

**MATAKANA SCHOOL BOARD OF TRUSTEES
MIINUTES OF MEETING ON MONDAY 28 MARCH, 2011 AT 7.00 PM**

PRESENT: Lisa Bindon, Darrel Goosen, Graeme Smith, Claire Allen, Craig Dawson, Karen Davies, Maryann Steel, Jenny Blythen. Lisa welcomed everyone to the meeting.

APOLOGIES: Darren Knight

DECLARATIONS: Nil

NEW BOT MEMBER:

This was discussed. It was decided to look more strategically at selecting a new member. Craig offered to be Acting Treasurer in the interim. Lisa and Karen are to meet with three possible candidates and report back to Board.

2010 ASSESSMENT REPORT:

Maryann explained this report and answered questions.

Darrel presented PAT student data entered on-line and demonstrated the different results that were available from this data.

CHARTER / ANNUAL PLAN / STRATEGIC PLAN:

Darrel presented and explained features of this which were discussed.

ERO UNCONFIRMED REPORT:

This was presented and discussed and will be further perused.

► Board members are to forward any comments on this report to Lisa or Darrel before it is signed and accepted.

PRINCIPAL'S REPORT:

ICT PD Contract

The final milestone report has been submitted to MOE and reimbursement of outstanding funds will be received in due course.

Personnel

The .7 position for Term 2 is being finalised.

The report of the office review has been received from the consultants – Darrel and Lisa are to look at this.

Finance

- The 2010 Draft Annual Financial Statements were tabled and approved.

The March balance sheet reported funds held of \$18400 in the Special Needs Project.

This has been amended to show the correct amount of \$8698 which is the balance of funds left in this project.

Absentee Procedures / Attendance Analysis – these were discussed.

1 March Roll Return – return and details of roll count were tabled.

RTLB Report / Truancy Report – these were discussed.

Sandspit Road Bus

Graeme presented a draft letter to Snells Beach BOT. This was discussed and approved.

► Graeme is to prepare letter for Lisa to sign.

Graeme also presented details of two second hand buses for sale.

SKIDS – After School Care Programme

Due to financial losses (financial statement presented), SKIDS will be closing down at the end of term. This was discussed. At this stage the school will not be organising any alternative.

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

Moved: Craig / Seconded: Graeme

All in favour

STAFF APPRAISALS:

Principal's Appraisal – an appraiser has been appointed to do this.

Staff Appraisals are underway. Teachers have been made aware of the Registered Teacher Criteria

CRFS (Community Relations & Funding Committee):

Craig explained the **Fundraising Calendar** presented.

- This was approved by the Board.

Sponsorship Programme was discussed.

New ideas for 2011 – **Auckland Entertainment Book**

- This was approved by the Board.

Digital Sign

The Board agreed in principle to purchase a sign as presented as Example 2.

The Board approved:

- ▶ Graeme to look into consent for this
- ▶ Helena to look into a Grant for this

PROPERTY REPORT:

This was presented – Graeme explained it in detail.

Pool Heating – this was discussed.

Castle Project – items still under dispute – these were discussed.

Heat Pumps – power balancing needs to be done before heat pumps are installed.

Courtyard Pavers / Carpark Fencing – quotes have been received for these projects.

- The Board approved Mike's recommendations of preferred contractors.

Concrete Pad for Portable Dental Clinic – this was discussed.

Matakana Special Zone:

It has been recommended that the Board look into this re parking issues and with a view of making a submission to Council.

- ▶ Graeme is to look into costs and timeframes.

BEHAVIOUR MANAGEMENT / COMPLAINTS POLICIES:

These policies and procedures were discussed and amendments approved.

- ▶ Copies of these are to go on the website and noticeboard.

MINUTES:

The minutes of the previous meeting were approved.

Moved: Lisa / Seconded: Karen

All in favour

CORRESPONDENCE:**INWARD:**

Darren Knight – letter of resignation from the Board

Vicki James – re procedures for absences

Electoral Commission – re general election 26 November

NZEI – Employment Relations Education Leave

NZ Bushpest – re control of possums at Tamahunga

Richard Foulkes – e-mail advice of his intention to resign from the Board

OUTWARD:

Reply to Vicki James

Reply to Christine Cadwallader re Sandspit Bus

Meeting Dates: **7.00 pm: 23 May** / 20 June / 11 July / 22 Aug / 26 Sept / 14 Nov / 5 Dec

Meeting closed at 10.50 pm

Actions required

Action	Responsible
Comments on ERO Report	All
Letter to Snells Beach BOT	Graeme/Lisa
Digital Sign Consent/Grant	Graeme/Helena
Matakana Special Zone Submissions	Graeme
Behaviour/Complaints Policies Amendments/Website	Lisa/Darrel
Thank you letter/card to Darren	Karen