



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

**MINUTES OF MARAETAI BEACH SCHOOL BOARD MEETING**  
**Staffroom**  
**Tuesday 7th November 2023, 6.00pm**

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

**Apologies:** Tristan Gilchrist (TG - Minutes Secretary), Robyn Krawitz  
**Visitors:** Steve Harper-Travers (SHT)  
 Kate Deane (KD)

<b>1</b>	<b>Open and Welcome</b>	<b>Follow up</b>
	<p>a) SB opened and welcomed everyone to the meeting at 6.03pm.</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>MBS Learner Capabilities</b>          KD presented for Natalie Carver          Snapshot of where we have been and where we are going to          To Tatou Ara - backbone of our school. Values created alongside our community. (students, teachers, families). And now it is a document that reflects who we are, how we act. What about our Learner dispositions?          What are important skills and capabilities our children need to be and represent.          Values and indicators that students will live and breathe - will make a successful learner and how they can succeed.          Links with strategic goal of "People"</p>	



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	<p>SB - will the capabilities be something we report against?          KD - looking at tools across the Kahui Ako currently. Need to be really clear on Govt requirements before we do anything concrete.          Long Term plan to get the student and teacher voices on the future reports.</p> <p><b>ERO - Report</b>          This was very successful.          Health Curriculum - survey sent to community &amp; SHT will report back next meeting          Focus with strategic plan          SB to sign off and respond</p> <p>Communicate results out to the school community</p> <p><b>Strategic Plan Update - MK</b></p> <ul style="list-style-type: none"> <li>● Process very successful with BOT, staff, students, teachers - all input very valued</li> <li>● Potential - People - Planet (3 strategic goals)</li> <li>● Ngāi Tai ki Tāmaki (Ngāi Tai) - engagement with their footprint and how can we incorporate this story. How is this reflected in our school?</li> <li>● MK to meet with all heads of Kahui Ako to see how we can make it easier to liaise with the iwi.</li> <li>● Collate all local stories to incorporate in our learner</li> <li>● Not a curriculum refresh - changes with the new government definitely coming</li> <li>● KD attended a conference - MOE representative mentioned the new government direction won't be given until the new government is sworn in. Advised to look at best practice, basics, and what we are doing well and non-negotiables.</li> <li>● MK went through the report to summarize</li> <li>● PLD Framework - keep professional learning in house and draw on internal expertise (Teacher Led Workshops). Coaching is still an integral part of the framework.</li> <li>● Assessment for Learner - main focus and cornerstone</li> <li>● More focus on te ao maori events in 2024</li> <li>● Review of English and Mathematics also a big focus on these two learning areas</li> <li>● SB questioned what teachers feedback was on current curriculum - KD responded that it was mainly structured literacy that was mentioned. Need to constantly reflect on best practices worldwide and how we can boost our</li> </ul>	<p style="text-align: center;">SB</p>
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	<p>current practices.</p> <ul style="list-style-type: none"> <li>Looking to increase our focus on our ELL and celebrate reading overall in 2024. Upgrade our library (space and resources) and look to employ someone to focus on this in 2024.</li> </ul>	
4	<p><b>Monitoring Reports</b></p>	
	<p><b>A. Principals report</b></p> <p><b>Year 7 &amp; 8 School Camp</b> MVH queried behavioral issues to consider, being shared with other parents. Should be kept confidential.</p> <p><b>Head Held High - drama classes</b> JM asked how to register children.</p> <p><b>Motion: to approve the Year 7 &amp; 8 School Camp</b> <b>Raised (SB) , seconded (MVH) , unanimous</b></p> <p><b>Motion: To accept Principal report as tabled</b> <b>Raised (SB) , seconded (JC) , unanimous</b></p> <p><b>B. Presiding Member</b> SB nothing outstanding Presentations will be deferred due to govt changes MK suggested to put the work plan, strategic plan and budget for the next BOT meeting MK asked about the traffic crossing upgrade - SB will go back to get an update</p> <p><b>C. Finance</b> Midyear review presented last meeting. 2 months on and we have tracked really well. More working capital. Ops grant is higher than what we expected and school pool lease has also brought in some revenue. Sick leave and learning assistant costs have not been above what we estimated.</p> <ul style="list-style-type: none"> <li>Heat, light and water review has been put forward to the MOE - to reassess what funds we get to help cover costs</li> <li>No additional income due to come in</li> <li>Outside of budget - pool tiling, teacher outside area</li> </ul> <p>Actions - JM to amend agreement for Swim Gym to open their books (cover heating</p>	<p><b>SB</b></p>



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	<p>costs etc)</p> <p><b>Motion: To accept Finance report as tabled Raised (JC) , seconded (SB) , unanimous</b></p> <p><b>D. Property</b>          No report submitted          Junior Block completed          Room 7, 8, 9, 10 and 11 upgrades planned for Term 1 - SHT to run the updated modernisation scheme          Roofing upgrade pending</p> <p><b>Swimming pool lease</b>          Was going to be a 'Deed of Lease' agreement which was not appropriate (more suited for apartments and also conflict of interest with the iwi) so therefore changed to provide a "License to lease" agreement.          JC asked if we are able to change rates due to CPI or market rates? This could be an additional clause that needs to be added JM will investigate. Agreement currently with the lawyer but will more than likely be sent to Swim Gym next week.          Working on a lifeguard to be able to open the pool to the community</p> <p>Actions:          Acknowledge Vonja's assistance with a thank you.          JM to send draft agreement before lawyer reviews          JM to finalize Lease agreement and send through for approval</p> <p><b>E. Policies and Legislation:</b></p> <p>Looking at the review for Curriculum and Student Achievement.          Diversity - how can we as a school support diversity. School Docs didn't give any advice therefore this becomes operational (MK to pick up) but they do have a generic policy if needed at a later date.          Link to 2018 needs to be removed</p> <p><b>F. Health &amp; Safety</b>          MVH, Kevin Pollard, RK and MK did a safety walkaround today - MVH summarizing. School, grounds, classrooms all look good and a good level of awareness from staff and students.</p>	<p style="text-align: center;">JM</p>
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	<p>Some things came up but nothing of major to note but have major budgeting implications - eg:</p> <ul style="list-style-type: none"> <li>● Field has holes and needs aeration and drainage</li> <li>● Enviro Schools outcome - need more shading</li> <li>● Fire extinguishers in new build</li> <li>● Outdoor learning - bench seats</li> </ul> <p>MVH attended the NZSTA workshop in H&amp;S - view is that MBS ticks most boxes. MVH to share any key points and learners. This will help with the budget submission.</p> <p>MK would like other Board Members to attend to future inspections. SB also suggested to always note things whenever you're in the school. Still keep a formalised approach to questioning of staff however look at ways we could change frequency or format perhaps.</p> <p><b>G. Iwi Engagement</b> Still no luck with engagement</p> <p><b>Motion: To accept all reports as tabled</b> <b>Raised (SB) , seconded (JC) , unanimous</b></p> <p><b>AOB</b></p> <ul style="list-style-type: none"> <li>● PB4L - have funding for \$10k towards the school for this.</li> <li>● Enviro Gold Award Won - amazing achievement and Jane Suckling acknowledged</li> </ul> <p>Actions:</p> <ul style="list-style-type: none"> <li>● Email from the BOT to Heidi Russell and RK for PB4L</li> <li>● Email from the BOT to Jane Suckling for Enviro</li> <li>● Shared file has confidential documents so need to create a confidential file</li> <li>● AB to email through Term 4 events that the BOT should attend - prizegiving and Year 8 graduation are important if you can.</li> </ul> <p><b>In Committee Meeting. 7.36 - 8.06</b> I move that the public be excluded from the following parts of the proceedings of this meeting namely:</p>	<p><b>SB</b> <b>SB</b> <b>AB/TG</b></p>
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	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.
	<p><b>Board went into committee 7.36pm</b>  <b>Board came out of committee 8.06pm</b></p>		
<b>5</b>	<b>General Business</b>		
	Covered in other areas.		
<b>6</b>	<b>Other business</b>		
	Monitoring board time: JM 5 JC 8 MvhB 9 SM 7 MK 10 SB 8 RK 4 No correspondence		
<b>7</b>	Administration		
	<p><b>a) Motion: to approve the minutes of the meeting held September 2023 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</p>		



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	<p>Action: SB thank you to the PTA for donations - ongoing          Action: JM to go to schooldocs for clarification on Inclusive Education. - complete          Actions: SB to inform staff and community in regards to the pool usage - complete          Action: JM to inform Kidz club in regards to the pool usage - complete</p> <p><u>Actions for next meeting:</u>          Actions: SB          Identify agenda items for next meeting -</p> <ul style="list-style-type: none"> <li>● Work plan</li> <li>● Strategic Plan</li> <li>● Budget</li> </ul> <p><b>Meeting closed at: 8.30pm</b></p>	
	<p><b>Next Meeting: 5th December 2023 at 6pm in the Staffroom.</b></p>	