

**MATAKANA SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING ON MONDAY 22 FEBRUARY AT 7.00 PM**

PRESENT: Natascha Hurt (by skype) Darrel Goosen, Cate Ashwell, Mike Sutherland, Scott Allen, Wendy Chittenden, Hamish Barton, Alex Davids, Liz Molloy, Maryann Steel, Jenny Blythen.

APOLOGIES: Nil

DECLARATIONS: Nil

BOARD CHAIR CONFIRMATION:

- Mike nominated Liz Molloy for the position as Chairperson. Liz accepted the nomination and was confirmed as the Board Chair.

2020 ASSESSMENT REPORT:

Maryann explained the details of the achievement results for Reading, Writing and Mathematics. These were discussed and Maryann answered questions from the Board.

2020 TARGET ANALYSIS & TARGETS FOR 2021:

Wendy explained the details of the progress and achievement targets for 2020 and progress and achievement challenges for 2021. These were discussed and Wendy answered questions from the Board.

Liz thanked Maryann and Wendy for their reports.

PRINCIPAL'S REPORT:

Personnel

Property Manager resigning end of Term 1

The Property Manager's position is in the process of being advertised so that it can be filled asap.

Cleaning Contract ending end of Term 1

Also, advertising is in process for a new cleaning contractor so this can be sorted and signed asap.

Finance

The auditors will be here this Friday 26 February to collect all the necessary data to carry out the audit for the year ended 31/12/2020.

Roll Numbers

The current roll is higher than for the same period last year. Increasing roll numbers due to development in the area was discussed.

Moved that the Principal's and Finance Reports are approved
Moved: Darrel / Seconded: Wendy
All in favour

CHARTER & STRATEGIC PLAN UPDATE

Darrel explained this document that was required by the Ministry of Education. He also explained that the format for this document will be changing from the beginning of 2023. This was discussed.

- The Board is to meet soon to discuss ideas for local curriculum involving the community that may be considered for future inclusion in the school plan.
- Moved that the Charter including Strategic Plan 2021-2023 and Annual Plan 2021 is approved.

Moved: Cate / Seconded: Mike
All in favour

SPONSORSHIP UPDATE:

Electronic Sign

Cate recommended that the school purchase a new electronic sign and frame. The Board discussed ideas of how to make the best use of the sign to generate income for the school.

- The Board approved the purchase of the sign for \$11,250 plus GST and the frame for approximately \$1,300 including GST.

Moved: Cate / Seconded: Liz
All in favour

Sponsorship

Ideas for sponsorship packages will be further discussed.

Liz thanked Cate for all her work on this.

PROPERTY UPDATE:

Details of projects included in Principal's Report.

Darrel explained the disruption that will be caused when the Building Improvement Programme is underway.

Scott and Mike explained the contracts that have been received by the Project Management Team (Keith Tickner) that are to be approved and signed by the Chairperson so that building programme can progress.

- The Board approved signing the contracts.

EVENTS/FUNDRAISING UPDATE:

Alex presented a strategy with goals and ideas that Alex and Liz had put together. Some events are in place and others were discussed and will be considered. The PTA is to be asked to be more involved in running events to spread the work load and also ways to involve parents making a commitment to help where they can will be worked on.

WELLBEING UPDATE:

Alex and Hamish presented a strategy with ideas and actions for discussion.

KĀHUI AKO UPDATE:

A combined meeting of Kāhui Ako Boards is to be held at 6.30pm on Wednesday 17 March. (Darrel will confirm venue).

- Darrel requested Board members to attend this meeting.

MINUTES:

Minutes of the previous meeting were approved by email on 3 December 2020.

Moved: Natascha / Seconded: Cate

All in favour

CORRESPONDENCE:

NZSTA Newsletter

NZSTA Annual Conference

NZSTA Training Seminars

Travel Wise / Lions re Parking Big Buzz Festival

Meeting closed at 10.45 pm.

Next Meeting: Monday 29 March 2021 at 7.00pm

Actions required	Responsible
Confirm venue for Kāhui Ako Boards meeting	Darrel