



# 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 27 November 2018, 6.00pm**

### **Present:**

Paul Bennett (Chair)  
 Mark Keenan (MK) (Principal)  
 Craig Rooks (CR)  
 Vonja Young (VY),  
 Maria Macpherson Lamberto  
 Damian Powley (DP),  
 Wayne Gillard (WG - Staff Rep)  
 Tristan Gilchrist (TG - Minutes Secretary)

### **Apologies:**

### **Visitors:**

1	<b>Open and Welcome</b>	<b>Follow up</b>
	<p>a) PB opened and welcomed everyone to the meeting at 6.13pm.</p> <p>b) PB requested any conflict of interest declaration based on agenda.</p>	
2 and 3	<b>Strategic discussions and decisions</b>	<b>Follow up</b>
	<p><b>2019 Budget</b></p> <ul style="list-style-type: none"> <li>● Thank you to MK and the team getting ready for the planning session last week. Ended up in a good place with the budget for 2019.</li> <li>● Govt grants up 63k</li> <li>● Projected roll 424 students which brings in more funding, plus BT funding for 6 months (Lara Hull). This is the biggest difference in the budget between 2019 and 2018.</li> <li>● Main difference in locally raised funds is the International student performance, plus PTA. Added 10k from PTA and carried this through to 2019.</li> <li>● We have done a lot of work on learning resources - increasing the budget by 90k for 2019. Big portions in teaching resources (increased by 30k) - a lot of detail was given as to what the teachers have asked for and most of this has been given. There are new classes to equip</li> </ul>	



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as well as resources (eg. literacy - books, etc.).

- Improvement in science spend significant. Computer software and intermediate robotics resources are also significant.
- Staff professional development - increase of ~16.5k. 2017 25k, 2018 30k 2019 46k. This is important when thinking about staff retention - retention can be achieved by resourcing the school and strong professional development. We will use these funds for: school wide coaching programme (paid by MOE hours), continue work with Rosalie, fund for individual PLD (link to inquiries and strategic direction), Kahui Ako, Senior Leadership Team (MK looking at Masters and WG Postgrad in educational leadership). Money for leadership team for courses (uLearn, etc.), staff conference and teacher only day. Money Kahui Ako provides isn't enough for everyone to go through the coaching programme, PD money will allow everyone to have development leading to 10 coaches by the end of the year. Strong focus on culturally responsive pedagogy. We have no Maori member of staff at present so this is critical. Developed alongside Rosalie MASAM plan, self directed rubric (people have identified where they feel they are and are self evaluating, together with student voice).
- Reporting back on sections of strategic plan, professional development will be included in this – so we can evaluate the shifts made by teachers and the return on the significant professional learning investment.
- 12k targeted special ed funding of a school psychologist as discussed at last meeting.
- Admin: Increase in salary.
- Property - budget is up from what was set last year but not where we have landed. Employed a part time caretaker to keep on top of grounds. To be spent on: maintenance and ongoing repairs, plus new pathways, turf, drainage work by old tuck shop, upgrading lighting and power supply, upgrading bark around playgrounds (ongoing). Took out upgrade to Craig Rd entrance - costed at 5k, had to be deferred.
- House expenses - is this necessary? Still an expense so needs to stay in the P&L. House paint: about 16.5k in account, go another year to raise the money to paint house.
- Library: upgrade means that upgrade of Rm 1 & 2 maybe deferred if the MOE do not fund the upgrade.
- Depreciation increased on the back of capex, shade sails (commitment from PTA particularly around the pool area 25k; tiger turf in front of rms 1 - 4; 20k furniture for new classrooms; upgrade IT storage in rooms and charging boxes for classrooms 7.5k; additional lease cost for devices with new students; increase bike racks with new students.
- Budget set at 12k deficit, last year signed off 24k deficit and looking to finish at a 60k surplus. One of our target areas is increasing working capital, going to be 87k so on track for what we're trying to achieve.
- Good to have report this side of budget, Michael happy with where we are.

**ACTION: to update BOT work plan to include presentations on strategic projects in BOT meetings.**

**MK and PB**

**Motion to approve 2019 budget as tabled. Raised PB, Seconded VY. Unanimous.**



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## Annual Plan Current Draft

Wording and comments added by PB. Anything to suggest language wise please write on and pass to MK. Still looking at measures of success and ensuring they are tight. Looking to sign off on the first meeting 2019 - respond with changes by Feb meeting.

**Action: Please send changes( grammatical or other changes) to MK by end of school year.**

Technology – No longer possible at Beachlands after 2019

Are there other options with other intermediates when we can't go to Beachlands? MK to look into. Rather have the children spend time in classrooms than on buses, and giving the children technology here.

We need to keep in mind that we are future proofing - can we get any funding? Key strategic decision for next year. Buildings may need to be dual purpose - more than likely. Decisions to be made when going through with architects. The technology our school is providing is great. Timeframe wise what does the application to MOE involve? To look into.

Short term the focus is building design with the new block - need to be agile spaces for a number of different uses, including outdoor space. However, our vision can't be so big that it slows down the building process however.

Ormiston wouldn't be good to go to as it's a public, private partnership. Look at Cornwall Park - old site with new classrooms. Ellerslie Primary is a full primary the architects have just worked with. Pedagogy sitting behind it needs to be worked with school leaders.

## Principals appraisal

Roween has done a thorough job. Recommendations are all very clear. Traditionally we have had a hard copy and passed it on. We will do this again this year in the following order: VY, DP, CR, WG, MLC, PB. This is a highly confidential document. Please pass on so it is returned to PB by January. Question: 8 recommendations, think about what may be a priority, expectation to MK (do we tell him to choose priorities?). Ones that are prioritised are generally coming through in the annual plan, please advise if some aren't there that you think should be.

Roween doesn't want to carry on, suggestion to go back to her company and use another facilitator. Happy to work with anyone from the same company - approach Nicky Knight or Roger first.

**Action: Find a new Principal's Appraiser**

ALL

PB



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**a) Principals Report**

China trip: company been around a long time, market we need to look at. They like what we have to offer here and want to have a strong relationship with us. HY have done this a number of times, no cost to school for MK to go. He will present to schools over there, for them to come here. Language and cultural classes included. Trip itself happens during the school holidays.

Groups from Korea are putting pressure on us with space. Would like to move to having individuals - a couple of individuals for a whole year will cover the groups cost.

Concerns of MK going alone: what happens if you get sick, a child gets sick and you have to be with an individual, accident, another body going with you would be very beneficial.

MK can go back to HY and say to them the board would like to another staff member to go.

Ideal number to go: they have said 10 but can take more. 10 - 15 is a really good number.

Minimum would be 4 children to make it viable.

First time the BOT is approving a trip where children are homestay. Security involved with homestays: full reference check with police, etc. have to have a certain job in China, students stay alone as 1 child policy girls with girls and boys with boys, English speaking families. Have looked at protocols of what happens if the children aren't happy.

Benefits outweigh the risks. They are more than happy to come and talk to the board.

Can be a retention opportunity for parents.

**Motion: To approve the trip to China as tabled, but with at least one other adult on the trip:  
Raised PB , seconded CR ,MLC abstain.**

**Action: MLC to write down concerns so that MK can find out answers for concerns from company.**

**MLC  
MK**

Yearbook: going to be a really high quality publication.

Library project: We haven't had sign off from MOE paying, this will have to come out of our 5ya if funding isn't approved. Gives us 17 teaching spaces. Once this is full, we have nowhere to go. We have signed off the paperwork, the builders are standing by, everything has been ordered, just waiting for funding.

Y0 class at 16 to start with at present.

Thank you to the BOT for a wonderful year.

**Motion to accept Principals Report as tabled.  
Raised PB, Seconded WG, unanimous.**



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**b) Board Chair's Report**

Attended architects meeting, seem to be good. Malcolm from ministry had lots of experience in builds, looking at 2 year build. Will meet with board as the process progresses. Geotechs coming this week to look on the church site. The more we ask questions the longer it takes, but it is looking positive.

Great to read in the newsletter achievements of our previous students at High school.

**Motion: To accept Chairs Report. Raised PB , seconded MK , vote unanimous.**

**c) Finance**

Nothing to report

**d) Property**

Nothing to report

**e) Policies and Legislation:**

Improving Educational outcomes for Maori students. Policy was reviewed. Reviewed the policy against our strategic plan and wondered if it fits? Yes, Ka Hikitia plays a large part in our plan and compliments Rosalie's work. The policy seems to include a lot of supporting programmes and not much about celebrating success or culture. Bullet points 3 and 4 very much along that line. Student coaching programme next year will have a focus on Maori students. .

**Action: VY to go back to school docs to suggest a bullet point referring to successes and culture.**

**Motion to accept with the Suggestion of Vonjas points to be added:  
Raised PB, seconded MLC**

**f) Health & Safety**

Nothing to report.

VY





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	<p>Renee's graduation on Thursday.</p> <p>Thank you for your hard work this year,</p> <p><b>Meeting closed at: 7.41</b></p>	
	<p><b>Next Meeting: February 2019 at 6.00pm in the staff room.</b></p>	