



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

MINUTES OF MARAETAI BEACH SCHOOL BOARD MEETING

in staffroom

On TUESDAY 28 February 2023, 6.00pm

Present: Mark Keenan (MK) (Principal)
 Simone Beesley (SB)
 Simon MacKechnie (SM)
 Jesse Cleave (JC)
 Jess Milne (JM)
 Melita van het Bolscher (MvhB)
 Tristan Gilchrist (TG - Minutes Secretary)
 Robyn Krawitz (RK)
 Steve Harper-Travers (SHT)
 Kate Deane (KD)
[Zaelene Maxwell-Butler](#) (IWI)

1	Open and Welcome	Follow up
	<ul style="list-style-type: none"> a) SB opened and welcomed everyone to the meeting at 6.04pm. b) SB requested any conflict of interest declaration based on agenda. c) SB opened the meeting with the BoT Karakia. 	
2 and 3	Strategic discussions and decisions	
	<p>Welcome from Zaelene Action: send a copy of the karakia</p> <p>2022 EOY Data We use this data to identify gaps and progress, resulting in our reporting through the Ministry. The data is gathered through testing, observational data. We have great partnerships between home and school and this also assists in us recognising student needs.</p>	SB



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	<p>Reading: We have 76% students at or above expected curriculum levels. We looked at this data and have worked out a target for each group for the year, this year our target is for this number to move to 80%. We have additional targets for the Year 2 and Year 6 students based on individualising the targets. Year 2 students were particularly hard hit during covid with not having the ECE experience and so came into school without the usual time interacting with peers, sitting on the mat, etc. which has had a roll-on effect.</p> <p>Writing: We have 71% of students at or above the expected curriculum level. Historically our results have been going down in writing, and it is also an area that covid hit the hardest. The good thing is our students on the whole love writing, which is a great start for them. We have additional targets for our Year 4 and Year 8 students for the same reasons as above. The use of chromebooks has resulted in some fantastic progress for students. Where fine motor skills aren't up to handwriting etc. these tools have opened up writing.</p> <p>Mathematics: We have 80% of our students at or above the expected curriculum level. We are looking to accelerate progress for our Maori students so that 84% will be working at or above as the target audience. Maths performance has stayed steady over the last few years, due in part to it being easier to support at home during lockdowns. Our work with Sue Pine has given huge enthusiasm and discussion around maths and this shift has seen positive growth. The growth mindset of 'yes you can' has been integral to keeping our students achieving.</p> <p>The curriculum refresh came out at the end of last year and we are now waiting to see what impact our feedback has had. We have a lot of input from the teams through growth coaching, meeting within teams in regards to targets, student coaching, and making changes around our learning assistance (working alongside classrooms rather than withdrawal programmes) which has started very well. We are also bringing our parents back on site so that they are aware of what is going on throughout the class curriculums. Action: to share MASAM Action Plan with Zaelene for feedback.</p> <p>Motion: To agree on the targets as set in the Curriculum Plans Raised (MK) , seconded (RK) , unanimous</p>	<p>SHT</p>
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	<p>Official Opening for the New Build Thoughts on the gifting of the name for the building: the iwi aren't currently looking at the sign, as the one that is there currently is quite large. They haven't thought more on the name for the building, as the name comes through a feeling of the space, however nothing has come to them yet. They like to have their identity to have space within the design and space of the building.</p> <p>From an iwi point of view we have had our opening.</p> <p>Pohutukawa Tree The roots of the tree are growing under the building. Cutting the tree every year doesn't allow the tree to live it's best life. We need to see whether it can be relocated. If not, what are we able to use the wood for. Action: to get advice from the arborist as to the health of the tree.</p> <p>Zaelene left the meeting</p> <p>Professional Growth Cycle for Teachers I would like to have David Ellery back on board, giving feedback on Kahui Ako leadership.</p> <p>NEGs and NAGs NELPs have taken over from NEGs and NAGs. National Education and Learning Priorities. Change affecting us: Boards will no longer need to submit their analysis of variance to the Secretary of Education by 1 March. It will still need to be included in the annual report submitted in May.</p>	JC
4	<p>Monitoring Reports</p>	
	<p>A. Principals report</p> <p>Senior School Camp We have checked out the situation in regards to road closures and extra safety precautions with the current weather situation. We are happy with the safety plans in place. We have no students not attending due to financial reasons.</p> <p>Motion: To approve the senior school Camp</p>	



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	<p>Raised (JC) , seconded (MvhB) , unanimous</p> <p>Teacher Only Days We have a two week window to hold TODs. We would like to have it on Monday 24 April as a TOD</p> <p>Motion: To hold a TOD on Monday 24 April Raised (JM) , seconded (RK) , unanimous</p> <p>The bowling club has requested a contribution to assist with covering repairs needed in their car parking area. We have had use of this area for a couple of years and it is very beneficial for our parents. Motion: To make a contribution to the Bowling Club repairs of \$500. SB to contact the club</p> <p>Raised (JM) , seconded (SB) , unanimous</p> <p>Motion: To accept Principal report as tabled Raised (RK) , seconded (JC) , unanimous</p> <p>B. Presiding Member Exit interview with RN at end of 2022 was positive. Nothing further to report.</p> <p>C. Finance We did well to come in so close to budget, especially with the accuracy in the working capital projections. Our fundraising and parent support assisted in our income success. High staff expenditure was offset by increased grants received.</p> <p>D. Property <u>Pohutukawa tree as above.</u></p> <p>Action: SB to check district plan for protection of tree. Action: Get a professional report in regards to the tree compromising the building.</p> <p>Craig Rd entrance maintenance issues are ongoing.</p> <p>Swimming contractor: JM to see if there is a swimming school that would like to use</p>	<p>SB MvhB</p> <p>JM</p>
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	<p>the pool.</p> <p>E. Policies and Legislation:</p> <p>Legislative and Administrative Policy. Reviewed and recorded.</p> <p>F. Health & Safety</p> <p>We are working through issues brought to light by the H&S walkaround. Most issues are completed, some will be completed by EOMarch.</p> <p>Motion: To accept H&S report as tabled Raised (MK) , seconded (SB) , unanimous</p> <p>G. Iwi Engagement</p> <p>Great to have involvement from the iwi. Thank you to JC for inviting Zaelene along to our meeting</p> <p>Motion: To accept all reports as tabled Raised (MK) , seconded (SB) , unanimous</p>	
5	General Business	
	<p>As per the leave policy, all leave applications over 5 days require Board approval. Leave Application: Staff member has booked a holiday for 4 weeks in term time. Declined due to pressure created by absence and not wanting to set a precedent.</p>	
6	Other business	
	<p>Monitoring board time: JM 5 JC 4.15 MvhB 7 SM 5 MK 8 SB 5 RK 3</p> <p>Correspondence. Nothing to report</p>	
7	Administration	
	<p>a) Motion: to approve the minutes of the meeting held Dec 2022 as a true and accurate record: Raised (MK), seconded (MvhB) , unanimous.</p>	



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	<p><u>Action Points from previous minutes:</u></p> <p>Action: MK to contact Roween Higgle to request proposal for process and associated costs to facilitate the Strategic Planning in 2023 - completed Action: to consider which meetings to hold over Zoom - ongoing Action: TG to ask CB to contact sponsors in relation to the pool keys. - done Action: MvHB to check was the storage of harmful substances checked off in the new build? - ongoing Action: JM to update pool policy with SchoolDocs - completed Action: CB To ensure there is nothing on the website with regards to community pool use. - complete Action: TG to follow up with etap the “other” incidents in the H&S report - complete Action: TG to organise morning tea for the last Monday of term for all staff and BOT members. - complete</p> <p><u>Actions for next meeting:</u></p> <p>Action: MK to talk to KP re drinking water test results, dates and chlorine levels in FAC Action: TG to update ngati ... with macrons in last minutes. Mk to reshare survey and action plan - double check it’s on the shared drive.</p> <p>In board drive TG to create “strategic plan 2023” folder and Add Annual Plan</p> <p>Identify agenda items for next meeting -</p> <ul style="list-style-type: none"> ● Dates for zoom ● Strategic Plan and curriculum refresh <p>Meeting closed at: 8.26pm</p>	
	<p>Next Meeting: 28 March 2023 at 6pm in the Staffroom.</p>	