



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

MINUTES OF MARAETAI BEACH SCHOOL BOARD MEETING

Maraetai Beach School Staffroom
 On **TUESDAY 3 November 2020, 7.00pm.**

Present: Mark Keenan (MK) (Principal)
 Craig Rooks (CR) - (Chair)
 Maria Lamberto Calvo (MLC)
 Tristan Gilchrist (TG - Minutes Secretary)
 Simon MacKechnie (SM)
 Vonja Young (VY)

Apologies: Staff Rep
 Damian Powley (DP)

Visitors: -

1	Open and Welcome	Follow up
	<p>a) CR opened and welcomed everyone to the meeting at 6.20pm.</p> <p>b) CR requested any conflict of interest declaration based on agenda.</p>	
2 and 3	Strategic discussions and decisions	Follow up
	<p>I. <u>Review of Annual Plan - what have we achieved to date and what needs to be taken through to 2021.</u></p> <p>In 2021, we are looking at creating a learner profile through focussing on soft skills, we would like these soft skills to be part of our Ministry targets. They will be integrated into learning throughout the school. Pause, breathe, smile is a Mindfulness programme for adults, teachers will have training in T4 and run an 8 week programme. We tried to get in earlier in the year however there is a huge demand for this programme and this was the only time we could get. Within school leaders will focus on the coaching programme and Stream initiatives. We have a gap in our student coaching area with Wayne leaving which Steve will pick up. Annual Plan at this stage is a draft but is a great planning resource to work through and report on in detail at the next meeting.</p> <p>II. <u>Report of easTTle Reading and Writing</u></p>	



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

	<p>Maths: We are doing well in both performance and attitude in comparison to other schools nationally. In comparison to high decile city primary schools we are also doing well. In the intermediate we have a number of students above standard, should we be withdrawing them to stretch them? PC's programme is great and we feel is satisfying these student needs.</p> <p>Reading - our attitude is reported as lower than the norm. Is this due to our school library not being available and welcoming? Hopefully this will improve with changes to the library next year. Our performance is still high.</p> <p>Our soft skill focus for next year will also assist in the attitude to learning. This testing was completed just after the 2nd lockdown.</p> <p>III. <u>Trustee Self Review</u> Areas for clarification: <u>Leadership</u> #6. We don't hold committee's however we have areas of responsibility where there is support as required eg. H&S walkthrough. #18 Is there domination of discussions? no. <u>Representation</u> #succession plan: we have spoken about this, it is something to be aware of. However there are opportunities when we divide the portfolios to have support within these, so that there is more than one person who is on top of what is going on within each portfolio area. There are two areas: succession within the board; and succession to replace the board. #7 our school docs are publicly available, on the website and in the newsletter. #5 we have evidence but we could improve. The school facebook page is a good medium. <u>Accountability</u> no issues <u>Employer Role</u> Appraisal - would be good to have an outside person for next year.</p>	
4	Monitoring Reports	Follow up
	<p>a) Principals Report</p> <p>Pool Keys: sell 100 keys. Also provide for sponsors, BoT members. We would like to look at providing some for the LA's - will they need to pay for the cost of having the keys cut? After discussion we will look at providing these.</p> <p>Covid scanning - to be added to the pool. Pool opens November 16th. Open the pool to the public on the 23rd. Those who have paid their donations will have the first right of access to pool keys.</p> <p>Motion: To sell 100 keys to the school community. We will offer LA a key paid for by the board as a</p>	



Maraetai Beach School

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

<p>gesture of appreciation of their hard work. The community price is set at \$100 with a \$50 bond, with first rights given to those families who have paid their full school donation. Raised CR, seconded VY, unanimous</p> <p>Action: email LA's and sponsors to gauge interest Action: put notice in newsletter with regards to pool keys becoming available</p> <p>Staffing: fully staffed apart from the Enrolments Officer position, this closes on Friday.</p> <p>Motion: To accept Principals report as tabled Raised CR, seconded SM, unanimous</p> <p>b) Board Chair's Report Action: CR to set up interviews to complete report for 2021.</p> <p>Motion: To accept Chair's report as tabled Raised CR, seconded MK, unanimous</p> <p>c) Finance</p> <p>Great progress made, tracking favourably against budget. We are beginning to think about the 2021 budget. We will be looking at moving our YTD overspends into next year's budget.</p> <p>Motion to approve Finance Report Raised CR, seconded MK, unanimous</p> <p>d) Property Nothing to report.</p> <p>e) Policies and Legislation: Privacy: no changes to be made. *****</p> <p>f) Health & Safety Nothing further to report.</p> <p>Motion: To accept all Reports as tabled Raised CR, Seconded MK, unanimous</p>	<p>TG / LV VY</p> <p>CR</p>
--	--



Maraetai Beach School

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

5	General Business	Follow up
	<p>Other business:</p> <p>Teachers Christmas gifts: VY to arrange</p> <p>Prize giving and Y8 Leavers dinner coming up, would be great to have the BoT there.</p> <p>BoT Christmas dinner, to book at Franklin. Friday 11 December</p> <p>CR is going to step down from the board at the end of the year. Thank you for your great service.</p> <p>Monitoring board time:</p> <p>MLC 8 MK 12 DP CR 2 VY 8 SM 10</p>	<p>TG</p>
6	Administration	Follow Up
	<p>a) Motion: to approve the minutes of the meeting held September 2020 as a true and accurate record: Raised CR, seconded VY, unanimous.</p> <p>Action Points from previous minutes:</p> <p>Damian to contact AT re crossing - continue</p> <p>Vonja reviewed contract with Kids Club - spoken to Brenda, sent a contract, waiting on it's return.</p> <p>CR to contact Zaleen - continuing</p> <p>Exit interviews for WG and LH - complete</p> <p>Provide exit interview questionnaires to RL, BW and LK</p> <p>CR to invite staff to meetings - continuing</p> <p>Health and Safety report to staff - continuing</p> <p>b) Correspondence - nothing to table.</p> <p>c) Identify agenda items for next meeting</p> <p>Next meeting:</p> <p>Approval of Annual Plan - what we have achieved to date and what do we need to take through to the following year.</p> <p>Principals appraisal and performance agreement</p> <p>Annual budget</p> <p>Hui feedback</p> <p>Review timeline and calendar for 2021</p> <p>Classroom release and salary units policies.</p> <p>Meeting closed to go in committee at: 8.34pm</p>	<p>CR</p> <p>DP</p>
	<p>Next Meeting: 8 December 2020 at 6.00pm in staffroom.</p>	



Maratai Beach School

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