

**MINUTES OF MARAETAI BEACH SCHOOL BOARD MEETING**

**Staffroom**

**Tuesday 26th March 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)

**Apologies:** Jesse Cleave (JC)  
**Zaelene Maxwell-Butler (ZMB)**

**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) Whakatauki</p> <p align="center"><b>Mā mua ka kite a muri, mā muri ka ora a mua</b></p> <p align="center"><b>Those who lead give sight to those who follow, those who follow give life to those who lead</b></p>	
<b>2 and 3</b>	<b>Strategic discussions and decisions</b>	
	<p><b>International Student Relationships</b>                  We took into account that it is very difficult for teachers to have large groups visit at the beginning of the school year and took more individual bookings this year as well as the sister school (non-fee paying) in February.                  Our July intake is looking larger for a longer period.                  Action: infographic of what international students mean for teachers</p> <p><b>Mathematics Presentation</b>  <a href="#">Presentation</a></p> <p><b>School Pool update</b>                  Discussed                  Action: arrange meeting with Swimgym at the end of May: SHT, CR, JM, TG, MvhB, SM</p> <p><b>Attendance Report (see Principal’s report)</b></p>	<p align="center"><b>TG</b></p> <p align="center"><b>JM</b></p>

	Discussed	
4	<b>Monitoring Reports</b>	
	<p><b>A. Principals report</b></p> <p><b>Thank you</b> Thank you to SHT for the organisation with senior / intermediate EOTC. Feedback has been fantastic.</p> <p>Cultural festival with KD was amazing.</p> <p><b>Motion: To accept Principal report as tabled Raised (SB), seconded (SM) , unanimous</b></p> <p><b>B. Presiding Member</b> Auckland Transport - expect things to start progressing. Staff and community surveys have gone out in relation to the Principal vacancy. Met with Steve Waters in regards to 5YA.</p> <p><b>C. Finance</b> We finished the year looking fairly solid. We have had a good start to the year. Action: TG to analyse and report where the donation payments have come from</p> <p><b>D. Property</b></p> <p><b>5YA</b> Toilet project closed; Window project complete (to be closed); Switchboard project complete (to be closed). Waiting on an update from the MoE for the water upgrade project.</p> <p><b>E. Policies and Legislation:</b></p> <p>Te tiriti o Waitangi Our school is very good at giving effect to Te Tiriti o Waitangi in all aspects of the school.</p> <p>Action: to update our website to include <i>Te Tiriti o Waitangi</i> for searching functions.</p> <p>Action: Wellbeing policy to be reviewed. Survey to be undertaken with staff and feedback considered for revision of existing policy. SB to share information with MvhB and JM who will take this forward.</p> <p><b>F. Health &amp; Safety</b></p> <p>Working with CR in the holiday to monitor requirements.</p>	<p>TG</p> <p>RK</p> <p>MvhB / JM</p>

	<p><b>G. Iwi Engagement</b></p> <p><b>Motion: To accept all reports as tabled Raised (SM) , seconded (JM) , unanimous</b></p> <p><b>In Committee Meeting. 7.55 - 7.57</b> Not held</p>	
<b>5</b>	<b>General Business</b>	
	<p>Review the cyber safety agreement and BYOD agreement Action: MK to follow up with AB.</p>	<b>MK</b>
<b>6</b>	<b>Other business</b>	
	<p>Monitoring board time: JM 8 JC MvhB 7 SM 6 MK 8 SB 10 RK 6 No correspondence</p>	
<b>7</b>	<b>Administration</b>	
	<p><b>a) Motion: to approve the minutes of the meeting held February 2024 as a true and accurate record: Raised (SB), seconded (JM) , unanimous.</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  Action: MvH to send requirements from H&amp;S walkthrough to MK for new caretaker to cover. - complete  Action: All board members to update personnel statements for website - ongoing  Action: MK to go back to Kyle Mills in regards to water supply update - complete  Action: MK to send minutes through in regards to 5YA - complete  Action: to review the wellbeing policy - ongoing  Action: JM to query with schooldocs the reporting of school data - complete</p> <p><u>Actions for next meeting:</u>  Action: to remove MK and add SHT statement on website  Action: TG to create infographic of what international students mean for teachers  Action: JM to arrange meeting with Swimgym at the end of May: SHT, CR, JM, TG, MvhB, SM  Action: TG to analyse and report where the donation payments have come from  Action: RK to update our website to include the phrase Te Tiriti o Waitangi for searching functions.  Action: JM / MvhB to review the wellbeing policy.</p>	

	<p>Identify agenda items for next meeting -</p> <ul style="list-style-type: none"><li>● Annual report MOE approved audited accounts</li><li>● Strategic presentation</li></ul> <p><b>Meeting closed at: 8.41pm</b></p>	
	<p><b>Next Meeting: 21 May 2024 at 6pm in the Staffroom.</b></p>	