

**MATAKANA SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING ON MONDAY 22 AUGUST, 2011 AT 7.00 PM**

PRESENT: Lisa Bindon, Darrel Goosen, Graeme Smith, Claire Allen, Craig Dawson, Karen Davies, Phil Randle, Neil Hatfull, Wendy Chittenden, Maryann Steel, Jenny Blythen.

APOLOGIES: Nil

DECLARATIONS: Nil

MODERATE NEEDS REPORT:

Wendy answered questions from the Board and explained details of the report. Lisa thanked Wendy for this report.

GATE (Gifted and Talented) PROGRAMMES:

Neil presented this and explained the programmes and answered questions from the Board. Lisa thanked Neil for this report.

MID YEAR ASSESSMENT REPORTS:

Maryann explained these and answered questions from the Board. Maryann also presented a Reading Recovery Report which was discussed. Lisa thanked Maryann for these reports.

PRINCIPAL'S REPORT:

Montessori Trust

The Trust is having initial interviews for a second teacher for 2012. The Board will be involved at the final interview stage.

New Office Manager

Paula Hedges is doing a great job!

Part Time Teacher

Darrel explained Dan Marrow's position in the Year 3 area.

Finance:

Hall Valuation

This is to be done before next August for insurance purposes.

► Graeme is to look into this.

Banked Staffing

Motion: Moved that when applicable relief teachers are paid through MOE Teacher Salaries to utilise banked staffing and reduce costs from Operational Grant Salaries.

Moved: Craig / Lisa

All in favour

Property:

Painting

There is expenditure planned for painting from the funds held in the 10 Year Plan.

Field Drainage

This will be done as soon as it is dry enough.

10 Year Property Plan and 5 Year Agreement have been prepared. Graeme explained these.

Motion: Moved that the 10 Year Property Plan and 5 Year Agreement are approved.

Moved: Graeme / Seconded: Darrel

All in favour

► The 10 Year Property Plan is to be forward to the MOE Property Officer for approval. Retaining Prefab Classrooms on the school grounds was discussed.

Special Needs Project – there are still issues to deal with.

Motion: Moved that the Principal's Report and the Finance Report are approved.

Moved: Lisa / Seconded: Karen

All in favour

COMMUNITY SURVEY:

► Helena is to put this on the website for parents/caregivers to complete on line.
A paper copy will also be available. Parents/caregivers will have two weeks to complete and return the survey.

INFO CENTRE:

Karen reported on this and presented details of furniture/costs, shelving designs etc. These were discussed and Board will peruse further. Karen is awaiting further details and will distribute appropriate details to Board as they are received. Lisa thanked Karen for this.

CRF Sub Committee Update:

Lisa read Helena's e-mail update of the Auction Evening. This was discussed. Concerns preparing for Gala Day during the school holidays were discussed.

Sponsorship

Sponsorship income for the current year was discussed.

► Craig / Phil / Helena are to write to the current sponsors.

150th ANNIVERSARY:

The Steering Committee has met and presented a proposed format for the day. The Board will need to commit funds toward this. An organisational team now needs to be put in place.

Motion: Moved that the Board commits \$5000 towards the 150th Anniversary Celebrations.

Moved: Lisa / Seconded: Craig

All in favour

POLICIES - Equal Employment Opportunities and Unit Allocation:

These were discussed and approved.

► Helena is to put these on the website.

MINUTES:

Minutes of the previous meeting were approved.

Moved: Craig / Seconded: Graeme

All in favour

CORRESPONDENCE:

Inward:

Dominique Vikstrand – thanking the Board for support of her study leave

Trillian Trust Inc – advising that our grant application has been declined

NZEI – notification of paid union meetings for support staff

MOE – new collective agreement for caretakers/cleaners

Outward re Heat Pump Installation Project:

Air Con North Auckland – advising their tender was successful

Energy Smart Solutions / The Heat Pump Guys / Thermal Solutions / Heat and Cool

Airconditioning – advising their tenders were unsuccessful

Meeting Dates: 7.00 pm 26 Sept / 14 Nov / 5 Dec

Meeting closed at 9.20 pm

Actions required

Action	Responsible
Hall Valuation	Graeme
10 Year Property Plan to MOE	Darrel / Graeme / Jenny
Community Survey to be put on website	Helena
Letter to Sponsors	Craig / Phil / Helena
Policies to be put on website	Helena
Organise team to implement 150 th Anniversary	Lisa