



Our Purpose: People, Potential, Planet - Growing a community of successful lifelong learners

**MINUTES OF MARAETAI BEACH SCHOOL BOARD MEETING**  
**Staffroom**  
**Tuesday 5th December 2023, 6.00pm**

**Present:** Mark Keenan (MK) (Principal)  
 Simone Beesley (SB)  
 Simon MacKechnie (SM)  
 Melita van het Bolscher (MvhB)  
 Tristan Gilchrist (TG - Minutes Secretary)  
 Robyn Krawitz (RK)  
 Jess Milne (JM)

**Apologies:** Jesse Cleave (JC)

**Visitors:** *Steve Harper-Travers (SHT)*

<b>1</b>	<b>Open and Welcome</b>	<b>Follow up</b>
	<p>a) SB opened and welcomed everyone to the meeting at 6.00pm.</p> <p>b) SB requested any conflict of interest declaration based on agenda.</p> <p>c) School mihi (ALL).</p>	
<b>2 and 3</b>	<b>Strategic discussions and decisions</b>	
	<p><b>Health Statement Survey</b>          We would like to look at a 'garden to table' type programme.          Utilise the 'new block' facilities more.          Sexuality information: gender and sexuality was mentioned in responses although this wasn't included in the curriculum or survey.          Water safety: looking at the possibility of extending our programme to include open water skills.          We will monitor Pause Breathe Smile and it's efficacy and potential.</p> <p><b>Motion: to accept the Health Statement</b>  <b>Raised (JM) , seconded (MVH) , unanimous</b></p> <p>Action: SHT to feedback to the community through the newsletter          Action: JM to feedback to SchoolDocs</p>	<b>SHT</b> <b>JM</b>



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	<p><b>EOTC 2024</b>          Youthtown will be coming to school for Day Camp in 2024.          Intermediates will participate in White water rafting, treetop high ropes and climbing on a rotation</p> <p>SHT left the meeting.</p> <p><b>PRINCIPALS APPRAISAL</b>          Feedback given</p> <p><b>STRATEGIC PLAN</b>          We are still to confirm the playing field costs. All costs are generically included in the budget.          The strength of our plan is the language.          To be shared next year.          To add links to where NELPs are mentioned.</p> <p><b>Motion: to approve the Strategic Plan</b>  <b>Raised (RK) , seconded (SM) , unanimous</b></p> <p><b>2024 BUDGET</b>          We are looking at a deficit budget but we do have some big projects in mind that will benefit all the children greatly.</p> <p>We have grown our capital well over the last few years and now have a buffer.          We have a focus on expanding literacy and the library next year.</p> <p><b>Motion: to approve the Budget</b>  <b>Raised (RK) , seconded (MvH) , unanimous</b></p> <p>Action: TG to advise Michael the budget is approved and ready to load onto xero. To load into 2024 BOT folder. Printed copy for MK</p>	<p>TG</p>
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4	<b>Monitoring Reports</b>	
	<p><b>A. Principals report</b></p> <p><b>2024 Donation</b>          We have reviewed and approved the donation structure.          Action: MvH to work with TG on a new donation letter.</p> <p><b>Motion: To accept Principal report as tabled Raised (JM) , seconded (SB) , unanimous</b></p> <p><b>B. Presiding Member</b>          SB to ask Danny what the feedback has been in relation to the crossing consultation.          Action: CG to send an email to the community reminding of final consultation before the 14th (send email 11th).</p> <p><b>C. Finance</b>          Updated October review fed into the budget. All looking in line with what was last reported.</p> <p><b>D. Property</b></p> <p><b>Pool</b>          Completed a license to use agreement. This has been provided to SwimGym for review. We are anticipating hearing back on the 13th.          Action: JM to purchase a gift for VY to thank for assistance.</p> <p><b>E. Policies and Legislation:</b>          Health Education policy - to be updated as per the survey feedback.          Action: JM to talk to SHT in regards to feedback to send off.</p> <p><b>F. Health &amp; Safety</b>          Walk through completed, feedback still being drafted.          Action: MvH to send requirements to MK for new caretaker to cover.</p>	<p><b>MvH/ TG</b></p> <p><b>CG</b></p> <p><b>JM</b></p> <p><b>JM</b></p> <p><b>MvH</b></p>



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**G. Iwi Engagement**

Nothing to report.

**Motion: To accept all reports as tabled  
Raised (SB) , seconded (MK) , unanimous**

**In Committee Meeting. 8.08 - 8.26**

I move that the public be excluded from the following parts of the proceedings of this meeting namely:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
Staff conduct To “protect the privacy of natural persons” (OIA s 9(2)(a)).	That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Board to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.	That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Board to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

**Board came out of committee 8.26pm**



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5	<b>General Business</b>	
	<p>End of Year morning Tea for Staff - Tues 19 December.            SB and RK to arrange staff gifts.            Graduation this Thursday, Prizegiving is now 2 sessions.            Succession planning 2024 - what additional skills and personnel do we need on the board? Grant writing would be a great skill to have as a support. To ponder for next year.</p>	SB/RK
6	<b>Other business</b>	
	<p>Monitoring board time:            JM 5 JC MvhB 5 SM 10 MK 12 SB 8 RK 2            No correspondence</p>	
7	Administration	
	<p><b>a) Motion: to approve the minutes of the meeting held November 2023 as a true and accurate record: Raised (SB), seconded (MvH) , unanimous.</b></p> <p><b>Replace 'apartments' with 'residential or commercial property' in the previous minutes.</b></p> <p><u>Action Points from previous minutes:</u>            Action: to consider which meetings to hold over Zoom - ongoing            Action: SB to follow up bus timetables with AT - ongoing            Action: SB thank you to the PTA for donations - ongoing            Actions: JM to amend agreement for Swim Gym to open their books (cover heating, costs etc) - ongoing            Action: Acknowledge Vonja's assistance with a thank you. - ongoing            Action: JM to send draft agreement before lawyer reviews - complete            Action: JM to finalize Lease agreement and send through for approval - complete            Action: Email from the BOT to Heidi Russell and RK for PB4L            Action: Email from the BOT to Jane Suckling for Enviro            Action: Shared file has confidential documents so need to create a confidential file - complete            Action: AB to email through Term 4 events that the BOT should attend - prizegiving and Year 8 graduation are important if you can. - complete</p>	



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	<p><u>Actions for next meeting:</u></p> <p>Action: SHT to feedback to the community on Health Statement through the newsletter</p> <p>Action: JM to feedback to SchoolDocs re Health Statement</p> <p>Action: TG to advise Michael the budget is approved and ready to load onto xero. To load into 2024 BOT folder. Printed copy for MK</p> <p>Action: MvH to work with TG on new donation letter.</p> <p>Action: CG to send an email to the community reminding of final consultation before the 14th (send email 11th).</p> <p>Action: JM to talk to SHT in regards to feedback on Health Education Policy to send off.</p> <p>Action: MvH to send requirements from H&amp;S walkthrough to MK for new caretaker to cover.</p> <p>Identify agenda items for next meeting -</p> <ul style="list-style-type: none"> <li>● Review Trustee register, assign portfolios and sign trustee code of conduct</li> <li>● Begin appraisal cycle for Principal</li> <li>● March charter, NAGs and AOV to MOE</li> </ul> <p><b>Meeting closed at: 8.27pm</b></p>	
	<p><b>Next Meeting: 27 February 2024 at 6pm in Staffroom.</b></p>	