



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 May 2020, 7.00pm via Zoom.

Present: Mark Keenan (MK) (Principal)
Wayne Gillard (WG - Staff Rep)
Craig Rooks (CR) - (Chair)
Maria Lamberto Calvo (MLC)
Tristan Gilchrist (TG - Minutes Secretary)
Damian Powley (DP)
Vonja Young (VY)
Simon MacKechnie (SM)

Apologies:

Visitors:

1	Open and Welcome	Follow up
	<ul style="list-style-type: none"> a) CR opened and welcomed everyone to the meeting at 7.02pm. b) DP led a karakia c) CR requested any conflict of interest declaration based on agenda. 	
2 and 3	Strategic discussions and decisions	Follow up
	<p>eAste Reporting Wayne Gillard Presentation - there was no presentation, all the notes are in the board pack.</p> <p><u>Writing Reading and Maths</u> We rank all students individually and look at the areas of strength and development. From individualised tracking, WG then does cohort tracking. All our year groups are sitting well, above the norm. Our attitude levels are also great which is fabulous to see. Great having PLD for staff to have expertise in reporting. There has been good movement from previous results, great to see the comparisons and such great results as well as the moderation process which gives us clarity that our results are of a high standard.</p>	



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Reading

Great to see the focus on our early literacy programmes reaping results.

Why is there no data for reading in Year 3 and 2? It is not as relevant in the younger years but in writing we are getting as much data across the school as we can. This is a programme designed for y4 and up but we want as much data as possible for our own records and so do implement in the younger years in some areas.

We are looking forward to movements in maths in term 3.

With the students having been off school for 6 - 8 weeks, where do you see the movement tracking in the near future? We are hitting the ground running, we know where the gaps are from before the school was locked down and will see what progress has been made as we go. Some children have been really engaged over the distance learning period, others haven't engaged at all. This will be something to watch and take into account with any upcoming reporting.

During the distance learning programme, some children have been engaged with learning and had one on one, others for whatever reason won't have done much. Waiora is a programme set up to give grounding to students for the return to the school environment.

Attendance

We are currently sitting at 94% attendance rate which is above MoE targets. Across our different ethnicities, our maori and pacific students are also above the expected. We have a couple of students that we are monitoring in this area at the moment but overall our students are attending well.

Coming back from lockdown we have had good attendance, higher than this time last year and good across the year groups.

Covid-19

A comprehensive information pack came home from the school thank you.

Level 3: MoE has been great with information but the time it takes to work through for us as a leadership team specifically has been a lot. We decided not to discriminate against children coming back, identifying that student and parent wellbeing was a good reason to come back rather than just work commitments. We had 8 teacher's put their names up to come back to school physically and it worked really well. Our teachers went over and above in their duties and we had great support staff there.

Level 2: we have been busy putting together our plans, taking and interpreting MoE information to a practical point of view. Our focus is sanitizing ourselves, along with creating a safe and nice environment. It has been great to have all the staff back, there is a great vibe and reassurance from all staff has been put in place. Monday was great, with students, parents and teachers. It has been a very positive start to return to school. The feedback from parents has been: nothing



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	<p>but positive, great vibe with parents and kids. Parents feeling very connected to the school, distance learning has been a huge success, how welcoming we are has been received brilliantly. As a parent, communication has been amazing, informative but not overwhelming, timely but haven't felt that we have been bombarded.</p> <p>Going forward: it will be interesting to look forward to the next level, but at this point we are well supported from the board and the school community. We are starting to look at returning to normality.</p>	
4	Monitoring Reports	Follow up
	<p>a) Principals Report Queries on report: We are holding Parent teacher Conferences in week 11 to replace mid year report</p> <p>At this stage, there are no sports, we are waiting on a decision for interschool mathex etc. as we hear from external agencies. In school activities such as chess club etc not currently happening.</p> <p>To accept Principals report as tabled Raised CR, seconded DP, unanimous</p> <p>b) Board Chair's Report Thank you to MK and the leadership team for steering the school into Level 2. Will lock in a date for the appraisal for MK over the next few weeks.</p> <p>Motion to approve Board Chairs report Raised CR, seconded MK, unanimous</p> <p>c) Finance</p> <p>Monthly report. April ahead of budget, we have spent a lot of the year's budget in some areas by spending up front. We have received the remaining money from our international students. Our concern is the revenue stream to see where we are looking at for the remainder of the year.</p> <p>Should we ask for donations again? not at this stage, however we will review this in the June meeting.</p> <p>Communication to parents re thank you for your support, donations, etc. To acknowledge that we appreciate everyone's financial position is different, acknowledging that those that can pay donations at this time would be appreciated more than ever. This would be good to go out in</p>	



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	<p>week 9. Also to include an update on the newbuild, introduction of bot members. comms go out Thursday 11 June.</p> <p>Action: BOT communication to go out on June 11 2020</p> <p>Motion to approve Finance Report Raised CR, seconded WG, unanimous</p> <p>d) Property Nothing to report Hopefully we will have a meeting next week re newbuild, heatpumps quote are happening at the moment, school house maintenance underway with MLC</p> <p>e) Policies and Legislation: Responsibility policy: we have other measures around this policy that gives assurance it is being enacted. Teacher certification covers this on the whole as well, this is changing to annually from 2021. We carry out exit interviews where appropriate. Complete to assure Review ***** *****</p> <p>Motion to accept the Employer Responsibility policy Raised CR, seconded MK, unanimous</p> <p>f) Health & Safety Nothing specific to report, walk around is in August for health and safety. We had a walk through with MK and PD before Level 3, there was no vandalism, all signage in place, gates locked, necessary cleaning and PPE available. We have employed a rat trapper for vermon which is community wide at present.</p> <p>Review once school is back after a week that our health and safety is protected.</p> <p>Motion: To accept all Reports as tabled Raised CR, Seconded MLC, unanimous</p>	<p>SM /MLC</p>
<p>5</p>	<p>General Business</p>	<p>Follow up</p>
	<p>Other business:</p> <p>Monitoring board time: MLC 1 MK 10 DP 1 WG 5 CR 1 VY 1 SM 2</p>	



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6	Administration	Follow Up
	<p>a) Motion: to approve the minutes of the meeting held April 2020 as a true and accurate record: Raised CR, seconded MK, unanimous.</p> <p>Action Points from previous minutes: CR / MK to communicate with local iwi - to wait until the project is back on and we can accept visitors.</p> <p>MK to contact MOE with regards to donations, have lodged query but not heard back formally from them.</p> <p>Comms to staff from board - CR completed. This was very well received.</p> <p>Comms from board to parents - to complete</p> <p>Health and cleanliness procedures sent to MK - CR completed Tracey Martin report - complete PD to clear the gutters - complete</p> <p>Action: SM/MLC to put together community communication and LV to distribute - to complete beginning of T2 due to pandemic communications.- wait until we are back in face to face schooling</p> <p>b) Correspondence tabled.</p> <p>c) Identify agenda items for next meeting Maori Pacifica progress and achievement SLT doing a complete review of the annual plan- reporting to board Finalise 1 July roll. House review - 3 month inspection report Policy - assurances for MK to go through.</p> <p>Meeting closed at: 8.12pm</p>	
	<p>Next Meeting: 16 June 2020 at 6.00pm in the staff room if available, or zoom if not.</p>	