

MINUTES OF MARAETAI BEACH SCHOOL BOARD MEETING

Staffroom

Tuesday 27th February 2024, 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)
Jesse Cleave (JC)

Apologies:

Visitors: *Steve Harper-Travers (SHT)*
Kate Deane (KD)
Craig Rush (CR)
Zaelene Maxwell-Butler (ZMB)

1	Open and Welcome	Follow up
	<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>	
2 and 3	Strategic discussions and decisions	
	<p>Presentation and sign off of targets for strategic and annual plan & EOY data and AOV</p> <p>Writing: Upward trajectory, we are getting back to the pre Covid levels. We are happy where we are sitting.</p> <p>TOD in July will upskill staff in the phonics area. Our students have made great progress.</p> <p>Maths: our performance overall is moving in the right direction. We have identified students who need additional support and what this looks like.</p> <p>EOY: 2023 READING 83% at/above WRITING 78% at/above MATHEMATICS 83% at/above</p> <p>Target for 2024 - 85% AT/ABOVE in all 3 areas Cohort targets have been set in Literacy and a focus on girls in Mathematics and closing the gap with the boys</p> <p>Strategic plan/AOV & targets to be submitted to MOE</p>	

	<p>Trustee Code of Conduct Discussed and signed</p> <p>Portfolios Discussed and updated</p> <p>Motion: for SB to retain the Presiding Member role. Raised (JM) , seconded (MVH) , unanimous</p>	
4	Monitoring Reports	
	<p>A. Principals report</p> <p>Water Supply Looking at the field work, there is an investigation currently going on in regards to water supply. We are going to look at this in conjunction with the field upgrade. Action: MK to go back to Kyle Mills in regards to this update.</p> <p>Outdoor furniture We would like to look at the same outdoor furniture as council has for longevity.</p> <p>Library Shelving There is an improvement plan for the library. Support from the PTA would be amazing to assist with this.</p> <p>Motion: To accept capex expenditure for library shelving and outdoor furniture Raised (JC), seconded (SM), unanimous</p> <p>Defibrillator We undertook staff wide first aid as a staff for the TOD. We would like to purchase a defibrillator. Can we get financial assistance? Motion: to purchase a defibrillator subject to MvBs investigation, cost up to \$3450 Raised (MK), seconded (JM), unanimous</p> <p>5YA Motion: approves the delegated financial authority of 5YA projects to the Principal Raised (SB), seconded (MvB), unanimous</p> <p>Action: MK to send minutes through in regards to 5YA</p> <p>Motion: To accept Principal report as tabled Raised (JC) , seconded (MvB) , unanimous</p> <p>B. Presiding Member Nothing to report</p>	<p>MK</p> <p>MK</p>

	<p>C. Finance We have a draft report for EOY2023. There is potential for small movement, but we have landed well.</p> <p>D. Property</p> <p>Pedestrian crossing No update as yet.</p> <p>E. Policies and Legislation:</p> <p>Board Responsibility Documentation and self review</p> <p>Action: to review the wellbeing policy. Action: JM to query with schooldocs the reporting of school data</p> <p>F. Health & Safety</p> <p>We have had a couple of minor injuries with the swings and digger. These have been considered and minimised.</p> <p>G. Iwi Engagement Wonderful to receive Zaelene Maxwell-Butler tonight.</p> <p>Motion: To accept all reports as tabled Raised (MK) , seconded (JM) , unanimous</p> <p>In Committee Meeting. 8.29 - 8.30 Not held</p>	<p>BoT JM</p>
5	General Business	
	<p>Te Tiriti workshop - no members able to attend Succession planning 2024 - what additional skills and personnel do we need on the board? Grant writing, HR, Finance - would be a great skill to have as a support.</p>	
6	Other business	
	<p>Monitoring board time: JM 5 JC 5 MvhB 5 SM 5 MK 10 SB 10 RK 2 No correspondence</p>	
7	Administration	
	a) Motion: to approve the minutes of the meeting held December 2023 as	

a true and accurate record: Raised (Jm), seconded (SB) , unanimous.

Action Points from previous minutes:

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) - complete
Action: Acknowledge Vonja's assistance with a thank you. - complete
Action: SHT to feedback to the community on Health Statement through the newsletter- complete
Action: JM to feedback to SchoolDocs re Health Statement- complete
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 - complete
Action: MvH to work with TG on new donation letter - complete.
Action: CG to send an email to the community reminding of final consultation before the 14th (send email 11th). - complete
Action: JM to talk to SHT in regards to feedback on Health Education Policy to send off. - complete
Action: MvH to send requirements from H&S walkthrough to MK for new caretaker to cover. - ongoing

Actions for next meeting:

Action: All board members to update personnel statements for website
Action: MK to go back to Kyle Mills in regards to water supply update.
Action: MK to send minutes through in regards to 5YA
Action: to review the wellbeing policy.
Action: JM to query with schooldocs the reporting of school data

Identify agenda items for next meeting -

- Finance report
- Maths presentation
- Strategic presentation
- Pool Review
- Receive report to monitor attendance

Meeting closed at: 8.49pm

Next Meeting: 26 March 2024 at 6pm in the Staffroom.