



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

## MINUTES OF MARAETAI BEACH SCHOOL BOARD MEETING

Held via Zoom

On TUESDAY 22 September 2020, 7.00pm.

**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)  
 Simon MacKechnie (SM)  
 Vonja Young (VY)

**Apologies:** -

**Visitors:** -

1	<b>Open and Welcome</b>	<b>Follow up</b>
	<ul style="list-style-type: none"> <li>a) CR opened and welcomed everyone to the meeting at 7.02pm.</li> <li>b) DP led a karakia</li> <li>c) CR requested any conflict of interest declaration based on agenda.</li> </ul>	
<b>2 and 3</b>	<b>Strategic discussions and decisions</b>	<b>Follow up</b>
	<p><u>Distance Learning Review</u></p> <ul style="list-style-type: none"> <li>➤ surveyed staff and students. Positive feedback, the children were engaged. 86% felt school provided the homebased learning opportunity well.</li> <li>➤ Parents want face to face interaction for the students. It is really important for learning but also the social interaction is imperative, this is especially important for only children.</li> <li>➤ Having the defined plan means we have just one way of carrying out the distance learning resulting in ease of process for students and teachers. Juniors will be given a zoom link.</li> <li>➤ Classes have been practicing using zoom, google meet etc. Been great to see the classes calling each other.</li> <li>➤ We have very clear protocols to move forward with.</li> <li>➤ We will embrace that every bubble is different. If the families choose not to participate, so be it. We aren't aware of pressures surrounding each family and so need to provide the programme but not add pressure by insisting on participation.</li> </ul>	



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	<ul style="list-style-type: none"> <li>➤ Teachers were concerned whether there would be a regression in students' performance. This hasn't been evident, and in some cases has been the opposite after large amounts of one-on-one time with parents.</li> <li>➤ the biggest message that has come out of the survey is that it is important during distance learning to continue the social connections. Being able to see classmates and teachers is really important for our students.</li> <li>➤ BOT response: the feedback is excellent, especially considering the pace of change. Great response from parents to completing the survey, this shows their appreciation of the schools efforts.</li> </ul> <p><u>Health and Safety Walkaround</u>          Add presentation.          PD has a good handle on compliance.          Pool: we need to replace tubes of saline in the first aid box before summer.          Credit to MK and PD for keeping on top of things and year-on-year improvements to our property.          The major issue to follow up is the traffic issue / safety. We need to continue working with AT to encourage improvements to our communities' safety.</p> <p>Action: DP to email AT with regards to crossings.</p>	<b>DP</b>
<b>4</b>	<b>Monitoring Reports</b>	<b>Follow up</b>
	<p><b>a) Principals Report</b></p> <p>Kids Club contract communication: there has been a big improvement in the programme over the years. A 5yr contract would be too long. We would be happy with a 2yr contract with right of renewal, or even 2yr contract with 2 rights of renewal. BOT needs to be able to annually review the fee, however we have also noted that the provider is supportive of the school, along with being very flexible in the space we provide for her (no trouble with moving as required) and we don't want any additional cost to be passed onto families.</p> <p>Action: VY to review contract and contact Kids Club</p> <p>Congratulations to WG and LH on their new roles. It is great to have assisted in the growth of these leaders.</p> <p>LK is moving on at the end of the year. RN is stepping down from the LSC role. RG is on maternity leave. Welcome back to JB.</p> <p>Staffing and Ops grant: looking similar to this year. Staffing is very solid. Exit interviews: conducted with LH, WG. Leaving for opportunities of advancement. Leadership received during time at school has been great. Common theme, same as NZ wide, is the teacher workload, otherwise really good feedback.</p> <p>Projects: would be nice to do something formal for the opening of the turf.</p>	<b>VY</b>



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Newbuild: waiting for council sign off, then tender for project manager and builders. 2 more prefabs have been offered in T3 next year.  
One of our Grandfather's carved a piece for the school to auction. This may be another option if we don't hear back from the local iwi. As long as we have done our best to get hold of the local iwi, we may need to move onto other connections to provide artwork for our landscaping.

Massive thanks to Lesley Crawshaw and her team for the funrun. We are looking at clearing over \$25k for the school. In light of this, we will not hold any further major fundraisers this year, this has been a mammoth effort from our community.

**Motion: To accept Principals report as tabled**  
**Raised CR, seconded VY, unanimous**

**b) Board Chair's Report**

Action: CR to phone Zaline.

Action: CR to share results of exit interviews with board this week.

**Motion: To accept Chair's report as tabled**  
**Raised CR, seconded SM, unanimous**

**c) Finance**

Positive month. We are \$5k behind surplus budgeted for. \$25k from PTA will set us in good stead along with the \$6k from covid funding. We are looking to hit the revised budget for 2020. Our Ops grant may be a bit lower in the 4th quarter as our numbers haven't increased as expected.

Do we want to put out more communication re donations? Payment of camp serves as a reminder to pay donation rather than another email reminder. Discussion to not put out further communication directly with regards to donations.

We are beginning to think about the 2021 budget.

**Motion to approve Finance Report**  
**Raised CR, seconded MK, unanimous**

**d) Property**

Nothing to report.

CR  
CR



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	<p><b>e) Policies and Legislation:</b> Nothing to review</p> <p><b>f) Health &amp; Safety</b> Nothing further to report</p> <p><b>Motion: To accept all Reports as tabled</b> <b>Raised CR, Seconded MK, unanimous</b></p>	
<b>5</b>	<b>General Business</b>	<b>Follow up</b>
	<p>Other business: Staff BOT rep election: discussion with NZSTA, would like to hold off until the new DP is on board. Invite any teacher to board meetings and hold formal voting in T4. We will be voting on budget and strategic plans in T4. Gives an opportunity for staff to look into what is involved with being on the board before officially joining. Action: CR to email all staff to invite them to the remaining meetings and advise of an upcoming election in the beginning of 2021.</p> <p>WG: massive thank you. Been a huge privilege being on the board. Also, thanks to MK for mentorship and leadership. Children will continue to be at the school so looking forward to a continuing relationship as a parent.</p> <p>Monitoring board time: MLC 2 MK 10 DP 2 WG 1 CR 3 VY 1 SM 2</p>	<b>CR</b>
<b>6</b>	<b>Administration</b>	<b>Follow Up</b>
	<p><b>a) Motion: to approve the minutes of the meeting held August 2020 as a true and accurate record: Raised CR, seconded MK, unanimous.</b></p> <p>Action Points from previous minutes: Donation letter - complete Property: funding application for the pool grant - complete H&amp;S Walkaround - complete Workplace survey - complete To send a letter on behalf of the board to Jenny Carter as a thank you for the Trust donation - complete CR to follow up with Zalene re iwi feedback - done but not complete. To phone.</p>	<b>CR</b>



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b) Correspondence - nothing to table.

c) Identify agenda items for next meeting

**Next meeting:**

Review of Annual Plan - what we have achieved to date and what do we need to take through to the following year.

Report of easTTle data in reading and mathematics

Parent teacher iwi consultation for the annual plan - PT cancelled and survey completed instead.

Hui will be held T4 - feedback moved to December meeting.

Trustee self review session.

Attendance data.

**Meeting closed at: 8.30pm**

**Next Meeting: 3 November 2020 at 6.00pm in staffroom.**