



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 1<sup>st</sup> August 2017, 6.00pm

**Present:**

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

**Apologies:** None

**Visitors:** None

1	Open and Welcome	Follow up
	<ul style="list-style-type: none"> <li>a) PB opened and welcomed everyone to the meeting at 6.00pm</li> <li>b) PB requested any conflict of interest declaration based on agenda. Nil.</li> </ul>	
2 and 3	Strategic discussions and decisions	Follow up
	<p><b>a) NZ Mid-Year Data and Target Review</b></p> <p>MK &amp; WG presented a slideshow presentation. MK talked about the process, making different judgements, progress to date and achieved to date.</p> <p>Discussion on supporting children where English is a second language (ESL). Families moved to the area.</p> <p>WG talked about Learning Support (Interventions) explaining the breakdown. 29 boys who are at or below (Boys Boost for Reading/Writing). Look at the Board budgeting for Teacher Aide hours for 2018. Currently no resourcing for Maths.</p> <p>MK talked about going forward in Reading, Writing and Maths. Quick 60 targets below students Yr 2-5.</p> <p>WG commented on Best Practice within the school, Teachers doing really well. Growing as a Staff.</p> <p><b>Action: Cost of Teacher Aide to be considered in the 2018 budget.</b></p> <p><b>To separate out within the budget lines for Learning Support: Reading, Writing and Maths.</b></p>	MK



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	<p><b>b) Monitoring of BOT Time</b> PB - 2 MLC - 2 , WG – 6, CR – 3, DP – 1, VY - 2, MK - 8</p> <p><b>c) Review of Management Letter from The Auditors</b> CR discussed with the Board the audit in May of 2017. Issues raised, TELA leasing, Credit Card Payments receipts, Statement signed off by Board Chair. Reviewing Standing data - recommendation check every Term.</p> <p><b>Action: Michael Zimer to check reviewing standing data each Term.</b></p> <p>No serious issues from the report, following good practices.</p> <p><b>d) Education Act Updates</b> MK talked about- Improving Planning Reporting. MLC – Establishing Enduring Objectives. Discussion on restraining students. Needs to be reported to the Ministry and minuted if there is a breach.</p> <p><b>Strategic Decisions</b></p> <p><b>a) Review of CoL Achievement Plans.</b> Roll over to next meeting</p>	MK
4	<b>Monitoring Reports</b>	<b>Follow up</b>
	<p><b>a) Principals Report</b></p> <p>MK tabled report. Roll growth is rapid and brings challenges Narelle Bovill requested extended maternity leave, 18 weeks paid leave then 52 weeks unpaid leave. <b>Motion: to accept NB request for extended leave. Raised PB, seconded CR, unanimous.</b> Korean students settled in well Good feedback from survey after SLC's from staff, students and parents. Discussion around the positive feedback. Attendance 90%, majority of unjustified absences - Holidays during term time</p> <p>10 year property plan with the Ministry. Requested \$9k for a teachers space worth of furniture &amp; fittings for Rm 14. To go into the space in the Library.</p>	



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Gutter repairs during holidays, school house gutters as well.

Water treatment completed.

Pool fence non-compliant, quote received for making fence compliant. \$5,500k. Apply funding through 5YA.

**Motion: To accept work on the back fence by Fence Co Fence Systems. PB Raised, WG seconded, unanimous.**

Discussion to make pool surround fence compliant now or end of Term 1 2018.

**Action: New budget round to include cost for compliance on pool surround fence.**

Amanda Lee stepped down as PTA Board Chair, Lesley Crawshaw has been nominated and accepted new PTA Board Chair

**Motion: To accept tabled Principal's report  
Raised PB. Seconded MLC, unanimous**

### **b) Board Chair's Report**

PB tabled report.

**Motion: To accept tabled Chairs report  
Raised PB. Seconded CR**

### **c) Finance**

Tabled report,

discussed working capital, \$25k a bit tight

mid-year review next week MK, CR & MZ

admin budget up, letter to go home re: donations

R&M up

CR to present forecast next meeting

**Motion to accept Finance report Raised PB, seconded DP unanimous.**



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	<p><b>d) Property</b>          Quotes for painting exterior of school house \$13, 500 and \$15,000, further \$\$8,000 for interior. Waiting for another quote for exterior to come in. BOT to look at whether we can afford to paint it. Discussion was held as to the future of the school house.          Go to the mid-year review and revisit budget for improvements to the house.          MK, WG &amp; VY asked to wait to see what the figures actually are. CR doesn't want to paint the house. Risk factors around the budget taken into account.          Email to go out to BOT next Wednesday when that information is available.</p> <p><b>e) Policies and Legislation: Student's with Special Needs</b>          Policy was reviewed by Board in school docs.</p> <p><b>f) Health &amp; Safety</b>          Nothing to report</p>	
<b>5</b>	<b>General Business</b>	<b>Follow up</b>
	<p>- WG Deputy Principal has applied for a sabbatical Term 2 2018. BOT discussion.</p> <p><b>Motion: To accept and support WG sabbatical raised PB, seconded CR, unanimous.</b></p>	
<b>6</b>	<b>Administration</b>	<b>Follow Up</b>
	<p><b>a) Motion: to approve the minutes of the meeting held on 20<sup>th</sup> June 2017 as a true and accurate record.          Raised PB. Seconded MLC.</b></p> <p><b>b)</b> Action Points from previous minutes  <b>c)</b> Correspondence tabled  <b>d)</b> Agenda items for next meeting as per work plan  <b>e)</b> PB WG presenting changes to Ed Act  <b>f)</b> MK to present MOU from CoL to sign off.</p> <p>Meeting closed at: 8.25pm</p>	
	<b>Next Meeting: Tuesday 26<sup>th</sup> September at 6.00pm in the staff room</b>	