

## Minutes of the Matipo School Board of Trustees Meeting

Wednesday 14<sup>th</sup> February 2018 at 7:00

Before the meeting Trustees and Senior Staff met with newly-elected House leaders and their parents in the staff room.

Business Meeting commenced at 7:00 p.m.

### **Present:**

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

School: Teresa Marshall (minutes) Sian Foley, Kathryn O'Reilly, Deborah Shaw, Phill Simpson

Paul welcomed Teresa Marshall, our new Office Administrator and Board Secretary, and introduced her to the Board.

**Apologies:** None received

### **Minutes of Previous Meeting:**

One of the three pages of previous meeting minutes was not included in the Board pack. After discussion the minutes were agreed to be a true and accurate record of the previous meeting.

### **Matters arising:**

The motion that the Coms Log should now become the responsibility of the newly appointed Office Manager was not tabled at our last meeting. It was duly tabled and passed.

Vanessa/Rebecca

all in favour

### **Annual Election of Board Chair:**

David Windler took the chair to call for Nominations.

Vanna Blucher agreed to be nominated for Board Chair for 2018

Vanessa/ Paul

carried unanimously.

Vanna Blucher assumed the Chair.

The Board agreed to consider the need for a Vice-chair position at some point.

### **Principal's appraiser**

David proposed that Vanna (as Board Chair) and Rebecca would identify an appropriate external appraiser for Paul, in consultation and by agreement with Paul.

All in favour.

Paul led the Board through the Principal's report. He acknowledged the contributions and leadership of several senior staff. Senior teachers who were in attendance spoke to their reports - Deb Shaw (Special Needs), Sian Foley (Literacy, School organisation and Taonga Syndicate), Kathryn O'Reilly-Dodd, (Maths), Phill Simpson also spoke to the Literacy report, Natalie Kennerley (IT). In absentia - Marion Clark (International students).

The Board discussed the report with the senior staff and raised a number of questions. The draft Board cycle (to be tabled) sets out a systematic programme of reporting to the Board. Particular reference was made to the draft strategic aims, which were agreed as a working framework for development. All agreed to consider and reflect on these draft strategic goals as a basis for further consultation further at our next meeting.

Sian Foley, Kathryn O'Reilly, Deborah Shaw, Phill Simpson left the meeting at this point.

#### **Speaking Rights:**

Proposal: Teresa Marshall be given ongoing speaking rights  
Paul/Vanna

All in Favour

#### **Te Atatu Intermediate Zoning**

Te Atatu Intermediate has written to the Board to seek feedback on the proposed zone for that school. It was agreed to communicate to Te Atatu that the Board had no objections and to inform our community that this was underway.

#### **Action:**

Board Chair to write to Te Atatu Intermediate Chair. Teresa to post information on our website.

#### **Modernisation and Building works**

Paul led a brief tour to view school property and review modernisation, maintenance and improvement needs to inform budget decisions.

It was agreed to allow for modernising the foyer, to invest in some minor capital purchases (e.g. washing machine) to support the purchase of large-screen TVs in classrooms, and to consider more ambitious projects. Paul will organise for a suitable architect to attend a Board meeting to discuss Master planning for the school.

#### **Draft Budget**

Paul tabled a draft budget for discussion with some recommendations for consideration. Final wash-up for 2017 not yet available. Final budget to be agreed at our next meeting. In the meantime the Board agreed to use necessary money to meet urgent upgrades of the school, specifically pipework removal and foyer/office upgrade.

#### **School Day**

Previous meeting it was agreed to establish a survey monkey survey of parents and stakeholders to discover their views on the historical variation in school hours from summer to winter. This was not yet available but it was agreed that Teresa would take this on, to gather responses and feedback about current practice of ending school at 2:45 in the winter terms.

**Request for LWOP**

Ngairi Smith - approved.  
R.Lamb/V.Bulcher

**Teacher Scholarship fund**

Paul proposed a small fund to support and recognise teachers undertaking relevant ongoing postgraduate study, with an extra scholarship payment of a maximum of \$500 per annum, per person and two study days per year. Board will revisit this when we discuss the budget.

**International students**

It was agreed for Paul to set fees in line with last year and to try to align with other local providers, e.g Te Atatu Intermediate. For 2018 for New students this will be set at \$225 + MoE contribution, for existing students it will be in line with 2017.  
R.Lamb/N.Kennerley

All in favour

Paul explained the work going on to establish a strategic approach to developing our international student programme. We are in discussion with Japanese, Korean, Chinese and Thai agents. Paul and Marion will develop a strategic plan for International students and revert to the Board in due course.

**In committee**

Paul proposed that the meeting go into Committee under section 42 of LGOIMA 2002, at 9:42 pm

All in Favour

**Out of committee:** 10:20 p.m.

**Proposal:** That the Proposals adopted in committee should be ratified, which was to refer the reports tabled in committee, and recommendations therein, to the appropriate agencies.

Paul/Vanna

All in Favour

Thanks and appreciation were expressed for Teresa who arranged for refreshments and hospitality.

Meeting closed 10:40 p.m.

Signed as a True and Accurate record of the meeting

..... Vanna Blucher Board Chair

Signed