



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 29th August 2017, 6.00pm

Present:

- Paul Bennett (PB) (Chair)
- Mark Keenan (MK) (Principal)
- Maria Lamberto Calvo (MLC),
- Craig Rooks (CR)
- Damian Powley (DP)
- Wayne Gillard (WG - Staff Rep)
- Tristan Gilchrist (TG - Minutes Secretary)
- Rebecca Norrish (RN) – presenting PB4L
- Korrin Laker (KL) – presenting PB4L

Apologies: Vonja Young (VY)

Visitors: None

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) PB4L presentation</p> <p>Purpose – At MBS we will have a school wide positive learning community focused on excellence through our school values or respect, resilience, integrity.</p> <p>Each idea must be Measurable, positively stated, always applicable, clear, observable. Own it as a school, this is the way we do it.</p> <p>Completed a matrix of core values, and looked at where the matrix works in different settings within the school. This is fluid. Working at the moment on behavioural curriculum. Focusing at the moment on manners. Changed the feel of the school, improved both happiness and learning. Teachers teach every Mon morning for 15 minutes that particular value. Alongside are the systems we are implementing to promote this, such as choice choice awards. We are looking at updating this system but currently making sure we are using our available systems as much as possible. Next step looking at data and managing process to decided where to focus next. Following through</p>	



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until end of term with respect. We need to make sure that kids know what manners are, so going back to basics. Means everyone on the same page and leads to a shared language.

Next year looking to involve parents, sending out matrix and asking for input.

Met with Clevedon school who have been involved for 5yrs. Spoke about signage on display in school – focused strategic signage rather than the entire matrix.

Near future: Looking to track data to see issues eg. Commitment to groups, not coming in at bell etc. Next year: looking to induct new staff and encourage new pupils to join in the way that we do things.

In 3 years time how do we see our success – data should tell us, there is a pb4l way through etap, but we may look at a two week snapshot each term in google. Will also indicate where to teach next. Would like to see all the indicators played out in school. Clock the time and the place of where the data is collected from. Might be a system issue rather than behavioural eg. Not enough handball courts. This is for the majority of children, not the acute children that require individual focus. This tier 2 will be looked at next year as we get further through the programme.

Funding - we only get once to cover training days etc. after a year we would expect to be able to run this ourselves. Teachers and principal very supportive which is the basis of the programme being so successful.

Organisational culture change – how is this tracked? Annually an outside facilitator does a review, with random children and teachers. Currently tracking behavioural issues through etap but not collected data internally so far.

Action:

b) Monitoring of BOT Time

Craig 3hrs, Mark 3, Damien 1, Wayne 1
Mark and Craig had finance meeting – 1.5hr

c) Education Act Update

Clarifying bot roles and responsibilities. Making things clearer, no more requirements or work for boards. Focusing on student achievement, easy to see what they should be doing, setting school policies.

Explicit obligation on bot to be compliant and consistent with the treaty. Some of the themes of settlement claims given to all bot members by PB.

No real effect for us.

Schedule 6 refers to Education Act. Think it will be ontop of NAGS and NEGS. Goal 9 is an additional goal.



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	<p>What do the principles of the treaty look like in the classroom, supporting maori students around achievement but how do other things play out (eg. Partnership, celebration of culture).</p> <p>Confidence Authority for teachers: allows to take action against teachers not performing. Teachers requiring extra development, guidance or extreme cases registration cancelled. Only change is the authority has more power. The teaching standards are being updated again in 2018, appraisal system being reviewed at the moment.</p> <p>Action:</p> <p>.</p> <p>Strategic Decisions</p> <p>a) Review of CoL Achievement Plans. Roll over to next meeting</p>	
4	Monitoring Reports	Follow up
	<p>a) Principals Report</p> <p>MK tabled report.</p> <p>Look at plans for relocation buildings. Ministry have engaged Ncompass as project managers. Wanting to have finished prior to beginning term 1, this is the target date. The school where they are coming from are running behind in their build. Construction of physical works start October. 62 days for handover before school starts. Three relocs with teaching space in middle, wheelchair access, new decking. All have boys and girls toilets.</p> <p>Veranda to be metal rather than clear. Most trees remain apart from small shrubs maybe. PA and intercom, bell, security bell water data fire phones all supplied to relocs. Look at getting tank at end of building and using rain water to flush toilets to remove pressure on current water system. Looking at storm water and sewage, trying to get flooding around cesspits looked at in combination. All been cleared out but not big enough.</p> <p>How do they get onto site?</p> <p>1. Off Te Pene Rd through carpark and across field, want to run around outside of field and have set times for contractors to come through. Lay it down and reinstate fields to</p>	



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how it was. Lay a road down for access, fence off area by build for contractors.
 2. Off Maratai drive through back driveway – overhead lines underground? Asphalt will it stand up to the weight?
 Work between 10pm – 6am. Preference – summer use of pool, so use the field. Fire safety – wires underground. Health and Safety biggest consideration.
 Buildings don't need fumigation, no asbestos, they paint them all on site. Mark wants them to look at window frames and doors as not sure of condition. New carpet, vinyl in bathrooms and foyer areas. No new whiteboards, but fund grant to kit out rooms.
 Received one grant, next lot before end of the year.

Will keep updated if timeline changes.

Howick Coast Kauai Ako

Launch at Howick College next Tuesday for staff. Top 3 out of 6 logos from our school, Meg McKenzie won and working with graphic designer. Ella Fowell and Reeth Milsom also finalists. At the launch will talk about across school and within school roles. Document is online. Roll selection and appointment information – leadership role. Within school – we have two rolls. 0.07 in the roll. Within school role, Mark goes through normal process of employing a leader. Provides another leadership layer, and provides staffing to assist. Finance to cover those hours provided by COL. Across school leaders: BOT are still the employer, COL teacher is appointed by selection panel made up of bot members, principals, college student, national adviser (across all different COLs). Decision to make as a board: whether to consent to staff applying for positions? Job description goes out next Tuesday, Mark will call for those interested in applying.

Look at individual endorsements as could lead to too much pressure on our school if too many are accepted.

When receive expressions of interest, Mark to let know how many have applied and whether they are suitable to be endorsed. Decisions made by Week 8.

Leadership opportunities assist with staff retention.

PIA Data -We did well. Roll growth data – great to see climb.

ECE visits – great initiative from Kate Deane, visitors observed classrooms, went through transition programme, asked what else we could do with our process. Feedback from ECE visitors wonderful.

Reports:

Integrated enquiry – now going to comment on effort and attainment of individual

MK

MK



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learning and effort / attitude. Report on School Values..

Parent areas portal – attendance info, reports, national standards etc. Another way to communicate with parents.

Learner profile – in etap, all info from attendance, assessment, etc. on one page that teacher can access.

Permanent position for NB shortlisting currently. Rm 14 opens next week.

H&S: Pool fencing going to be fixed. Caretaker training undertaken.
H&S Report accepted.

Motion: To accept tabled Principal's report

Raised PB. Seconded ML, unanimous

b) Board Chair's Report

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PB tabled report.

Motion: To accept tabled Chairs report

Raised PB. CR Seconded

c) Finance

Budget review: ops grant / special needs grant increase due to roll growth
Locally raised funds: house rent no longer included, extra intl students than budgeted for.
Had funding for PD so improved, savings in learning resources
Property additional pool fence replacement and H&S cost. 85% of R&M building spending is actually for H&S issues. Will separate this out next year.

d) Property

House: option to rent to a teacher. Need to make sure on tenancy agreement the house has lead paint. Happy for new tenant to paint inside house with existing paint.
TG to set up a new bank account for the house income to be kept separately.



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	<p>Rent agreed upon. Want to move in in the holidays. First week free to clean. Mike Selby to run house inspections, ML to arrange repairs etc.</p> <p>Motion: Rent to Kaylie Ashworth for 360 (teacher) PB CR second. Unanimous.</p> <p>e) Policies and Legislation: ApPOINTment Procedure When we advertise for rolls is there a school cost? No, one liner in the gazette is free. 4 stars. Very clear. Implementation of procedure, 5 star. Is it working for our school? yes</p> <p>f) Health & Safety Arrange to have a H&S meeting in near future.</p>	
5	General Business	Follow up
	<p>BOT Newsletter to go out to community. MK to liaise with PB</p> <p>Motion:</p>	
6	Administration	Follow Up
	<p>a) Motion: to approve the minutes of the meeting held on 1st August 2017 as a true and accurate record. Raised ML. Seconded CR</p> <p>b) Action Points from previous minutes c) Correspondence tabled d) Agenda items for next meeting as per work plan</p> <p>Staff workplace survey. Biannually. Parent Community survey annually. Questions to be decided for review of charter – all respondents (if you wish to put in your name) go in draw to win a pool key.</p>	



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	Budget , charter and strategic plan, go over in November meeting after feedback collated from survey. T4 w10 survey results ready, draft charter ready for nov meeting, sign off in feb. Meeting closed at: 8.06	
	Next Meeting: Tuesday 26 th September at 6.00pm in the staff room	