

**MATAKANA SCHOOL BOARD OF TRUSTEES
MIINUTES OF MEETING ON MONDAY 4 JULY, 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

JUNIOR 6 YEAR NETS AND ENTRY DATA REPORTS:

Maryann explained aspects of these reports and answered questions from the Board. A Reading Recovery summary will be included in the Moderate Needs report next month. Lisa thanked Maryann for presenting the reports.

PRINCIPAL'S REPORT:

Harbour Sport Rep

Kiwi Sport Coach, Simon Mills, has resigned and a replacement will most likely be appointed to do this role.

Health and PE Survey

This is ready to be sent out. This may be trialled as an online survey.

► Darrel is to check with Neil to see if it is possible to be sent out this term.

On-Line Booking System for Interviews

This system is working well.

Office Review

This has been completed, except for the Uniform Shop hours.

Staff Conference

This is to be held on Friday 29 July (in holiday break) and will include workshops covering ICT, Maths, Goal Cards and Learning Intentions.

Finance:

2011 Balance Sheet Budget

Motion: Moved that the Balance Sheet Budget as presented by Edtech is approved.

Moved: Craig / Seconded: Lisa

All in favour

Mid Year Budget Check

Expenditure is mostly within budget – items that may go over budget were discussed.

CRF Sub Committee:

Funding Grants

The Board approved applying to Trillian Trust Inc for funds for 30 i touches and Pub Charity for 30 i Pad 2.

Omaha Classic (Fun Run)

Issue of ownership of the name Omaha Classic was discussed. Board agreed that ownership of this event should be formalised.

► CRF Committee is to investigate this.

Property Sub Committee:

Power Balancing / Heat Pump Project

The Board approved by e-mail to accept the tender from Air Con North Auckland for the Heat Pump Project.

Moved: Graeme / Seconded: Lisa

All in favour

These projects are to be undertaken during the holidays.

On behalf of the Board, Darrel thanked Graeme for all his administration work in regard to the projects.

Drainage

This will have to wait until the field is not so wet.

Boiler

MOE have allocated \$8500 for the boiler rationalisation.

Castle Project – awaiting completion.

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

Sandspit Road Bus

The letter of reply from Snells Beach School agreeing to Option D: “*Allow the Matakana School Sharps Road Bus to start its route within the Matakana School TEZ but close to the common boundary point of 267 Sharps Road*” was discussed.

► Graeme is to continue investigating the building of a bus bay.

Excellence in Teaching Award

Dominique Vikstrand has been nominated for an award.

The Board passed on their congratulations for this nomination and for her successful results from her recent studies.

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

Moved: Darrel / Seconded: Craig

All in favour

PHOTOCOPIERS:

Darrel tabled details of costs and specifications for new photocopiers from Konica Minolta and Ricoh.

► Craig is to look into the cost structures and report back.

COMMUNITY SURVEY:

A draft of this was presented and discussed and amendments made. This will be sent out early next term.

► Senior Management will discuss this further.

PROGRESS ON INFO CENTRE:

A Sub Committee is to look into requirements and costs for this.

► Karen and Lisa are to be the Board reps on this committee.

150th ANNIVERSARY – 2012:

This was discussed.

► Lisa, Darrel, Stephanie McGill and Helena are to meet and work out a programme for this.

STAFF APPOINTMENTS POLICY:

This was discussed. An amendment is to be made to the Guidelines to include Advertising requirements.

Motion: Moved that the policy with the amendment is approved.

Moved: Lisa / Seconded: Craig

All in favour

MINUTES:

Minutes of the previous meeting were approved with an amendment under Electrical Upgrade as follows:

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

Moved: Craig / Seconded: Lisa

All in favour

CORRESPONDENCE:

MOE – Payment for 2010 Banking Staffing Overuse

MOE – Education Circulars 2011-13 / 2011-14

MOE – National Schools Weather-tightness Survey

MOE – Acknowledging receipt of Charter

Snells Beach School – Sandspit Road Bus

Alan Thompson – Report on Heating

Meeting Dates: 7.00 pm 22 Aug / 26 Sept / 14 Nov / 5 Dec

Meeting closed at 9.50 pm

Actions required

Action	Responsible
Sending out Health and PE Survey	Darrel / Neil
Omaha Classic – Ownership of Name	CRF Committee
Sharp Road Bus Bays	Graeme
Photocopiers - Finance Costs	Craig
Community Survey	Senior Management
Sub Committee (Board Reps) – Info Centre	Karen / Lisa
150 th Anniversary Planning	Lisa / Darrel / Helena / Stephanie McGill