



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 14th March 2017, 6.00pm

Present:

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

Apologies:

Linda Kerfoot (Minutes Secretary)

Visitors:

Vonja Young, Rebecca Norrish, Brad Marsh, Damian Powley

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>Questions asked from visitors. Nil</p> <p>a) Special Programmes. Support and Extension Showcase. Presented by WG and RN.</p> <p>Boost – extra help</p> <p>Stretch – extension programme</p> <p>Bounce – build self confidence and resilience. (pilot 2017)</p> <p>ELL (English Language Learners) –boost understanding where more than one home language</p> <p>Process to select children, variable throughout terms.</p> <p>Setting goals to make progress, not just about meeting standard</p> <p>Updating programme throughout year to meet needs.</p> <ul style="list-style-type: none"> • Confidence gained from good feedback from last years progress. • Boys writing boost – WG run for a number of years. Game of Awesome working really well as an idea generator. Continually researching ways to engage the boys. Students share work through google docs so programme is continuous. Linked to MBS writing kidspeak goals / expectations. In 2016 boys boost motivation and confidence improved, enjoyed resources used. Some great progress made. • Believe in the power of double – boost programmes on top of the work they do in the classroom. Involves teacher and classmates in progress as well as RN. • Quick60 programme specialized programme bought this year and developed by a reading 	



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recovery teacher. Up to 5 students in the group. Working well, and the students love it. Lesson plans included with readers. Great interest in new books, especially as haven't seen books before. All groups this year moved two levels.

- Question: what do they miss out on during this time? Often practice session for reading, so they still have reading time in class but group time, rather than the practice time. Juggle throughout rooms to accommodate swimming, music etc.
 - Parent assistance – communication between RN and parents, can have a teacher conference with RN.
- Stretch – last year was just intermediate maths group, but now middle school maths as well, and visual art stretch
 - Maths in middle school with Mark based around problem solving, will run for two terms and relook at the end of term 2.
 - Feedback from 2016, found a lot harder than in the class but really enjoyed.
- Bounce – bought the Positive Detective. Based on research around how we are wired, how we look for negatives etc. About finding the good, how you helped, what good values do you portray or can see in others. Looking to develop growth mindset. Students are hand selected, looking at senior students putting self forward. Looking at achievements as a reflection of mindset.
- SENCO- RTLBs etc. work with students and teachers. Mainly learning based rather than behavior. No cost to parents or school. Have applications in to literacy resources for additional help for those that have more acute needs.
- Questions: do you report back to parents formally? Normally communication with classroom teacher, or as a referral but not as a formal report. It is listed on the report. Tracked through etap. Teachers know to talk to WG initially to get assistance for children. Constant discussion and review to see needs, may need maths boost next term.
- How can the board help move forward? To have a teacher aide run up to 3 groups would make a huge difference. To extend the quick60 next set would be another cost, so we want to see the results. At another school, teacher aides run, however our ta's are already at capacity. Y1s aren't involved in this programme as we believe they need to be in classroom, however Andy works with small groups in the classroom.



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4	Monitoring Reports	Follow up
	<p>a) Principals Report</p> <p>MK tabled report.</p> <p>Y7 &8 camp on hold at this point of time until November. Approval is still needed for Y5&6 camp. Chosen Valley fine to proceed. Comprehensive books available with RAMs etc, and thorough briefing with parents. For us to use the flying fox, we need 6 parents and 1 1/2hr training. There would be personal liability \$250k for the people running the flying fox, if proven to be a training error would come back on the camp. This is due to the new H&S Act. Would need people prepared to put their name to the document, fully briefed and willing. Camp mgr won't proceed with activity without being happy with the operators ability.</p> <p>Motion: To accept proceeding with use of Flying Fox.</p> <p>Happy for Wayne to proceed.</p> <p>Paperwork for camp all in place. Initial meeting with parents prior to camp, when arrive at camp parents fully briefed while teachers with children. Need to double check whether having a parent as the nurse for camp – proper procedures followed out. All parents are police vetted. Resubmitted journal through work with Wendy Moore. Will continue to reply until accepted. Centrally funded hours. WM feeding back to staff on Thurs.</p> <p>5YA – assessment reports visit next Friday. SPAR coming out to look at roll growth classrooms. Best case 2019 would be 360 so 4 class rooms. If we get to 311, 2 temporary sites. Looking to get a two storey block and remove R5.</p> <p>Health and Safety: new chlorinator getting back to normal. Increased reporting around pool going forward. With new pump, not so much manual distribution of chlorine.</p> <p>Motion: To accept tabled Principal's report Raised PB. Seconded CR. Unanimous</p>	



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	<p>b) Board Chair's Report</p> <p>PB tabled report.</p> <p>COL: Better opportunities with funding and for staff through COL. Moving to create a panel, Effect on our school – any teacher can apply, would mean time out of class. Board need to consider whether we are happy for our staff to apply. Offers opportunity to progress and earn more money while staying in the classroom. Will look in more detail when the packs arrive.</p> <p>Motion 1:) The Board of Trustees of Maratai Beach School authorises the Working Group to select from among their number no more than 3 principals and 2 parent elected trustees to form an Appointments Panel for Howick Coast Community of Learning.</p> <p>Raised PB. Seconded MK. Unanimous</p> <p>Once that Selection panel has been identified the home board of the appointees then require a further motion that delegate selection powers to the Howick Coast COL appointment panel;</p> <p>Motion2: The Board of Trustees of Maratai Beach School delegates name (Trustee and/or Principal) to the appointment Panel of Howick Coast COL and delegates the panel the following authority; a) to appoint the leader of our Community of Learning in association with the NANP panel member.</p> <p>Raised PB. Seconded MLC. Unanimous</p> <p>Motion: To accept tabled Chairperson's report Raised MLC. Seconded CR. Unanimous</p>	
5	Monitoring – Portfolio Reports	Follow up
	<p>a) Property Report</p> <p>Next Friday looking at Papatoetoe and Manurewa with Steve. Will report back.</p> <p>Report on insulation for house: \$3843, needs to be done by June 2019. To do before putting rent up. Look into agreement for property manager to hold our funds – hold it for repairs etc.. Check whether received payment from property manager for rent. Check when payments started being received by property manager. Will discuss what the rent should be increased to – what their suggestions are.</p> <p>Points to action : list of jobs – had a meeting, need feedback on where we're at; what is the suggested rent?; need 2 quotes for insulation; what is the recommended rent without insulation; they have said they won't put the rent up without updates being made to the house.</p>	<p>MLC</p> <p>MLC</p>



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	<p>b) Policy and Legislation Report</p> <p>Should get report back from school docs within about a week. PB to look over with MK. Is there anything in our policy framework that we want included that isn't? Comprehensive process.</p> <p>c) Health & Safety nothing to report</p> <p>d) Finance Report</p> <p>. Tabled by CR. Working capital dropped due to anticipated it to be, although purchased a number of goods that were budgeted for in 2017. Overall budget was a lot better than forecasted, finished in the black so a movement of \$110K Favourability around grants, and higher than budgeted PTA donations. Just off the mark for parent donations. Good activity income. Expenses – good control on salaries, especially. Capital budget has been redone – water fountains (completed next holidays), furniture in r8 & 9, air conditioning, tv. Addition to plan for this year is ICT leases, now needs to be capitalized. This will effect working capital. Depreciates over 3yrs. ADv – working capital is effected over a narrower period. Come in since 2015, was mentioned in last audit but now following through. Insignificant change in budget due to this.</p> <p>Every 3 students over 289 we can claim back staffing. International Students assisted. Will reforecast in July.</p> <p>Motion: Approval for resigning budget and changes outlined. Raised PB. MLC seconded. Passed unanimous.</p>	<p>PB / MK</p>
<p>6</p>	<p>General Business</p>	<p>Follow Up</p>
	<p>Reminder email to BOT of Boards involvement where things go awry especially with camp coming up. In the event of accident etc. the contact line is MK, Harrison Tew, PB. MK is first point of call. PB to contact board members for information purposes. To update policy to reflect this.</p>	<p>WG</p>



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7	Administration	Follow Up
	<p>Motion: to approve the minutes of the meeting held on 14th March 2017 as a true and accurate record. Raised PB. Seconded MK. Passed unanimous.</p> <ul style="list-style-type: none">a. Action Points from previous minutes - nil.b. Correspondence tabledc. Agenda items for next meeting as per work plan <p>RN left at 6.33pm DP left at 7.12pm Meeting closed at: 7.30pm</p>	
	Next Meeting: Tuesday 11 th April at 6.00pm in the staff room	