



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 August 2019, 6.00pm**

Present:

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

Apologies:

Visitors:

- Lindsay Henderson - Presenting growth coaching at MBS
- Lee Orpen - Presenting growth coaching at MBS
- Dylan Pederson
- Mark Pederson
- Flynn Rooks

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) DP Karakia c) CR requested any conflict of interest declaration based on agenda. 	
2 and 3	Strategic discussions and decisions	Follow up
	<p><u>Wayne Gillard, Dylan Pederson, Flynn Rooks</u></p> <p>Student Peer Coaching - working on coaching skills within a group weekly. Looking at setting goals currently. Have been learning how to be active listeners, starting conversations and using the growth module to set goals. Take turns of being the coach and coachee. It's a fun programme and good to do something different. It's been good learning how to ask the right questions to be able to help sort out our goals. Have learnt skills that have helped in other areas of learning (eg. knowing how to be an active listener is a good skill for all learning). Helps with relationships with</p>	



Maraetai Beach School

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

others (especially moving on to high school and making new friends) as we learn how to interact differently.

Improvements: Be good to have more time to work on it and to work with younger students to help them work on their goals.

Opportunities: to work with other schools especially in the Kahui Ako; students receive award for participating in the programme.

Mark Pederson Dylan Pederson, Flynn Rooks left meeting.

Lindsay Henderson / Lee Orpen

[Growth Coaching Presentation - Staff](#)

4 Actions sit under the heading of coaching in the strategic plan.

We felt it would be beneficial to be a reciprocal relationship so all teachers are being both coach and coachee.

Since starting the programme teachers feel they have improved their skill base and grown within the modules. Teachers are being very reflective of where they are at and where they are going.

If the coaching relationship isn't working teachers know they can go to Lee / Lindsay or Mark. But the model enables you to take the personal out of the situation so the coaching just prompts you to think about things, rather than telling each other what to do.

The excellent trust in relationships and a change in culture is coming through in the classrooms.

There has been a positive shift in a very short time frame due to the staff's enthusiasm and commitment. Very powerful to have a culture of 'we're all in this together' for the staff.

Climate Review Survey

We did a full survey at the end of 2018. This year we would like feedback on parents from the improvements for next year, strengths, transitions in and out of school. But don't necessarily need a full survey completed. We may get a better response with a short survey, last year we had only 33% of surveys returned.

Motion: To modify the community survey to include 2 questions from strength and improvements section and 2 from the transitions section. To complete a full survey out to parents in 2020.

Raised CR, seconded MLC, unanimous

Health and Safety Walkaround: see H&S Report

Health and Safety Survey - completed individually and as collective. DP to process.

PD



Maraetai Beach School

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

4	Monitoring Reports	Follow up
	<p>a) Principals Report</p> <p><u>Enrolment Policy</u> Motion: To include the updated enrolment policy into our policy framework. Raised CR, seconded SM, unanimous</p> <p><u>Physical Restraint</u> Not all support staff have been trained. Motion: To authorise all support staff can use physical restraint within the legislation. Raised CR, seconded DP, unanimous</p> <p>Motion to accept Principals Report Raised CR, seconded VY, unanimous</p> <p>b) Board Chair's Report</p> <p>Final ERO report - in latest edition of local paper.</p> <p>Motion: To accept CRs Report as tabled Raised CR, seconded MK, unanimous</p> <p>c) Finance Thank you to SM for work with MK Nothing to report</p> <p>d) Property Nothing to report</p> <p>e) Policies and Legislation: j Action: to go over Health and Safety and Welfare Policy in September meeting</p> <p>f) Health & Safety <u>School Walkaround Friday 23 August 2019 DP</u> MK PD MLC DP completed the walk around. Overall the school grounds are looking great, paths clear, bike storage etc. all organised. All nicely presented and well cared for. Wet day allowed us to see where there are leak / flooding issues. Health and Safety perspective: areas identified. To look at overhead cables being moved, chainsaw training for PD, workshop access not great. Have spoken to PD with regards to risk assessment, having phone on him, letting office know if doing a 'high risk' job.</p>	



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

	<p>Watertank: water reducing overnight. Plumber coming in</p> <p>Swimming pool seating: backing no longer there with new shades. To be looked into by PD.</p> <p>Area to consider: training of other staff with regards to chemicals, testing, working at heights etc. so that there is a backup for Phil.</p> <p>Look at documenting checks that height training is put in place. To see if there was something given on the course to check this.</p> <p>Action: to label the main electrical panel with contact: Auckland Wide Electrical and contact number</p> <p>MK to talk to PD about putting moderate and major onto monthly BoT report.</p> <p>Thank you to PD and KT for efforts in grounds and property.</p>	<p>PD</p> <p>MK</p> <p>MK/PD</p> <p>MK/PD</p> <p>CR</p>
5	General Business	Follow up
	<p>Other business:</p> <p>BOT preparation time: 1 MK , 2 SM, 2 WG, 3 DP, 1 VY, 2.5 MLC, 1 CR</p>	
6	Administration	Follow Up
	<p>a) Motion: to approve the minutes of the meeting held July 2019 as a true and accurate record: Raised CR, seconded MK, unanimous.</p> <p>Action Points from previous minutes:</p> <p>To send another letter re donations: complete</p> <p>BOT photo - complete</p> <p>VY to send blurb for website to TG; any others wanting updating please send to TG</p> <p>VY to email Andrew Bayley</p> <p>MK to follow up whether PD has completed painting.</p> <p>CR to arrange event at Franklin - complete</p> <p>SM and CR to meet re finance</p> <p>b) Correspondence tabled.</p> <p>c) Identify agenda items for next meeting</p> <p>Policy: Health, Safety and Welfare.</p> <p>Strategic Goal 2 - student enquiry, science and enviro. RB and KD</p> <p>T3 eAstle data - reading, maths</p> <p>Parent / teacher iwi consultation</p> <p>Meeting closed at: 8.13pm</p>	<p>VY</p> <p>VY</p> <p>MLC / MK</p> <p>CR / SM</p>
	Next Meeting: 24 Sept 2019 at 6.00pm in the staff room.	