



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 25 June 2019, 6.00pm

Present:

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

Apologies: Damian Powley (DP)

Visitors:

Rebecca Norrish - Learning Assistant

1	Open and Welcome	Follow up
	<ul style="list-style-type: none"> a) CR opened and welcomed everyone to the meeting at 6.04pm. b) MK Karakia c) CR requested any conflict of interest declaration based on agenda. 	
2 and 3	Strategic discussions and decisions	Follow up
	<p><u>Rebecca Norrish</u> Talking to Board around funding and the SENCO programme. SENCO Overview as in board pack, with work samples and lesson plans to share amongst staff as well. Currently have 10 learning assistants. 7 new students have come to the school this year. 3 brought funding and EdPsych with them. At the moment we have 5 students with RTLB's, 2 being referred. Just under 10% of our overall roll are on our SENCO register with varying needs.</p>	



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	<p>Our Learning Assistant roles are very targeted at the children's needs. We have lost 55hrs per week funding at the end of Term 2 from the ministry. Currently the school funds 64% of learning assistant hours. RNs proposal would entail 192.5hrs a week Learning support, ministry funded hours are being reduced to 52.5, would leave us with 73% of our learning assistant hours being school funded. Currently, if our hours are reduced to the proposed level we would be \$11k over budget. Thank you to Rebecca and her support team who do an amazing job.</p> <p>Motion: To provide an extra \$11000 in the budget to provide support to the Learning Support team. Raised: CR, Seconded VY , unanimous.</p> <p>ACTION: To build these costs into the budget a lot more, look at worst case scenarios.</p> <p><u>Portfolios:</u> Appointment of Chairperson: MLC proposed CR to take on this role. Accepted. Voted unanimous. Deputy Chairperson: MLC accepted role. H&S: This entails - meet 1 / 2 times a term to go through issues in the school, report as necessary, walk around once a year. DP Property: MLC, Policy and Legislation: VY Finance: report to board 3 times a year, end of year reporting. SM Any additional: Community communication VY</p> <p>Assignment of BOT emails: talk to LW and get a bot email address to be sent to CR. reset passwords. ACTION: to set up google drive so everyone can get in -to set up under bot email addresses (needs to be under our domain). New photo - at next meeting New blurbs for website to LK</p>	<p>MK, CR</p> <p>TG</p> <p>SM, VY</p>
4	Monitoring Reports	Follow up
	<p>a) Principals Report We are required as a school to write a health education statement. Community survey completed, statement compiled from this.</p> <p>Motion: To approve the health education statement as tabled CR, VY, unanimous.</p> <p>ACTION: Donations as per new policy to fund for decile 1-7 schools only: email to Andrew Bayley</p>	<p>VY</p>



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and Chris Hipkins would be very helpful.

**Motion: To accept MKs Principal report
Raised CR, seconded MLC, unanimous.**

b) Board Chair's Report

Nothing to report

c) Finance

Nothing to report

d) Property

Tour out with WG, MK, MLC and Intermediate teachers. Looked at a variety of schools who had a new build, some great ideas of how to proceed and make the most of space, plugs, storage, etc. Lots of variation on break out spaces.

Meeting on Thursday with architects re design.

Builder has repaired hole in house. PD to paint

e) Policies and Legislation:

Curriculum and student achievement policy.

Currently we don't do anything specific re career guidance. We do talk generally about what is available as a career.

Content ***** Rating implementation *****

Motion: to accept Policies as presented

Raised CR, seconded MK, unanimous

f) Health & Safety

PD purchasing scaffolding for the school.

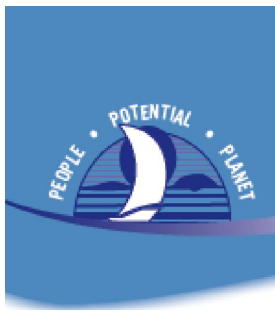
ACTION: MK to ask PD re chlorine content being low for June.

Motion to accept Health and Safety report as presented.

Raised CR,seconded MLC, unanimous

MK, PD

**PD
MK**



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5	General Business	Follow up
	<p>Other business: Acknowledge the staff for efforts during our ERO visit. Franklin early Term 3. Formal invitation from the board. Week 2 Term 3. Budget for finger food and drinks.</p> <p>Brought up at last years Intermediate evening: separate uniform for Intermediate students, is this a possibility to consult the community on? We do not feel there is a priority in following this line of enquiry at this time..</p> <p>BOT preparation time: 5 MK ,3 SM, 4 WG, DP,5 VY , 4.5 MLC,4 CR</p>	<p>CR</p> <p>MK</p>
6	Administration	Follow Up
	<p>a) Motion: to approve the minutes of the meeting held May 2019 as a true and accurate record: Raised CR, seconded VY, unanimous.</p> <p>Action Points from previous minutes: MLC talk to the kindy re developments. Completed by MK and MLC. CR to recognise MKs China trip. To complete</p> <p>b) Correspondence tabled. NZSTA AGM in July. CR to respond</p> <p>c) Identify agenda items for next meeting Report of mid year data Budget review MK to finalise 1 July roll H&S report Plan a new BOT induction. Policy: Curriculum and Student Achievement. Strategic Goal 3 - environmentally engaged and future focused to following month. Annual School systems to following month</p> <p>Action: to send SM date for midyear budget review CR to send SM budget and latest finance report</p> <p>Meeting closed at: 8.26pm</p>	<p>CR</p> <p>CR</p> <p>MK CR</p>
	Next Meeting: 30 July 2019 at 6.00pm in the staff room.	



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