# MATAKANA SCHOOL BOARD OF TRUSTEES MINUTES OF MEETING ON MONDAY 27 MARCH AT 6.30 PM

**PRESENT:** Scott Allen, Darrel Goosen, Ellen Edwards, Rebecca Dykes, David Whyman, Sarah Martin, Alastair McAuley, Wendy Chittenden, Jenny Blythen.

APOLOGIES: Nil DECLARATIONS: Nil

## **READING RECOVERY REPORT 2023:**

Wendy explained this programme devised to accelerate the learning of six year olds and presented some test results for the Board to peruse. These were discussed and Wendy answered questions from the Board.

# **READING SHORT REVIEW 2023:**

Wendy explained the progress and achievement targets and the programmes in place and budget expenditure to support students' needs. These were discussed and Wendy answered questions from the Board.

# **SPECIAL NEEDS SUPPORT:**

Wendy explained the details of a request to the Board for interim funding for assessment costs. This was discussed.

• The Board approved these costs which will be reimbursed when MOE funding is received.

Wendy also explained how the ORS students are funded by the MOE and the possible funding shortfall in 2023.

• The Board approved a commitment of \$12,000 to cover this if needed.

# **2022 ATTENDANCE REPORT:**

This report was discussed. Ideas for encouraging student attendance was also discussed. Attendance data is to be looked at again later in the year.

# PRINCIPAL'S REPORT (including FINANCE / SPONSORSHIP & PROPERTY):

## Curriculum/Events:

## Matakana School Pepeha

This has been approved and Shannon, Heke and Haki from Te Puheke are working with students on recording this to show the school community at assemblies and gatherings.

## Fun Run

This event raised \$7246 of which \$2000 is going towards the Hawkes Bay Flood Relief.

## Self Review:

# **Board Training**

Board members were reminded about this training for all Boards in the Kāhui Ako to be held on Wednesday 28 March at 6 pm at Bridge House.

# **Review of Policies**

The Policy Sub-committee will meet before end of term to review three policies.

# **Policy Update on Minimising Physical Restraint**

There will be staff training and support to comply with the updated physical restraint rules.

## **Teacher Only Day**

This Ministry mandated TOD will take place on Monday 24 April and will be about Curriculum Refresh.

# Personnel:

Staff vacancies and appointments were discussed. Appointment Committee for the Deputy Principal position will be the Principal, one Staff member and two Board members.

## Finance:

Reports to the end of February.

Approved the following:

# 2023 Working Budget

The 2023 Working Budget as presented was approved.

# **Teacher Aide Commitment**

• The Board approved a commitment of \$12,000 if needed to cover the shortfall in ORS funding (see Special Needs Support statement).

Moved: Alastair / Seconded: Sarah

All in favour

Roll Return: 1 March Roll Return submitted to MOE was tabled.

# Sponsorship/Grants:

Report from Kim.

## Grant

North & South Trust have approved a Grant of \$5,000.00 towards the Hall lighting upgrade. A further \$10,000.00 is required to complete this project, which was discussed.

Approved the cost of \$10,000.00 for the Hall lighting upgrade

Moved: Alastair / Seconded: Scott

All in favour

# **Advertising Billboard**

Bayleys, on behalf of the Templeton Group, request to extend having their billboard on the school grounds was discussed. Kim is to email them and negotiate a cost for this for a further three to six months.

# **Property (separate Agenda item)**

Moved that the Principal's, Finance, and Sponsorship Reports are approved

Moved: Darrel / Seconded: Scott

All in favour

## PROPERTY - RECLADDING PROGRESS:

Scott updated the Board on the recladding progress and the 5YA projects in the report from Martyn Hooper that are planned or in process.

Darrel explained to the Board that the 'Castle' needs reroofing and this will be a cost to the school. A roofer is coming to quote (rough estimate \$20,000).

Approved the cost to reroof the Castle from funding priorities.

Moved: Alastair / Seconded: Scott

All in favour

## **FUNDING PRIORITIES:**

Alastair presented a 'Guidance on School Working Capital Position March 2023'. This was discussed and spending some funds will be prioritised. Ideas from staff and the school class councillors' suggestions will be considered.

## **SCHOOL LUNCHES:**

Providing school lunches eg once a week at school was discussed. Darrel provided MOE guidelines on Health & Safety (including healthy eating) that will need to be considered if this was implemented.

# MINUTES:

Minutes of the previous meeting were approved by email on 8 March.

Moved: Ellen / Seconded: Scott

All in favour

**CORRESPONDENCE: Nil** 

Meeting closed at 9.30pm.

Next Meeting: Monday 15 May 2023 at 6.30 pm.

Actions required	Responsible