

**MATAKANA SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING ON MONDAY 7 FEBRUARY, 2011 AT 7.00 PM**

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

APOLOGIES: Nil

DECLARATIONS: Nil

BOARD RESIGNATION:

The resignation of Richard Foulkes from the Board was discussed. The process of selecting a new Board member was also discussed.

A notice is to be placed in the Rodney Times and the school newsletter with details of the selection process.

► Lisa is to do this.

ELECTION OF CHAIRPERSON:

Lisa Bindon was nominated by Karen Davies and seconded by Graeme Smith.

All in favour

As there were no further nominations, Lisa was duly elected.

PRINCIPAL'S REPORT:

Curriculum Delivery Plan 2011

This has been completed (copy presented).

► A copy of this and other relevant documentation for Board is to be kept in Maryann's Office for Board members to access.

Staff Handbook 2011

This has been completed (copy presented).

Signage

New signage has gone up around the school. There has been positive feedback about this.

Strategic Planning

School Charter

Strategic Plan

Annual Plan

Updating of these is in process. These will be presented at next BOT meeting.

Staffing

Darrel acknowledged the recent bereavements of family of staff and Board passed on their condolences.

Office Review

Leading Edge Consultants are undertaking a review of the functions in the Office starting next week.

Appointment – Fixed Term Teacher

Jessica Bertelsen (beginning teacher) has been appointed to teach Year 3/4. Maureen Fairclough will be Jessica's tutor teacher.

0.7 Position Room 1 – Term 2

Robyn Henry will not be taking on this role in Term 2. Senior Management will be looking for a suitable replacement before the end of the term.

Professional Development

All staff will take part in a Reading Comprehension training session with Sheena Cameron after school tomorrow, Tuesday 8 February.

Finances

Financial Position as at 31/12/10 – presented

2011 Budget

The draft budget was presented with an amendment to the Operational Grant Income. This has been increased by \$26,000 due to adjusted funding from MOE to support the roll numbers.

The Board approved the amended draft budget.

December Creditors – payment list presented

Property Sub Committee

Minutes of Meeting 1 February were discussed. The revised 5 Year Property Plan has been signed and sent back to the MOE. Projects approved:

- Heat Pumps (and power balancing)
- Car park / pedestrian safety
- Replace courtyard pavers

Boiler / Kiln

The kiln will be moved into the boiler room when the boiler has been decommissioned.

Heat Pumps / Power Balancing

Quotes are being obtained for these projects.

10 Year Property Plan

MOE Property Consultant, Martyn Hooper, is reviewing this and will give the Board an estimate to prepare a new one.

Pool

The solar heating is working well.

Aquakidz have started swimming lessons after school.

Monthly water tests are now compulsory while pool is in use.

Castle Project

There are ongoing issues still to be sorted.

Drainage

Craig presented a report from Ian Hutchinson. Quote to do this is \$40,000 with a maintenance cost of \$3,000 per year for possibly 3-5 years.

Field will need to be sprayed before work commences.

► Graeme / Craig are to find a contractor to do the spraying this weekend, if possible.

Parents are to be notified of spraying.

Sandspit Bus Issues

List of families involved / correspondence from parents presented.

Issues discussed.

A letter is to be sent to the Snells Beach Board of Trustees.

► Graeme is to draft this.

► Lisa is to respond to parents.

Motion: Moved that the Board research purchasing a second hand bus to transport the children involved.

Moved: Graeme / Seconded: Lisa

All in favour

The possibility of a bus bay at 261 Sandspit Road is being looked at.

Website

Helena has this up and running and it is looking good!

Prospectus

A new prospectus has been put together by Helena with input from various staff members and with a cover page designed by Clare Woods.

► Karen is to thank Helen and Clare for their efforts.

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

Moved: Lisa / Seconded: Karen

All in favour

GRANT APPLICATIONS:

The Board approved that Darrel is authorised to sign all grant applications and supporting documentation on behalf of the Board.

ERO:

Darrel presented documentation and information so that Board is aware of the requirements when the review takes place. This documentation was discussed in detail. Board were informed of the dates and times of meetings with the review officers for Board and Staff.

CRFS TERMS OF REFERENCE:

This was presented and discussed and approved by the Board.

► Karen is to write to each member on the Committee and enclosed a copy of the Terms of Reference.

