



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

MINUTES OF MARAETAI BEACH SCHOOL BOARD MEETING

Zoom

Tuesday 20th May 2023, 7.00pm

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

Apologies:

Visitors: Kate Deane (KD) - for Maori and Pacifica Data
 Horst Mieke (swimgym) - to discuss Swimgyms proposal

1	Open and Welcome	Follow up
	<p>a) SB opened and welcomed everyone to the meeting at 7.00pm.</p> <p>b) SB requested any conflict of interest declaration based on agenda.</p> <p>c) SB opened the meeting with the School mihi.</p>	
2 and 3	Strategic discussions and decisions	
	<p>Maori and Pacifica Data Support given: identify students in class roll and analyse their tracking. We have a lot more communication with our Maori families now than in the past. Impact of certificates has been recognised as being important for students and whanau alike. Shayna Travers is going to pick up some work with the kapa haka group, especially in the juniors. We are really looking to push our Maori connections and getting our whanau into school to help.</p> <p>Swimming Pool Discussion We have a happy, close working relationship with 3 other schools currently. We are</p>	



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	<p>about long term relationships, have skills with communication and are aware of the unique set of circumstances schools operate under. We have been exposed to challenges and risks in this environment before, but never anything major that we have been unable to successfully deal with.</p> <p>Length of lease, we recognise that there needs to be checks and balances to set up an agreement, we would like this to be 3 years, even if this is a 1 +1 +1 situation.</p> <p>Would MBS see this as a partnership or a commercial arrangement?</p> <p>We would be looking at hours in agreement with the school. However, the more use the school wants, the lower the lease cost would be. T1 is the highest demand. We would look at the school holidays, if public swimming is required this can be worked around either in totality or partnership.</p> <p>We would most likely be looking at Tues - Sat 3.30 - 6.00 as a guideline.</p> <p>Costs given for Howick on a 6mthly contract. The hotter the pool, the more expensive the cost. Looking at approx \$20k October - March. There would be a small amount of water and heating use over and above current usage.</p> <p>Profit share option - this is the least preferred option due to administration. Eg. \$18 per lesson, \$2 per lesson to the school.</p> <p>We have public liability insurance and statutory insurance as well. Self insure for consumables such as kickboards.</p> <p>Aquasize, flipper ball and adult lessons / training can be part of the programmes offered. Anything that is subcontracted is discussed with the school.</p> <p>Questions:</p> <p>Timeline necessary - need a month lead-in time, we have a number of teachers available currently, especially from this area. Assuming an October start, Horst would take care of promotion, fees etc. How does it generally work? Increasingly as swimmers get better the lessons are longer. In an outdoor pool, babies and toddler groups aren't as popular. Mini squad level would have 45min lessons. More than likely 3.45 / 4pm start, through to 6 / 6.30 depending on light available.</p> <p>Assistance with MBS students: still apply for field of dreams programme, there's a high chance of being accepted with the current swim teachers available. Could offer PD for teachers. There is potential for the first couple of weeks to have a swim teacher come in and assist teachers with tricks and skills within the area of pool safety.</p> <p>Would MBS students get a discount over other students? Might become a disparity, we are open to it and would look at it.</p> <p>Do you have a draft proposal so we can see the terms? Eg. non confidential contract. Yes, Horst to send through.</p> <p>Offsite clients walking through the school - look at entrances used, access to the school. Look at H&S guidelines.</p>	
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Signage - what would this involve? There's no expectation for signage, word of mouth is the most important thing to us. We would be keen to have some signage and would pay for this, but understand if the school didn't want to do this.

Preferred pool temperature: 29-30 5yrs olds. 27-28 10/11 yr olds. Under 26 no under 5's. Stop swimming under 18. Howick Swimgym doesn't go under 32. We would look at minimum of 28.

Summer - set dates Oct school holidays thru to April school holidays. May / June / July / August are harder. But it does get really expensive to heat in these months.

Do the other schools have roofing structures? No

Is much storage required? 30 kickboards, noodles, fins. There is currently sufficient storage space.

What does the school want out of this? When we closed the pool to the community, the feedback was that children needed a space to learn to swim. We wanted to be able to offer lessons outside of school hours. Offer assistance to our teachers. Having the possibility of having a lifeguard so we can be open to the community. Financial side as the operating costs have increased, look to possibly improve the facilities. We do have a legacy to uphold after the pool was rescued from being shut, and are keen to uphold our part in this.

Putting a roof over the facility: would the school be interested? In Hwk and Pak there is Lloyd Elsmore so no need, but long term this may be viable out here. We would need to look at guidelines from the ministry. It would be amazing if it could work within our constraints.

Is this a competitive process? We have made enquiries of other swim school providers, however Swimgym the only one in the running. Board needs to make a decision by 8/8, in order to make the holiday programmes and lifeguard work for the timeline we are looking at.

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This company has a name of integrity, Horst appears to have integrity, would be good to work with. Feel comfortable with going ahead. Current customers of swimgym have found it to be a great provider. Easy to deal with, up front and a great communicator. The more information we have the better, so we are going to continue gathering information in order to make the best informed decision. Excellent opportunity to offer something our community is in need of. Need to start simply to ensure things work for both parties, and there is still room to expand over time.

Need to have a one page summary of what process we have followed to get to this stage.

How do we best move forward? A subcommittee would be a great option, to come back with a recommendation for the August meeting where a decision can be made.



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	<p>Subcommittee: JM, MvH, RK, SM.</p> <p>Strategic Planning Reporting</p> <p>Code of conduct - we would like to recommend this is included in our BOT manual, effective from 21/7/23, replacing the current code. ACTION: TG to add to folder from 2023 BOT manual.</p> <p>Finalising 1/7/23 Roll.</p> <p>This will be sent in to MOE for the roll count. This data is used to set our funding and staffing for 2024</p> <p>ERO Visit:</p> <p>coming in in August. Proposed timetable has been received. 14/15/16 August. Actions: Monday 14/8 @ 9am to be booked in. MK to ask for an outline of questions to look at prior. MK to share the framework to familiarise yourselves with.</p>	<p>TG</p> <p>MK</p>
<p>4</p>	<p>Monitoring Reports</p>	
	<p>A. Principals report</p> <p>AIMS OVERNIGHT</p> <p>Decision re AIMS overnight trip. Confirm that we do police vette all adults attending overnight trips. Motion: to approve overnight trip for AIMS in 2023 Raised RK, seconded MvH, unanimous</p> <p>SCHOOL CREDIT CARD</p> <p>We currently hold one credit card. We would like another card to be held by TG as we have a lot of purchases, and MK is spending more time out of school. It will be from the same account, with the same limits. Motion: to approve getting a second credit card Raised SB , seconded SM, unanimous</p> <p>Action: TG to apply for a secondary credit card Action: TG to look into getting points through the credit card.</p> <p>EXIT INTERVIEWS</p> <p>We have two staff moving on at the end of term. SB completing exit questionnaire. This is a confidential process, with any trends identified to MK</p> <p>Motion: To accept Principal report as tabled</p>	<p>TG</p> <p>TG</p>



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	<p>Raised (SB) , seconded (JC) , unanimous</p> <p>B. Presiding Member Sometimes our role as a BOT isn't understood by the community. You are a parent first and foremost, not an advocate for parental complaints. Please steer parents back to their teacher or Senior Leadership. We are in a governance rather than an operations role. Kaitiaki of the schools goals and values.</p> <p>Submission to AT in regards to the bus. Malcolm is in support, have not heard back from Andy.</p> <p>C. Finance We are happy with the Audit and the recommendations in it which were very minor.</p> <p>Monthly report: still tracking favourably. Working capital is still ahead of expected. Action: TG to show what percentage of year levels have paid donations.</p> <p>We will be looking at getting blinds for the new block as these are necessary for the classrooms.</p> <p>Motion: To accept Finance report as tabled Raised (SB) , seconded (MK) , unanimous</p> <p>D. Property</p> <p>Lift in the new build is not currently operational and electrically isolated due to the MoE instruction. It has been signed off as being installed, however the maintenance has identified there are issues with these particular lifts. This will be a long fix, but is a high priority for them. There is currently no access for students / teachers with mobility issues which if the situation arises where this is a requirement, we are looking at what a secondary plan could be.</p> <p>Moving the tree - Renard who was recommended is unable to help. We will continue to source a quote to remove. Communication to the community in regards to the tree is imperative to ensure any ill-informed criticism received is minimised. Action: KP to source quotes</p>	<p>TG</p> <p>KP</p>
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	<p>E. Policies and Legislation:</p> <p>EOTC - coordinators for the school when we have open night activities are MK and SHT. No further changes are required.</p> <p>F. Health & Safety</p> <p>Follow up from the H&S Audit, most issues are completed. Those that are identified as requiring action, in addition to any others identified, are being actioned. Hazardous substances are now locked up in the new build.</p> <p>G. Iwi Engagement</p> <p>Invited Zalene to this board meeting but received no response. The hui brought up some great ideas to move forward with. For Maori language week, do we want to create a school pepeha? Yes. We have some fabulous support in our school from parents who would like to be involved in growing this area.</p> <p>Motion: To accept all reports as tabled Raised (JC) , seconded (RK) , unanimous</p>	
5	<p>General Business</p>	
	<p>Trip to Waitangi MK and SM: we do need to have a lens on bringing into effect Te Tiriti. We are doing well with what we are doing.</p> <p>We would like to provide morning tea to say thank you to the staff next Wednesday for a great term.</p>	
6	<p>Other business</p>	
	<p>Monitoring board time: JM 4 JC 5.45 MvhB 4.5 SM 45 MK 45 SB 6 RK 3</p> <p>No correspondence</p>	



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7	Administration	
	<p>a) Motion: to approve the minutes of the meeting held May 2023 as a true and accurate record: Raised (MK), seconded (RK) , unanimous.</p> <p><u>Action Points from previous minutes:</u> Action: to consider which meetings to hold over Zoom - ongoing Action: MvHB to check was the storage of harmful substances checked off in the new build? - complete Action: JC to get advice from the arborist as to the health of the tree. - ongoing Swimming contractor: JM to see if there is a swimming school that would like to use the pool. - ongoing Action: SB to follow up bus timetables with AT - ongoing Action: RK to thank KD and SHT for their presentations - ongoing Action: SB thank you to the PTA for donations - ongoing</p> <p><u>Actions for next meeting:</u></p> <p>Identify agenda items for next meeting -</p> <ul style="list-style-type: none"> ● Mid year data ● Pool <p>Meeting closed at: 9.17pm</p>	
	Next Meeting: 8 August 2023 at 7pm via Zoom.	