



# 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 31<sup>st</sup> July 2018, 6.00pm**

**Present:**

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

**Apologies:** Maria Lamberto (MLC) arrived 7.20pm

**Visitors:** Simone Beezley (MBS parent)

1	Open and Welcome	Follow up
	a) PB opened and welcomed everyone to the meeting at 6.10pm  b) PB requested any conflict of interest declaration based on agenda. Nil	
2 and 3	Strategic discussions and decisions	Follow up
	<p><b>Mid-Year data and target review</b>            MK presented a review to the board:            Mid-year Reading, 70 more children than this time last year.            Questions from the board regarding effect of roll growth.            Projected 2018 compared to Actual 2017 and 2016 percentage of students below at or above.            WG talked to Reading - Learning Support            - Interventions were discussed            Increasingly difficult to access support for children who need extra support, RTLB etc.</p> <p>Rebecca Norrish (SENCO) working extremely hard to try to get funding for these students.</p>	



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**Going Forward:**

– Quick 60 Early Words targeted

- Junior Teachers phonics training and implementation
- Transition into school
- Development of kids speak reading goals
- Mid year teacher inquiries – target children
- Resourcing – purchasing of new books and resources
- School wide PLD for teachers
- Buddy class reading

Mid-Year Writing – breakdown of percentages shown, 107 more students compared to projected 2018

- Interventions were discussed

**Going Forward:**

- Writing PLC
- ELL programme
- Quick 60
- Boys writing group
- Literacy extension
- Target students
- Implement updated goal sheets
- Use of Technology
- Journalism club

Mid-Year Maths – breakdown of percentages shown, 2016, 2017 compared to projected 2018

- Interventions were discussed

**Going forward:**

- Mathematics boost
- Within school leaders – Afl focus
- Mathematics PLC's
- Resourcing
- Extension groups - senior/intermediate
- Robotics programme
- Mathematics curriculum leader - workshops
- Mathematics team - workshops

PB thanked MK and WG for their work in presenting this data.



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## a) Principals Report

MK shared his report with the board:

**Aims Games** 27 students attending, including a Futsal team, an Aerobics team.

Provided documentation to the board re organization for this event for their review.

Discussion on requirements.

**Action: PB, MK to discuss individual consent form for students attending.**

**Motion to accept Aims Games proposal, PB, seconded WG, unanimous.**

**Union meeting** to be held August. MK informed board members that board need to make decision to close school.

All teaching staff except 3 union members. Discussion regarding closure.

**Action: MK to prepare a communication on behalf of the board to the school community regarding closure.**

**Motion to close the school on 15 August PB, VY, unanimous.**

### Strategic Plan:

MK gave handouts to Board and talked to these.

Reviewed feedback from community

School planning, no change in dates or what needs to be included.

Structure

Context

Looked at charter – strategic goals and initiatives, vision and values.

Discussion with board members around this.

**Action: To review our vision statement, to review whether our mission statement is relevant and possibly remove.**

**Action: To meet Monday 17 September 6.00pm. Leadership team to attend with a view to reviewing vision statement.**

**Action: Prior to meeting PB to send questionnaire to parents and staff and PB to speak to senior students**

**Action MK to speak to PD re treating water.**

### Staffing

Fully staffed

**PTA financials** \$36,000 from Casino Night.

**Action: VY to buy gift for Corina and card to PTA (Lesley) and thank them.**

**Motion to accept Principals report raised PB, CR seconded, unanimous.**

ALL  
PB  
MK

VY



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## b) Board Chair's Report

PB tabled report.

**Motion: To accept tabled Chairs Report as read. PB, DP seconded, unanimous**

## c) Finance

CR presented budget update to board. Property costs, ongoing month to month, working capital.

Forecast - bigger surplus for the year to assist working capital. Income YTD 86% tracking well. PTA donation funds will help. Good control, comfortable for the fiscal year.

**Motion to accept PB, seconded MK, unanimous.**

## d) Property

Bond lodged for school house bore check by Malmaks test report to come.

Electrician report.

MK asked about guttering at rear of property. Repairs to be made.

**Action: CR to contact Cam Parsons re repairs.**

**Motion to accept: PB, WG, unanimous.**

## e) Policies and Legislation:

VY questioned H&S if expectation during class time to sign in at the office.

H&S disclaimer. "...except parents guardian, unless attending a pre-arranged school event".

**Action: To create signs at entrances to direct school visitors to report to the school office to sign in.**

VY to update policies, contact school docs

**Motion to accept report PB, CR seconded, unanimous.**

## f) Health & Safety

Board visited school on Monday 30 July and did a safety check. PB commented on Culture around the school during visit, very positive.

CR

MK

VY



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5	<b>General Business</b>	<b>Follow up</b>
	BOT preparation time MK 5, PB , WG 5 , DP 1 , VY 1 , MLC 2 , CR 1	
6	<b>Administration</b>	<b>Follow Up</b>
	<p>a) <b>Motion: to approve the minutes of the meeting held on 19<sup>th</sup> June 2018 as a true and accurate record: Raised PB, MLC seconded, unanimous.</b></p> <p>b) Action Points from previous minutes. <b>Roll over - MK to send MLC information size of Honors board.</b></p> <p>c) Correspondence tabled.</p> <p>d) Identify agenda items for next meeting as per work plan review.</p> <p><b>Meeting closed at: 8.20pm</b></p>	<b>MK</b>
	<b>Next Meeting: Tuesday 21<sup>st</sup> August 2018 at 6.00pm in the staff room</b>	