



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 19 February 2019, 6.00pm**

Present:

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

Apologies: Wayne Gillard to arrive late - 6.23

Visitors:

1	Open and Welcome	Follow up
	<ul style="list-style-type: none"> a) PB opened and welcomed everyone to the meeting at 6.01pm. b) PB requested any conflict of interest declaration based on agenda. 	
2 and 3	Strategic discussions and decisions	Follow up
	<p>1. <u>Chairperson Selection 2019 and assign portfolios, sign trustee's code of conduct. Update trustee register</u></p> <p>In an election year we don't need to revote the Chairperson in. PB will be stepping down from the board at the election due to other commitments. Would be good to let MK and PB know your intentions for the election re standing. PB happy to come back and do handover with the new board. Thank you to PB for everything.</p> <p>Please can everyone come to the March meeting to discuss future.</p> <p>If somebody would like to be the Chairperson, please put your hand up. This person could take over before March and chair until the election.</p> <p>ACTION: PB to send out email asking for intentions re the rest of the year and taking over the</p>	



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<p>Chairperson role prior to June.</p>	<p>PB</p>
<p>All parties happy to stay with current portfolio.</p> <p>2. <u>Review Meeting Dates and Work Plan</u> PB away March meeting, volunteer to chair meeting. CR will do. Thank you Craig. All meeting dates ok'd. <u>Work Plan:</u> Major changes - Presentations are not ordered by curriculum areas at BOT meetings this year, looking instead at the strat plan and arranging presentations to tie into this. All information in 2019 folder. Thank you to MK for work around this.</p>	
<p>3. <u>Minute board election date and appoint returning officer</u></p> <p>TG nominated by MK, seconded by PB Motion: TG to be the returning officer this year. Raised MK, Seconded PB. Unanimous.</p>	
<p>Action: TG to be returning officer 2019.</p> <p>First meeting with new board will be June 25.</p> <p>Motion: to agree to board election dates as tabled Raised PB, Seconded CR. Unanimous.</p>	<p>TG</p>
<p>4. <u>Review of 2018 student data and 2019 targets</u></p> <p>Slide shown of overview of student data. Largest change in ethnic mix is Sth African, creating a difference in ESOL needs.</p> <p>Didn't quite get to our target of 90% of students at /above curriculum level in Reading 84% Writing 81% Maths 84%. Y7 is particularly low - these students have been identified the whole way through. Y1 cohort - variety of skills at day 1, all have made progress. By the time they have got to Y3 91% are achieving at / above. Confidence in the Y1 programme that is running. The foundation skills are not always present to get the best start at school. We also have increased ELL.</p> <p>Maori students - still work to do but some great gains made.</p> <p>Quick 60 and Early words programme: training for Learning assistants/ teachers in phonics great.</p> <p>Great work by KD with ECEs.</p> <p>We have a lot of resource going to individual needs, does this need review. Needs are reviewed constantly, resources are assisting greatly.</p>	



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Moving forward, is there anything the BOT can do to assist students: physical resource base is great, additional staff would be great - targeted LAs. Biggest area is ELL students, down the line we may need to consider more staff in this area.

Targets for 2019:
See presentation.

Happy with where we are at: taking into account role growth and changes in staff we are ok.

We will still report to the BOT re Reading, Writing Maths, but there won't be specific targets with removal of National Stds, intend to delve deeper instead on what we are going to focus on. Maths: we want to focus on basic facts. We have developed a school wide test and hope to see this knowledge rise and therefore help with further maths. Writing: focus will be grammar and punctuation. New student inquiry model for critical and creative thinking skills.

Base line data will be presented to the BOT, broken down into year groups once collected.

Could we look at science data? Looking at this is one of our growth focuses. No, don't want to create targets as yet in science. We have a lot more built into our strat plan re science, it is too soon to add targets as yet.

Motion to sign off on targets: data will be back by Thursday and distributed to Bot members.

Should reading be a target? This is a move away from nat stds and drilling down further. Still tracking in the three curriculum areas, see above.

Benefit from Kahui Ako is there is a greater link between us and College, this assists students and our teachers. We need to support the teachers with their knowledge.

Do we need more targets? Discussion had. Decided no at this point. Comforted by the fact the strat plan has measurable goals for science.

Motion to approve Variance and Target Data

Raised PB, seconded VY, unanimous



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5. Presentation of 2019 annual plan

Changes made from feedback last year. Put together with full staff and then leadership team. March 1 Annual Plan needs to be submitted to MOE. Options: take it away and email vote OR vote now. Chose to peruse now and vote.

Comments: Great document, easy to read. Good sense of direction
PB: Thank you to MK and WG and your teams

**Motion: To accept Annual Plan and 2019 Strategic Plan as tabled
Raised PB, seconded ML, unanimous**

6. 2018 Principals Appraisal

Recommendations in Mark's 2018 appraisal doc were discussed, most important for 2019:
Systems - 4 staff, WG, and COL in school leaders.

Teaching as inquiry

Cultural responsiveness

MBS learner profile - What do we want our learners to look like at Y6 and Y8?

New Appraiser:

David Elery has come into the education group, would be great as an appraiser as he has come straight from Somerville Intermediate. Waiting for his proposal to the board.

Mark would like to continue with Critical Friend with DE.

Thank you to MK on behalf of the board for your work with Roween and on the Appraisal.



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4	Monitoring Reports	Follow up
	<p>a) Principals Report</p> <p><u>Roll numbers:</u> Approval for the overnight camps: Y4, Y5&6, Y7&8. Have had discussion re costs: buses paid for by PTA; no new camps (been to both, carrying out site visits) Could BOT pay for parents to go to camp? Look at for 2020.</p> <p>Action: Thank you gesture for parent helpers after camp. Put a budget line in to cover cost next year.</p> <p>Motion: to approve overnight camps as tabled Raised ML , seconded DP , unanimous</p> <p><u>China trip:</u> Insurance - must have insurance to go All going ahead with Rebecca Norrish, Mark Keenan as staff members, 3 parents incl. Chinese speaking parent, 19 students. Payment and documentation currently being collected.</p> <p><u>Property</u> Look at Master Plan (40 years). Are we happy with conceptual plan? Agree to single story, 4 teaching spaces and the proposed location.</p> <p>Motion to accept Master plan Option 2 as tabled from the MOE Raised PB, Seconded CR, unanimous</p> <p>Next meeting with architects is Tues March 5 11.30. Any BOT members welcomed.</p> <p><u>Enrolment Scheme</u> Zone: Demographic report completed, there are several recommendations. MoE behind us putting in an enrolment scheme. Old zone has been put to us as an option. Perusing this old enrolment zone, do we want to include the Jack Lachlan area? If we take out of zoners we get no property money, there is a chance there will be no op grant money at all for out of zone students in the future. There's an opportunity of a dual zone for the JL area, need to talk to Beachlands School. Anyone who is here at the time of zoning going in continues being in zone, but siblings etc. won't be. MoE hasn't given us a prediction for students over the next few years.</p> <p>Is there someone from MoE that can give a prediction on whether the small zone (old zone) would be too small, or big zone (incl. JL area) too big? (Currently they are predicting 680 students, can they predict what the students would be with these options?)</p> <p>Zone gets reviewed every two years, although we can't necessarily change it. Worst case scenario: lose funding, lose fixed term staff. There's still the ability to enrol from out</p>	<p>CR / MK</p>



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of zone. The worse case scenario at the other end of the spectrum: not enough space to house all the students entitled to attend.

Questions to raise with the MOE:

Do we want to have an enrolment scheme?

How many children does the MOE think live in this area?

What other areas are able to be developed, housing density zones?

Do we want to investigate a dual zone?

Will putting in a zone affect our intermediate students?

Motion: To approve developing an enrolment scheme for MBS

Raised PB , seconded CR, vote unanimous.

Action: By the end of next week questions submitted to Mark who will pass onto the MOE

MK

b) Board Chair's Report

As tabled.

Motion: To accept Chairs Report.

Raised PB , seconded CR, vote unanimous.

c) Finance

Finished year in a comfortable position. Great job at managing budget. Goes a huge way to achieving our working capital, as our student numbers grow our working capital should too.

Motion to accept Financial Report

Raised VY seconded MK unanimous

d) Property

Nothing to report

e) Policies and Legislation:

Nothing to report. Starting with Swimming Pool Policy next time.

f) Health & Safety

PB and MK held H&S meeting. Jane Suckling staff H&S rep, starting year with induction for all staff, review of high hazard areas, review annual plan. Nothing to report.

Motion to accept Health and Safety Report

Raised PB, seconded MK, unanimous



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5	General Business	Follow up
	<p>Other business:</p> <p>Robyn Stead presentation - has been positively welcomed, however there have been comments from the community whether there is an option to come in in the evening. We will look at this.</p> <p>Thank you from the staff for the time and effort put into Christmas Gifts, especially for VY.</p> <p>PB to organise thank you to Heather Mason for work in funding pathways.</p> <p>BOT preparation time: 5 MK , 1 PB, 3 WG, 1 DP, 2VY , 3ML, 2CR Extra meetings: , PB</p>	<p>MK / RN</p> <p>PB</p>
6	Administration	Follow Up
	<p>a) Motion: to approve the minutes of the meeting held November 2018 as a true and accurate record: Raised MK, seconded DP, unanimous.</p> <p>b) Action Points from previous minutes: VY to go back to school docs to suggest a bullet point referring to successes and culture</p> <p>c) Correspondence tabled.</p> <p>d) Identify agenda items for next meeting Succession Planning Enrolment Scheme - questions to MK</p> <p>Meeting closed at: 8.27pm</p>	<p>VY</p>
	<p>Next Meeting: 19 March 2019 at 6.00pm in the staff room.</p>	