass needed in Resource Room and some classrooms to ensure H&S compliance - Conditions assessment report for 10 year property plan. Toilet plan, Room 1&2 upgrade completion and Room 5 upgrade are current replacement priorities - Roll growth, currently going through capital works for temporary classrooms. Discussion was held as to how to proceed. Considered really important as to how we communicate to the community - PLD proposal has been accepted – 200 hours. Allows external PLD opportunities for staff 	



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	<p>Motion: To accept tabled Principal's report Raised PB. Seconded MLC. Unanimous</p> <p>b) Board Chair's Report</p> <p>PB tabled report.</p> <p>Motion: To accept tabled Chairperson's report Raised PB. Seconded DP. Unanimous</p>	
5	Monitoring – Portfolio Reports	Follow up
	<p>a) Property Report</p> <p>School house rented for last 11 years, little maintenance done or rent increased. Ray White managing property since February. Maintenance to be done before rent increase. Insulation required to be compliant. Quotes in process. Rent held by Property management company until end of the month. MLC to have conversation with Ray White regarding this.</p> <p>Action: Roll over decision regarding insulation until next meeting until another quote received.</p> <p>MLC tabled proposal on school house between now and July 2019. Discussion on costs incurred and budget for maintenance.</p> <p>Action: Add rent increase to annual review programme in February for July.</p> <p>Motion: To accept the tabled project proposal to insulate the school house and complete 5 proposed minor works. Maximum cost \$5,500.00 Raised PB. Seconded CR. Unanimous</p> <p>Motion: to be informed of a rent increase by increase the rent by \$ 100 by the end of July Raised PB. Seconded DP. Unanimous.</p> <p>b) Policy and Legislation Report</p> <p>Nothing to report</p> <p>c) Health & Safety</p> <p>See Chairperson's report</p>	MK



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	<p>d) Finance Report Nothing to report</p>	
6	General Business	Follow Up
	None	
7	Administration	Follow Up
	<p>Motion: to approve the minutes of the meeting held on 14th March 2017 as a true and accurate record. Raised PB. Seconded MK. unanimous.</p> <ul style="list-style-type: none"> a. Action Points from previous minutes b. Correspondence tabled c. Agenda items for next meeting as per work plan <p>Meeting closed at: 8.01pm</p>	
	Next Meeting: Tuesday 23 rd May at 6.00pm in the staff room	