

Minutes of the Matipo School Board of Trustees Meeting

Monday 18 December 2017 at 6.10 PM

PRESENT: Vanna Blucher (Chair), David Windler, Natalie Kennerley, Nathan Rarere, Paul Wright, Rebecca Lamb (Minutes), Vanessa Preston

APOLOGIES: None

ATTENDED FOR VARIOUS ITEMS: Items 1-2 Kathryn O'Reilly-Dodd

1. Maths performance data 2017

Kathryn tabled a report showing the maths performance of various cohorts within Matipo between two data points and the Board discussed potential next steps as a result of this data. The Board can expect to see a maths plan in March.

Motion: That the Board receive the report and thank Kathryn for her efforts in putting this together.

V. Blucher / D. Windler Carried: Unanimously

2. Reading report

Paul tabled a report showing the reading performance of various cohorts within Matipo and the Board requested that categories are labelled as consistently as possible between subjects in future. The Board can expect to see a reading plan in March.

Motion: That the Board accept the report and thank Phil and Sian for their efforts.

D. Windler / N. Rarere Carried: Unanimously

3.1 Minutes of meeting 20 November 2017

Motion: That the minutes of the meeting held on 20 November 2017 be accepted as a true and accurate record.

R. Lamb / V. Blucher Carried: Unanimously

Motion: That the Board accept the correspondence log.

V. Blucher Carried: Unanimously

3.2 Matters arising from the minutes

The Board agreed to remove the action on Paul regarding responding to correspondence.

Action: Review and restructure the Board correspondence procedures at the January meeting.

4. Principal's report

Paul presented his report and updated the Board on the staffing status for 2018, cohort entry for new entrants in Term 1, and plans for enrichment and EOTC in 2018 and beyond. The Board discussed whether it was appropriate for future minutes and reports to be published online, and agreed to continue doing so, as long as this is done in a way that is mindful of the privacy of any individuals named.

Motion: That the Board will not give permission for recurring education programmes by other providers while a child is enrolled at Matipo, for example, One Day School.

D. Windler / N. Kennerley Carried: 6 in favour, 1 abstained

5. In committee business

The Board moved into public-excluded proceedings from 7.38pm to 7.53pm to discuss correspondence.

6. Property and infrastructure

Paul advised the Board of his plans to utilise 5YA and Budget Plus funding to improve physical security of the school over the summer holidays.

Motion: That the Board gives Paul authority to spend up to \$15k to secure the school if necessary.

D. Windler / N. Rarere Carried: Unanimously

7. Caretaking and site management

Paul updated the Board on interim caretaking arrangements until a permanent appointment can be made.

8. Staffing

Mandarin language skills will be included in the next teaching position advertised in the gazette.

9. Principal's appraisal 2018 and 2019

Motion: That the Board Chair plus one other Board member be delegated responsibility to appoint an appraiser for the Principal.

10. Restraint of students

Motion: That the school adopts the proposed restraint procedure.

P. Wright / V. Blucher Carried: Unanimously

11. Zoning and ballots

Motion: That the Board identifies five extra places for out of zone students in 2018.

P. Wright / V. Blucher Carried: Unanimously

12. Finance

Motion: That we accept the monthly accounts with working capital of \$474,378.

D. Windler / N. Kennerley Carried: Unanimously

13. School day ending

Action: In the first week of school for 2018 the Board will pose a question to the school community about their opinions on the term 2 and 3 school end time using survey monkey

14. Meeting structure for 2018

The Board agreed to move meetings in 2018 to 7pm on Wednesdays in week 2 and week 8 of each term.

There being no other business the meeting closed at 8.29PM.

The next meeting will be held on **7 February 2018**.

Matipo School Board of Trustees – Outstanding Actions Register as at 18 December 2017

Items marked as CLOSED will be removed from the register next meeting. Shaded items are due at or before the next meeting.

No	Responsibility	Reference/ Business Matter	Comments/Action Required	Target Date	
17/002	All	23 October	One Day Schools	Develop a policy on one day schools to apply from Term 1 2018	CLOSED
17/003	All	23 October	International student fees	Set the international student fees for 2018	20 November 19 February 2018
17/004	Paul Wright	20 November	Correspondence	Check that all correspondence directed to the principal has been answered	18 December
17/005	Paul Wright	20 November	Teacher PLD	Bring proposal to support teachers to undertake papers to the Board	19 February 2018
17/006	Natalie Kennerley	20 November	FOM Amazing Race	Notify community that this is postponed	CLOSED
17/007	All	18 December	Correspondence	Review and restructure the Board correspondence procedures	31 January 2018
17/008	Vanessa Preston and Rebecca Lamb	18 December	School day ending	Survey the school community about their opinions on the timing of the school end time in term 2 and 3	9 February 2018