



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 30 July 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 mid year results

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>Lindsay Henderson</u> - presentation on data analysis of results in term 1 and term 2 for Basic Facts Testing. There has been a significant shift in data between Term 1 and Term 2 results within the school. We have worked with the teachers individually to go over the results, and identified students that need assistance and where the strengths are. We will be running programmes within the school to assist those students who need help to move forward, using lots of resources within classrooms thanks to board funding. Additional professional development of teachers is also leading to better results.</p> <p>We are always looking at new resources for the classrooms.</p> <p>Link to presentation.</p>	



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Wayne Gillard - Literacy data analysis. Information based on eastle testing. Term 1 progress Team meetings with focus on punctuation, grammar specifically and targeted students. Utilisation of school resources has assisted in lifting results. Teachers sharing rubric with their students so they have agency of their learning. This is an area where we had gaps and are filling these.

Mark Keenan - mid year data in reading, writing, and math We have a number of students who have joined the school this year, especially from other countries where English is a second language, which has affected our results.

We have a number of interventions in the junior school which captures most difficulties and has been beneficial. The cohort entry has also assisted with this as the time the teacher is able to spend individually with children when they start is increased and so learning is focused. Students in need are also more easily identified.

We are disappointed in our writing results, especially with the boys, as we have put a lot of work into this area over the last few years. We are looking to reduce the gaps again thus improving the results before the end of the year.

We are looking at a number of interventions to pick up the gaps for students who struggle, ELL support, oral language and phonic support along with Stretch groups and resourcing especially in the intermediate area. A lot of our resourcing in staffing is in the junior level to try and close the gaps early. In the future we will need to look at more ELL support.

We are looking at trends within the COL especially broken down for genders and ethnicities, this is a changing field though with the abolition of national standards. Some good things from the col are: the intermediate team that are talking to the high school teacher and finding out what our students need; and we are working with Cross col moderation - marking papers along with other teachers to ensure that we are all marking at the same level.



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4	Monitoring Reports	Follow up
	<p>a) Principals Report</p> <p><u>Permissions for AIMS Games</u> Motion: to approve the overnight stays for the AIMS Games 2019 Raised CR, seconded VY, vote unanimous</p> <p><u>2020 Term dates:</u> Preference of the later dates for staff as term 4 is a very busy term, and staying closer to Christmas is better for parents. Motion: To approve dates for 2020 based on option 2: Friday 7 Feb - Friday 18 Dec. Raised CR, seconded SM, unanimous</p> <p><u>Discovering China cultural exchange:</u> we have been invited back. MK would like to take two staff members with him: one person is free; one person is subsidised; one person is not. Cost is different in 2020 due to additional activities. To take two members of staff (+MK) would cost about \$4000. We need 15 children to go, no more than 20. For y7&8 students only and preference to those who have not been in 2019. Motion: to approve for 2020 the Discovering China cultural exchange as tabled with funding approved. Raised CR, seconded VY, vote unanimous</p> <p><u>Appointment of a second Deputy Principal in 2020:</u> Our growth is leading to this need. Area of responsibility would include junior school up to Y4 including transition to school. This role would be as a walking DP but would need to be available to pick up release. MK would like the board on the interview panel (last time was VY and MLC): WG and MK will be on the panel along with 2 bot members; like to interview on a Saturday. MLC and VY keen to be involved again. Motion: to approve the recruitment of a second Deputy Principal for 2020 Raised CR, seconded DP, vote unanimous</p> <p><u>Preliminary Design for expansion:</u> Went over designs from architects. Motion: To approve the preliminary design as tabled Raised CR, seconded MLC, vote unanimous</p> <p>Programme responsibilities: Appraisal of the Principal - CR School Swimming Pool - DP and MK Safety Management system - DP and MK International students - MK Surrender and retention of property and searches - MK</p>	<p>Follow up</p> <p>MK</p>



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<p>Physical restraint - MK SUE Reports - SM - MK to work through with Friday 9 August. Risk management - MK</p> <p>Thank you to MK for all his work with the China trip, and to his family for their support</p> <p>Motion: To accept MKs Principal report as tabled Raised CR, seconded DP, unanimous.</p> <p>b) Board Chair's Report</p> <p>Action: to confirm the budget for BOT staff function on Friday 9 August</p> <p>Motion: To accept CRs Report as tabled Raised CR, seconded MK, unanimous</p> <p>c) Finance</p> <p>Thank you to MK for your work with Michael on the Financial report. There are some changes from the original report: there has been an increase in ops grant; we have added \$11k to senco funding as agreed at the last meeting; additional capital spend included (blinds, new classroom starting).</p> <p>Action: to send another letter out to parents with regards to Donations. Action: MK and SM to meet before the next meeting to handover.</p> <p>Motion: To accept Finance Report as tabled Raised CR, seconded MK, unanimous</p> <p>d) Property Nothing to report</p> <p>e) Policies and Legislation: Performance Management. Broad overview.</p> <p>Content ***** Rating implementation *****</p> <p>Motion: to accept Policy as presented Raised CR, seconded SM, unanimous Health & Safety</p>	<p>CR</p> <p>CR / MK MK/SM</p>
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	Nothing to report.	
5	General Business	Follow up
	<p>Other business: BOT Google Folder and emails set up from last meeting for all BOT Members https://docs.google.com/document/d/1ROHFicHEtEvYYyhNcCAKFR9Rr0Cp1V91tTGk2a9tels/edit</p> <p>BOT preparation time: 9 MK , 1 SM, 2 WG, 1 DP, 1 VY, 2.5 MLC, 5.5 CR</p>	
6	Administration	Follow Up
	<p>a) Motion: to approve the minutes of the meeting held June 2019 as a true and accurate record: Raised CR, seconded MK, unanimous.</p> <p>Action Points from previous minutes: Build cost into budget from senco - complete Assignment bot emails - complete BOT photo - next meeting VY to send blurb for website to TG; any others wanting updating please send to TG VY to email Andrew Bayley MK to follow up whether PD has completed painting. CR to arrange event at Franklin</p> <p>b) Correspondence tabled.</p> <p>c) Identify agenda items for next meeting H&S in the workplace questionnaire Annual H&S review</p> <p>Policy: Health, Safety and Welfare. Strategic Goal 1 - a community who live our vision and values Staff and Parents climate survey format review.</p> <p>Meeting closed at: 8.35pm</p>	<p>VY VY MK CR</p>
	Next Meeting: 27 Aug 2019 at 6.00pm in the staff room.	