



Maraetai Beach School

Our Purpose: People, Potential, Planet - Growing a community of successful lifelong learners

MINUTES OF MARAETAI BEACH SCHOOL BOARD MEETING

Held at Maraetai Beach School, Maraetai

On TUESDAY 9 April 2019, 6.00pm

Present:

Mark Keenan (MK) (Principal)
 Craig Rooks (CR) - (Chair)
 Vonja Young (VY),
 Maria Lamberto Calvo (MLC)
 Paul Bennett (PB)
 Tristan Gilchrist (TG - Minutes Secretary)

Apologies:

Wayne Gillard (WG - Staff Rep)
 Damian Powley (DP),

Visitors:

Simon MacKechnie
 Simone Beesley
 Susan Grobler - arrived 6.30
 Rushad Irani - arrived 6.45

1	Open and Welcome	Follow up
	<p>a) CR opened and welcomed everyone to the meeting at 6.07pm.</p> <p>b) CR requested any conflict of interest declaration based on agenda.</p>	
2 and 3	Strategic discussions and decisions	Follow up
	<p><u>BOT Election Information Presentation</u></p> <p>Simon MacKechnie and Simone Beesley introduced themselves.</p> <p>What would you like to get out of this evening? Simone - been to a previous meeting given a good idea. See what the responsibilities are that are held by the bot. Simon - as an interested parent, seeing the kids do well and school prosper, see where I could help either in or out of a trustee role. new roles on what trustees are going to do so interested if that is discussed tonight.</p>	



Maraetai Beach School

Our Purpose: People, Potential, Planet - Growing a community of successful lifelong learners

	<p>BOT presentation -</p> <p>Being a board member is the most critical role a parent can play in the school. Thank you for coming and taking the time to be interested.</p> <p>Our values are really important to the school - reading, writing and maths are important, but so is having good citizens. Information you need as a trustee: annual plan, strategic report etc on the website. There is full access to schooldocs online, and each meeting we go through a policy. We also meet outside of meeting times, bounce ideas off each other. You will need to have a good understanding of how the school works and your portfolio. There are big changes ahead with our property, managing roll growth, Tomorrow's schools changes. If you come onto the board there is an induction process so this will assist you with knowing what is expected of you and how to achieve this.</p> <p>The next few months will be an interesting time for the BOT as MOE here when new BOT takes over. The new board will be at the meeting, as will the old board who will answer any questions. We would ask you to expect to commit, as far as possible, for the 3yr term.</p> <p>NZSTA runs seminars and give a magazine monthly - both are really helpful. Not compulsory but are helpful, can be streamed and available a lot of times / locations.</p> <p>Susan Grobler arrived - MK to send presentation</p>	<p>MK/TG</p>
<p>4</p>	<p>Monitoring Reports</p>	<p>Follow up</p>
	<p>a) Principals Report</p> <p>As tabled.</p> <p>Cohort Entry Policy - We want the students to be 5 when they are starting in the cohort.</p> <p>Motion: To accept the adoption of the cohort entry policy with 8 cohorts as per Marks report. Raised MK , seconded CR , unanimous</p> <p>New build - 11 classrooms not 12. Census data doesn't support the proposed 12 classrooms and we don't want to be held up so advised to sign off on 11 classes. Master Plan was initially 4 classrooms. Cricket nets will be saved. Need to make sure we keep access through to the fields to remove portable classes. Do the neighbours need to be advised? No, we are away from the boundary enough to not worry the neighbours. Geotech work all sorted.</p> <p>Motion: To sign off the new plan for 11 classrooms Raised MK, seconded VY, unanimous.</p> <p>Rushad Irani arrived.</p> <p>China Cultural exchange - 19 students going next week, visiting 3 schools, MK to attend an</p>	



Maratai Beach School

Our Purpose: People, Potential, Planet - Growing a community of successful lifelong learners

<p>International Education Forum while there which will be very exciting. Thanks to the board for supporting this exchange. Emergency information in pack - CR NZ contact, PB deputy. In the case of an emergency we will follow the plan given by Harrison Tew.</p> <p>ERO - don't know focus, reviewers, etc as yet. All Board members need to be available for week beginning Mon 17 June to meet with ERO. Exact dates will be given in order to arrange leave for board to be here.</p> <p>Enrolment scheme - consultation closed 29 March, MoE needs more details on capacity of future growth. Will get back to us. Hopefully will be in a position to report back at next meeting.</p> <p>Staffing - new Y1 teacher position been readvertised.</p> <p>Roll growth - new class starting T2 in the hall; new carpet, partitions and heating coming. Funding for this has come from MoE. Will require an amendment to 5ya.</p> <p>Motion: to accept Principals report Raised: Raised CR, Seconded PB, unanimous.</p>	<p>MK</p> <p>MK</p>
<p>b) Board Chair's Report</p> <p>Nothing to report.</p> <p>c) Finance</p> <p>Q1 Monthly report in the pack. On track with budgets, had extra funding from ministry, good signs for our forecasts, looking at much higher working capital than originally forecast. Ahead of budget on parent donations.</p> <p>Motion: to accept March Quarter Financial report Raised CR, seconded MK, unanimous</p> <p>End of 2018 Financial report: nothing new, summary report for auditors. We are in a comfortable position. Our key financial goal is to increase working capital.</p> <p>Action : Marias name to be corrected on financial reports. Motion: to accept Financial report. Raised CR, Seconded MK, unanimous.</p>	



Maraetai Beach School

Our Purpose: People, Potential, Planet - Growing a community of successful lifelong learners

	<p>d) Property Nothing to report</p> <p>e) Policies and Legislation: Alcohol, Drugs and other harmful substances - we are compliant. Does smoke free refer to vaping? VY to check on definition. MK - yes it is included. Legislation and administration policy - there is a list for the board to comply with. A lot is done and adhered to through day to day management, MK then attests to it. Attestation is through attendance reports, storage of records, etc. "MBS monitors it's compliance with NZ registration" - we comply via policy reviews, attestations etc. No changes required. Policy rated *****, how well do we put in place *****</p> <p>Motion: to accept Policies as presented Raised CR, seconded PB, unanimous</p> <p>f) Health & Safety Nothing to report.</p>	VY
5	General Business	Follow up
	<p>Other business: Feedback from last years Y8 students to be looked into next meeting.</p> <p>BOT preparation time: 6 MK , 2 PB, WG, DP, 2 VY , 3.5MLC, 1CR Extra meetings: 1MK, 1PB, 2MLC</p>	
6	Administration	Follow Up
	<p>a) Motion: to approve the minutes of the meeting held March 2019 as a true and accurate record: Raised CR, seconded MK, unanimous.</p> <p>b) To correct Maria's name on all documentation.</p> <p>c) Action Points from previous minutes: PB to organise thank you to Heather Mason for work in funding pathways. card and voucher to Hinge / No 5 design \$100.</p> <p>d) Correspondence tabled.</p>	TG PB



Maratai Beach School

Our Purpose: People, Potential, Planet - Growing a community of successful lifelong learners

	<p>e) Identify agenda items for next meeting Presentation from China Maori and Pacifica progress report eAsttle report Attendance report Feedback from 2018 Y8 students. Policy: Curriculum and Student Achievement.</p> <p>Meeting closed at: 7.22pm Went in-committee</p>	
	<p>Next Meeting: 21 May 2019 at 6.00pm in the staff room.</p>	