



Maraetai Beach School

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

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MINUTES OF MARAETAI BEACH SCHOOL BOARD MEETING

Held at Maraetai Beach School, Maraetai
On **TUESDAY 25 September 2018, 6.00pm**

Present:

Paul Bennett (Chair)
Mark Keenan (MK) (Principal)
Craig Rooks (CR)
Vonja Young (VY),
Damian Powley (DP) Arrived 6.20
Wayne Gillard (WG - Staff Rep)
Tristan Gilchrist (TG - Minutes Secretary)

Apologies: Liz Whittaker - presentation

Visitors:

1	Open and Welcome	Follow up
	<p>a) PB opened and welcomed everyone to the meeting at 6.05.</p> <p>b) PB requested any conflict of interest declaration based on agenda. Nil</p>	
2 and 3	Strategic discussions and decisions	Follow up
	<p>a)e-Asttle number of new students fallen into below bracket. 5 in reading and 7 in maths new to MBS and below mean. Overall, happy with results. Would like to publish to the school community with a summary. The document on “How to read a box and whisker graph diagram” (WG has) would be good to include when publishing to the school as it is a very user friendly instruction.</p> <p>T4 / 2019 areas to focus on:</p>	



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He waka eke noa

	<p>Each team looking at different areas from the e-ASTTle results - looking at hotspots within each cohort. Data will be passed onto staff for next year.</p> <p>Thanks to WG and also the staff in general. This data is put together by all staff, meaning they all have input and understanding. Our tracking has come a long way and is very strong. Every teacher has done their own analysis which is awesome. Individual and team analysis, then can see school wide trends from there.</p> <p>DP: How did tracking results relate to growth for maori /pasifika - we track all of our kids, rather than specify. we will look more closely at growth in specific areas at the end of the year.</p>	
4	Monitoring Reports	Follow up
	<p>a) Principals Report</p> <p>MK shared his report with the board: Busy term, take my hat off to the staff. Production, Aims games, Fathers Day, x country, along with a number of new staff. Big thanks to KD for production and Aims games. Great to see a couple of medals as well as the sportsmanship award. EOY reports being updated inline with NZC. Putting strategic plan into one page, working on this at the leadership day. Staffing: 2019 start with 16 classrooms. 4 classes in middle school. AJ and RR resignation - both moving out of Auckland. Currently have positions advertised. Applied again for BT project and have been successful. KL back into classroom in 2019. Exit interviews have been offered to staff who are leaving and will be undertaken by PB at the end of the year. We have 3 staff on maternity leave. SW, NB want to return in 2019 and team teach. MK - Open to this but depends on the applicants we get through current advertising, which close off at the end of the holidays. Staffing entitlement - for the first time we're not going to need a roll review, based on 404. Continuing to grow. Start with 22 units 2019. Pressure point y5/6 classes at 30 2019. We are opening an extra class in both the Middle school and Intermediate areas. Opening 5th y1 class next term, looking to be full by eoy. In 2019, it's looking like the first y1 class will be full by t1 and 2nd class by end t2. We have had a few applicants for the advertised positions so far, hopefully more over holidays. Finance / prpty: grant 480k - to balance budget on. Probably end up about 460k for operating</p>	



Maraetai Beach School

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He waka eke noa

grant this year.

Property: thank you to PB and ML for meeting re teaching spaces. By the end t2 2019 we have no space, so have asked for more relocs. Hall and lib v well used. Hall a very difficult option to use as it is so well used within school and community. Looking at putting in a false wall in lib to make two teaching spaces. We aren't ready for shared space as a school or a community. We want to fund extra room space / library renovation through additional funding not 5ya. Waiting for scope of works and prices from S.Waters and then put through to the MoE. If not accepted and we have to use 5ya, modernisation of r1 and 2 will have to be put on hold. Will talk to staff re where / how to house library once plans are confirmed.

We will know by end 2018 whether we have any relocs coming. If they do, the plan is to put them on the end of the new ones, and move the cricket nets.

In our application for relocs, we have gone with the H&S angle, BOT need to make decision before term 2 that if we don't have anymore teaching space and the library is full what can we do? One option is to close the school roll - water can become an issue.

Keep working towards getting extra space by getting demographic report, additional funding and possibly getting the local minister on our side.

When do we inform the community? when we have plans from the ministry. Should hear shortly re the new build.

Engaging architects at the moment, whoever wins does both Maraetai and Beachlands school sites, and same with the builder too. We have very little say in the process until it comes to design.

Three surveys completed: The most recent was the across school nzcer tsp survey as part of the Kahui Ako. Will be in pack for next time to feed into strategic plan.

Motion to accept Principals report raised PB, seconded DP

b) Board Chair's Report

PB tabled report.



Maraetai Beach School

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

He waka eke noa

H and S meeting - went through review of the actions from the environment review conducted last term.
Attended tomorrow's school consultation - aimed at large schools - BOT with strong communities run well.
Updated exit interview questions.
Discussed recruitment and retention.

Motion: To accept Chairs Report raised PB, seconded WG

c) Finance

Looks good. Forecasting to be better than budget, on the back of extra grant money, internationals, and substantial fundraising by the PTA. This includes the reforecasting done with Michael and MK midyear. There's nothing in the current financial reporting to be concerned about. Goal to get to 100k working capital by 2020 upon recommendation from Michael, we're growing at a faster rate than planned for so may look at investment options.

Motion: To accept Finance Report raised PB, seconded ML

d) Property

Asked Malmaks for quote if the bore packed up, what would we be looking at? The cost for this would be significant. We would be entitled to Moe money, however would probably need to pay for repairs / replacement first and then be reimbursed.

House - clause added in the tenancy re the fact that the house is to be available as teachers accommodation, and tenancy will terminate with resignation of position at school.

Maintenance: Hole in the front of the house - plumber to return as builder couldn't repair as too wet. Wait for area to dry, then builder to return and can be repaired. Are we able to put repairs through insurance?

The eve at the back of the house to be repaired by Cam Parsons. Everything else in the house is fine.

Garage - is in the agreement that it is not recommended to go in the garage. However, the tenant wishes to use the garage and is a builder so is going to arrange himself. The tenant will fence the property for their dog at tenants expense.



Maraetai Beach School

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He waka eke noa

<p>Action: to get a quote for a water tank to be purchased and installed at the house. The house can then be removed from school water.</p> <p>Action: to follow up with insurance re hole in the wall.</p> <p>Action: to follow up with repair to hole in the wall as it dries out.</p>	<p>ML</p> <p>ML</p> <p>ML</p>
<p>Motion: To accept Property Report raised PB, seconded CR</p>	
<p>e) Policies and Legislation:</p> <p>Behaviour Management: acceptable and unacceptable behaviour - needs to be updated re PB4L.</p> <p>Action: Go through minutes and check when the BOT passed a motion whether this was specifically for current staff at the time or are all support staff covered to restrain students.</p> <p>VY to investigate.</p>	<p>VY</p>
<p>PD for staff re de-escalation: all staff have done training, some teachers and support staff with challenging children have gone through secondary training.</p> <p>Action: MK to email VY new matrix.</p>	<p>MK</p>
<p>f) Health & Safety</p> <p>Phil has completed electrical tag and testing workshop, health and safety workshop, going to training in holidays re pool.</p>	



Maraetai Beach School

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5	General Business	Follow up
	<p>CR - Kaye West : went back with questions re using a lane in the school pool, will pay 20% turnover including 20% of mobile pool which she uses for y1 - 6. Fills up with our water. Number of swimmers 4 - 10 per class, negotiable on pool times, Sat classes during t1. Any signage will be put up by them. H & S policy given from them to us, all standard. They haven't checked the plant to see requirements for modifications. At any one time there is at least one area roped off during the summer holidays. 3 - 6.30 one lane, 2 weeks of Jan hols 2 lanes and mobile pool parking. Expected revenue would be 2 week period during term time \$730, 2 weeks during hols \$3600.</p> <p>Discussion:</p> <p>Is there an option of having just the mobile pool on site? no. Options: no to having KW in pool, shared between KW and community, close the pool to the community.</p> <p>Is there any time that we don't use the pool? Before school, 7.30 - 9.00 Trial for a term. PD cleans and chemicals in pool every morning in holidays.</p> <p>Is it worth the added risk? Requires liaison, accounts, contract writing and negotiation.</p> <p>Vote: shall we offer KW access before 9am term time only, in holidays it's not going to work.</p> <p>No 5 Yes 2</p> <p>Therefore, vote no to having Kaye West swim school in school.</p> <p>Action: CR to contact Kaye West and inform</p> <p>BOT preparation time MK 9hr , PB , WG 5hr , DP 1hr , VY .5hr , MLC 6.5hr , CR 6hr</p>	<p>CR</p>
6	Administration	Follow Up
	<p>a) Motion: to approve the minutes of the meeting held on 22 August 2018 as a true and accurate record: Raised PB, seconded MK.</p>	



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	<p>b) Action Points from previous minutes. Completed</p> <p>c) Correspondence tabled.</p> <p>d) Identify agenda items for next meeting as per work plan review. Technology and science showcase now in Nov</p> <ul style="list-style-type: none"> ● Exit survey feedback ● elearning ● initiate review for strategic plan ● Evaluate data attendance ● Kahui Ako ● Set donations for 2019 ● Budget 2019 <p>Meeting closed at: 7.40pm</p>	
	<p>Next Meeting: Tuesday 30 October 2018 at 6.00pm in the staff room.</p>	