



Maraetai Beach School

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

MINUTES OF MARAETAI BEACH SCHOOL BOARD MEETING

Held at Maraetai Beach School, Maraetai

On **TUESDAY 14th February 2017, 6.00pm**

Present:

- Paul Bennett (PB) (Chair)
- Mark Keenan (MK) (Principal)
- Craig Rooks (CR)
- Maria Lamberto Calvo (MLC)
- Wayne Gillard (Staff Rep)
- Linda Kerfoot (Secretary)

Apologies:

Visitors:

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. c) Chair Vote PB re-elected as Board Chair 	
2 and 3	Strategic discussions and decisions	Follow up
	<p>a) Re-election of two board members who have resigned</p> <p>MK Put forward how this selection process needs to happen. (MK tabled process document)</p> <p>Suggested to complete first 4 steps tonight. Matrix completed by all board members.</p> <p>Additional Skill set required:</p> <ul style="list-style-type: none"> - Cultural Diversity - Legislative & Policy - Property (Project Management) <p>MK asked if there was anything specifically board members wanted to include in the newsletter when thanking AB and NC.</p>	



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	<p>Timeline: Thursday newsletter, ad in PC Times (28 days). Decision by the next board meeting 14 March.</p> <p>For potential candidates: - Coffee morning (Thursday 2nd March 9-9.30am) - Invitation to next board meeting (14th March) - CVs submitted (submitted to Office Manager by 3pm 7th March)</p> <p>b) Principals Appraisal Report received by PB from Roween Higgie to be shared with other board members. PB to touch base in the next week, regarding terms of process, and if there is a need for a presentation and discussion with Roween Higgie.</p> <p>c) Strategic Plan</p> <p>MK talked to the document, key points:</p> <ul style="list-style-type: none"> • Leadership, Maori & Pasifika Liaison • Professional Learning Leaders 2 new Abi & Steph • Target focus on moving to above standard • Property 5YK Management of roll growth • Approval of NAGs – Action Plan them (See doc. tabled). Strengths, identified certain areas • Roll growth <p>MK asked for questions and comments.</p> <p>Motion: To accept approval of our updated Charter, Annual Plan Nag 2 A and 2AB date and 2016 variance Raised PB. Seconded CR. Unanimous</p> <p>Motion: To accept Approval of 2017 targets Raised PB. Seconded WG. Unanimous</p> <p>d) Discussion regarding adoption of the School docs programme Board agreed great programme.</p> <p>Motion: To go ahead and purchase schools docs programme. Raised PB. Seconded CR. Unanimous</p>	<p>MK</p> <p>PB/CR/MLC/WG</p>
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4	Monitoring Reports	Follow up
	<p>a) Principals Report</p> <p>MK tabled report</p> <p>Motion: Approval for Year 4 camp at Sonshine Ranch in Week 4 Raised PB. Seconded CR. Unanimous</p> <p>MLC asked if families who cannot afford camp fees were supported/ subsidized. MK advised Yes, support for families available.</p> <p>MK commented on Mike Selby as our new Caretaker was doing an excellent job. H&S course for Mike to attend</p> <ul style="list-style-type: none"> • Safety in Action • Impact <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 CR. Unanimous</p>	<p>MK to arrange course for Mike</p>



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5	Monitoring – Portfolio Reports	Follow up
	<p>a) Property Report</p> <p>MLC and MK met with Steve Waters (Property Consultant) - funding for 5YA \$240,000.00 for 5 years. Condition Assessment to come in. MK/MLC to visit other schools. Biggest decision is how to spend funding. Plan priority of what needs to be done.</p> <p>CR raised issue of sale of school house.</p> <p>Motion to accept Property Report.</p> <p>Raised PB. MK seconded. Passed unanimous.</p> <p>b) Policy and Legislation Report</p> <p>Principal's Performance appraisal</p> <p>Motion to accept the Principal's Performance appraisal policy, as tabled with an amendment to table 3</p> <p>Raised PB. MK seconded. Passed unanimous.</p> <p>c) Health & Safety MK/PB Nothing to report</p> <p>d) Finance Report CR Nothing to report.</p>	<p>MK</p>
6	General Business	Follow Up
	<p>None</p>	



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7	Administration	Follow Up
	<p>Motion: to approve the minutes of the meeting held on 13th December 2016 as a true and accurate record. Raised PB. Seconded WG. Passed unanimous.</p> <ul style="list-style-type: none"> a. Action Points from previous minutes reviewed and completed. b. MK to contact and thank Rex & Brianne Bignell c. Correspondence tabled d. Agenda items for next meeting as per work plan <p>Meeting closed at: 8.02pm</p>	<p>MK</p>
	<p>Next Meeting: Tuesday 14^h March at 6.00pm in the staff room</p>	