

**MATAKANA SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING ON MONDAY 23 MAY, 2011 AT 7.00 PM**

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

APOLOGIES: Nil

DECLARATIONS: Nil

WELCOME NEW BOARD MEMBER:

Lisa welcomed Phil Randle to the Board. Phil introduced himself.

► Karen is to source official paperwork for Phil to confirm his BOT membership.

WORK SAMPLES:

Claire showed the Board the displayed work samples that each syndicate had prepared and invited them to have a look at these.

Lisa thanked Claire and staff concerned for the display.

ANNUAL PLAN:

Darrel presented the 2011 Annual Action Plan. Progress was discussed. Lisa thanked Darrel for this.

PRINCIPAL'S REPORT:

PIRLS Report

Darrel commented on these results and invited Board to peruse the report further.

School Leaders – National Young Leaders Day

This was very inspirational and thoroughly enjoyed by the school leaders who attended.

2010 Maori/Pasifika Achievement Reports

Maryann presented and explained these reports.

Consideration is to be given to modifying the section for identifying ethnicity on enrolment forms for new pupils. Consideration also to be given to if/how people can alter ethnicity after their children have enrolled.

Office Review (to be discussed In-Committee)

Finance:

Audited Financial Statements for year ended 31/12/10

These were tabled and approved by Board.

2011 Depreciation Budget

Budget prepared by Lai Har Lim (Financial Services Consultant) was presented.

Motion: Moved that this budget is approved

Moved: Craig / Seconded: Lisa

All in favour

2011 Budget

An amendment to Operational Grant Income (+\$21500) due to increased entitlement was proposed.

Motion: Moved that the 2011 Budget is approved with the amendment to Operational Grant Income and incorporating the approved depreciation budget.

Moved: Craig / Seconded: Karen

All in favour

Community Relations & Funding (CRF) Sub-Committee (from meeting 10 May):

CRF established the need to approve a Management Plan for the school's three major fundraising events.

CRF wishes to approach the PTA to request that the Fun Run becomes a school event in future, rather than a PTA event.

CRF is currently reviewing the sponsorship package. It is envisioned that the new sponsorship package will start 1 December.

- The Board approved CRF applying for Grant funding for 30 iPads and iTouches.

Property:

Castle Project

Keith Hay is to be on site this Wednesday to complete outstanding work.

Electrical Upgrade

The Board approved Mike Masterantonio as Project Manager for the Power Balancing Project. Three quotes have been received for this work.

Motion: Moved that the Board give approval to Mike Masterantonio to recommend the preferred contractor for this project.

Moved: Graeme / Seconded: Craig
All in favour

Motion: Moved that the Property Sub Committee has delegation to appoint Project Managers for capital expenditure projects and can approve project briefs and tender documents to go out to contractors.

Moved: Graeme / Seconded: Phil
All in favour

Request for a Wheeled Vacuum

Motion: Moved that the Board approve up to \$2500 to be spent on this.

Moved: Lisa / Seconded: Graeme
All in favour

Field Drainage

This work will be completed soon.

Health & Safety:

Darrel reported on some recent incidents.

'Taste of Magic' Evening:

Darrel invited all Board members to attend this evening next Tuesday 31 May. New families will be welcomed and have the opportunity to meet other parents and learn more about the school.

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

Moved: Lisa / Seconded: Craig
All in favour

PHOTOCOPIER:

► The Board approved Darrel to relook at costs to buy or lease a new photocopier.

BIENNIAL PARENT/COMMUNITY SURVEY:

This was discussed – Health and Safety / Property issues are to be included.

► Lisa and Phil are to review the template for this.

► Senior Management are to consider other matters that could be included.

REVIEW ROLES WITHIN THE BOARD:

CRF Sub Committee

Phil is to represent the Board on this Sub Committee – Craig is to work with Phil initially until he is familiar with the role.

Property Sub Committee – Graeme

Treasurer – Craig

Secretary – Karen

Board Job Descriptions

► Lisa is to co-ordinate finalising job descriptions for each role. Each person will be responsible for reviewing and documenting their own role.

CRF Sub Committee / PTA Roles / Parent Involvement in School Events:

These were discussed.

BOT PROFESSIONAL DEVELOPMENT – NZSTA CONFERENCE:

The NZSTA Conference is to be held in July. At this stage, no one from the Board is able to attend.

REPORTING TO PARENTS POLICY:

This was discussed and an amendment suggested.

- This policy was approved with the amendment.

MINUTES:

Minutes of the previous meeting were approved.

Moved: Craig / Seconded: Karen
All in favour

CORRESPONDENCE:

MOE – acknowledging receipt of 2010 Annual Reports
Snells Beach School – acknowledging receipt of Board’s letter re Sharps Road Bus
NZSTA – notification of AGM
Anne Tolley (Minister of Education) – re Positive Behaviour for Learning
MOE – re funded training for Board members

Meeting Dates: 7.00 pm 20 June / 11 July / 22 Aug / 26 Sept / 14 Nov / 5 Dec

Meeting closed at 9.50 pm

Actions required

Action	Responsible
BOT Paperwork for Phil	Karen
New Photocopier Costs	Darrel
Parent Survey	Lisa / Phil / Senior Management
Board Job Descriptions	Lisa / All