

Minutes of the Matangi School Board Meeting held on Monday 9th December 2024, 6:30pm at Matangi School.

**WELCOME AND KARAKIA**

**PRESENT:** Karina McLuskie (KM), Brad Ward (BW), Bernard Butler (BB), Matt Silverton (MS),  
Amelia Meertens (AM),

Donovan Hall, Victoria Ballinger, Lauren Prentice, Aaron Robinson, Amy Robinson, Hayden Pirie, Geoff Hayr, Vanessa Bold, Tracy Morgan, Jenna Winter, Tessa Hendricks, Sinead Mulligan, Kelly Phillips, Larissa Cochrane, Catherine Howell, Josie Kingham, Michelle Ward, Nicole Scott, Renee Skewes, Nathan McKenzie, Anna Tootill, Dory Fisher, Joe Murray, Lisa Murray, Kat Osborne

**APOLOGIES:** Sarah Bourke (SB),

**AGENDA:** Agenda adopted as stated. Adopted.

**ACKNOWLEDGEMENT OF COMMUNITY CONCERNS:**

Karina McLuskie the Presiding Chair addresses the community issue raised via emails after the Agenda was set, emphasizing the need for proper consideration.

An anonymous email was received containing findings from an unsanctioned survey by a small community group.

The Board clarifies that the survey is not endorsed by the school and was not distributed to all parents.

The Board can not act on anonymous information and stresses the importance of transparency and proper channels for raising concerns. These channels are set for raising issues and providing feedback.

The Board committed to ongoing improvements but insists on following proper policies and procedures.

The Board is working with the Ministry of Education to bring in specialist support to address the issues.

Karina McLuskies formally opened the meeting.

**SPEAKING RIGHTS:** Sarah Godsall, Anna Galleon (NZSBA)

**BOARD HOURS:**

Board Member	Hours	Board Member	Hours
Karina	30	Sarah Bourke	
Brad	25	Amelia Meertens	15
Matt	25	Bernard	30

## DECLARATIONS OF CONFLICT OF INTEREST:

No conflicts of interest are declared.

## MINUTES OF PREVIOUS MEETINGS CONFIRMATION:

Clarifications are made regarding the adjournment, adjusted to a 20 minute maximum adjournment.

Andrew Mowbray handed in his resignation after declaring his conflict of interest.

Pass the September accounts.

It was moved that the presented minutes of October Minutes be accepted and adopted as a true and accurate record.

## MATTERS ARISING FROM THE PREVIOUS MINUTES (10 mins)

Action - Ongoing		Who/Time Frame
Review Health and Safety policy - organise a sub-committee consisting of a few staff members.	On-going	Bernard to continue to work on this. To be updated by the first Board meeting and completed by the end of Term 1.
Actions from 21st October 2024		Who/Time frame
Terms of reference for subcommittees (finance and disciplinary) <b>Finance</b> - completed <b>Disciplinary</b> - Continue to work through this before the next Board meeting. Possibility do a workshop with the Board  Can each of the sub committees please come back to the board with some references?		Report back at the next board meeting - either update with progress or table if completed.  Reset on the Disciplinary committee due to a resignation of a Board member. To be done by the end of Term 1.
Reflect on 2024 goals. Review 2025 goals.		Completed
Review EOTC budget with Team Leaders Can the fundraising contribution of \$1000 per EOTC increase to \$1500.00 for EOTC?		Completed
Year 5&6 mural - Approval needed from Board to move forward with the mural and financial assistance?		Completed
Would anyone from the Board like to be a school representative to attend the Matangi Community meetings?		A Board member will attend if relevant to the school
Add Succession Planning to the Agenda for December 2024:		Completed
Prepare the draft budget before 9th December		Completed



## PRINCIPALS REPORT

### Student enrolment data -

The school is staffed at 207 enrolments at the end of 2024 - with pre-enrolments for 23 students for 2025.

- **Student Achievement Targets:**

Targets for 2030 align with government expectations, emphasizing high teaching standards. Teachers collaborated on end-of-year data, using the e-asTTle rubric to strengthen writing moderation. This year, there was less variation between mid- and end-of-year data, showing improved moderation.

- **Mathematics Achievement:**

The gap in mathematics achievement persists, with 76% of males and 79% of females meeting expected curriculum levels. The target of 80% was not reached. "Well below" learners were identified as a priority, with a tracking system introduced for these students. Teacher-parent meetings have been held each term with positive feedback.

- **Attendance Data:**

Attendance data for students achieving below expectations shows that a significant portion of these students fall into the "chronic" or "moderate" attendance categories, particularly in writing, reading, and mathematics.

### NOTE: AMENDMENT ADDED TO 7TH DECEMBER 2024 MINUTES - ADDING IN ATTENDANCE REPORT FROM SARAH GODSALL AS FOLLOWS:

- Bluelight was contacted for three children in the school last year. However, this has yet to improve student attendance.
- Most absences are holidays during term time and justified medical absences.
- We have discussed the need for a policy stating that medical certificates are required for students after a certain number of days of absence to be raised with the Board.
- For students with unexplained absences, the Front Office will contact whaanau to see if they can provide a reason. For multiple unexplained absences, I will follow up with a phone call.
- Teachers of students follow up with parents to discuss holidays during term time and their impact. You and I will speak about this during the Meet the Teacher night in Term One next year.
- Accessing the public health nurse for a student successfully improved student attendance for one child for a period of time.
- Teachers and I have worked one-on-one with families of students with chronic absences due to medical reasons.
- Each term, we meet with Sandra Jeffery, our Attendance Officer, to discuss trends.

- **Curriculum Changes:**

The finalized New Zealand English and Mathematics curricula will shift from curriculum levels to phases starting in 2025: Phase One for Years 0-3 and Phase Two for Years 4-6. The Ministry of Education will provide support for assessment and reporting in 2025.

- **Ongoing Professional Development:**

Reading, writing, and mathematics assessment will be a focus for professional development in 2025. Teachers have engaged in Better Start Literacy Approach (BSLA) and Accelerated Literacy Learning (ALL) in 2024, with plans for a school-wide focus on improving consistency in teaching across these subjects.

- **Priority Learner Support:**

Resource Teachers of Learning and Behaviour (RTLB) have been used effectively for additional student support. The SENCO/ORS, Lisa Murray, continues to work closely with teachers on individual education plans for priority learners.

- **School Focus for 2025:**

A school-wide focus will address achievement disparities for Māori and male students in writing, with plans for professional development led by Anne Grady. There will also be a focus on building teacher knowledge of the new curriculum documents during Teacher Only Days in 2025.

- **Timetable and Structure Changes:**

The school is reviewing its timetable for greater continuity in teaching, possibly introducing two-hour blocks for the morning and later instructional periods. Changes to the school structure will foster more collaboration between teachers within year group clusters (Years 0-2, 3-4, and 4-6).

- **Ministry of Education Requirements:**

Schools must now provide an hour of instruction each day in reading, writing, and mathematics, which will be prioritized while ensuring other learning areas are also included in the curriculum.

In summary, the school is making adjustments in teaching practices, curriculum implementation, and staffing to improve student achievement, particularly for priority learners. The focus for 2025 will be on consistency, addressing achievement gaps, and adapting to curriculum changes.

### Attendance

- \* The Ministry of Education's attendance report shows the school is tracking well compared to other schools. Bernard Butler explains the school's efforts to support families with low attendance.

As at:	Justified Absences	Unjustified Absences	Intermittent Unjustified Absences	Students Overseas Posting	Attendance Rate
20/02	4.44%	2.74%	0.28%	0%	92.53%
15/05	6.03%	1.51%	0.08%	0%	92.39%
25/06	5.85%	1.9%	0.13%	0.03%	92.03%
20/08	6.36%	3.34%	.60%	1.02%	83.65%
20/10	1.80%	2.30%	1.15%	0.49%	94.26%
03/12	4.88%	1.73%	0.38%	0.25%	92.76%

### Data and assessment

- \* Prime Maths will be introduced as a resource to support maths teaching in the school.
- \* Bernard discusses positive outcomes for students in the junior school and mentions the acceptance into the BSLA trial for Years 3-6.

### Funding

- \* The school has been successful in securing Population Growth Funding for a carving and writing project
- \* The school has also been successful in securing additional learning assistance to support boys in writing.
- \* The school has been successful in securing additional funding for structured literacy for years 0-2.writing.

### Staffing

- \* Acknowledgement of the dedication of the current staff, and the support provided by the learning assistants and office staff.
- \* The Board would like to recognise Mitchell Pettit and thank him for his dedication to the school for the last 5 years. They wish him well on his future endeavours.
- \* Waiting on supporting documentation for a new scale A teacher, when this has been received the new teacher will be announced.
- \* Shelley and Imogen are finishing their roles at the end of this term.

### Staff Wellbeing

- \* Aliese White has gathered staff voices related to the NZCER staff wellbeing survey. Common themes that were identified across the groups were:
  - Improve communication and transparency
  - Clear systems and processes
  - Building trust
  - Recognition of expertise
  - Collaborative decision making
  - Consistent leadership approach
- \* Plans to meet with each staff during each term next year to check in with how these areas are being addressed and what the ongoing needs may be, and what can be done to improve these areas.
- \* Staff wellbeing continues to be a main focus, with ongoing work on a wellbeing plan.

### End of Year Data

- End of Year 2024 Mathematics
  - 77% of students are achieving at or above the expected curriculum level in Mathematics.
  - 23% of students are achieving towards or well below the expected curriculum level in Mathematics.
- End of Year 2024 Reading
  - 68% of students are achieving at or above the expected curriculum in Reading.
  - 32% of students are achieving towards or well below the expected curriculum level in Reading.
- End of Year 2024 Writing
  - 65% of students are achieving at or above the expected curriculum level in Writing.



- 35% of students are achieving towards or well below the expected curriculum level in Writing.
- \* Bernard explained the positive impact of the BSLA training on reading and writing data.
- \* Continue to develop our assessment practices across the school to ensure validity and reliability of data.
- \* The Government's introduction of phonics testing for years 0-2 will change the way student achievement data is gathered.
- \* The shift from curriculum levels to phases for assessment and reporting will provide more clarity across schools.
- \* The school has reached out to Anne Grady, a literacy specialist, for professional development on literacy.
- \* A discussion was had around the mid year data and end of year data - they hold different targets. Mid year data serving as a check in point

### **Policies and Procedures**

The following policies and procedures have been reviewed:

- Finance and Asset Management Policy
- Managing Income and Expenditure
- Financial Conflicts of Interest
- School Donations and Student Activity Payments/Attendance Dues and Other Income
- Expenditure
- Asset Management and Protection
- Property Planning and Maintenance
- Prevention of Bribery, Corruption, Fraud, and Theft

### **Strategic Plan and 2025 Goals**

- \* Review of the 2024 annual goals provided in the meeting folder for reference. A draft of the 2025 annual goals are provided for reference and feedback. We have consulted with teachers and developed these goals in their draft form for further development. These goals reflect teacher priorities and MoE priorities for 2025.

### **Year 6 Leavers Dinner**

- \* Thank you to Lauren Prentice and Lauren Dawber and the group of parents who organised the Year 6 leavers dinner on Friday 29 November. We have 14 families who end their time with having a child at Matangi school and I would like to acknowledge them for their support over this time.

### **Term dates for 2025**

- \* We have two Ministry of Education curriculum teachers only days to plan for 2025. We are awaiting further information from the Ministry about the support that will be available for schools for these days. Parents will be informed of when these days are at least a term in advance as we are required to do.

### **EOTC**

- \* Thank you to Adam Ballinger for starting the outdoor classroom project in mid to late January.
- \* Kahikatea Camp was a success at Tui Ridge.
- \* Rimu Camp was also a success at Camp Raglan

### **Curriculum**

- \* We have received the final versions of the New Zealand Curriculum Te Mātaiaho English Years 0-6 and Mathematics and Statistics Years 0-8. These documents will underpin our professional development for 2025. We will be working with Anne Grady to support writing across the school and Aliese White to develop consistency in teaching practice in reading, writing and mathematics and statistics. This is part of the professional development funding in the draft budget for 2025.

### **Enviro schools**

- \* Last Tuesday 19th November the whole school had a day focusing on and celebrating our school environment. The casual clothes day held on Tuesday raised \$185 which we will use to purchase and establish tracking and trapping tools. Kelly and Amelia met with Adrienne to determine some next steps that we will focus on at the start of 2025.

### **ERO**

- \* Lee Marchioni has informed me that she will be leaving ERO at the end of this year and that we will be informed early in 2025 who our new ERO Officer will be.

### **Pool**

- \* John Brocket has been employed to oversee the pool for the summer season.
- \* The Fob Gate system has been installed and is working well.

- \* Health and Safety check has been completed.
- \* The use of the pool for parents and the community has been advertised. 45 keys have been sold so far.
- \* Board to review pool key applications.

#### **Mitey**

- \* Bernard has informed Mitey that we will no longer be participating in this professional development in 2025 due to our other commitments with our strategic priorities. They have understood this and are keen to provide us with this opportunity in 2026 if we are in a position to take this up.

#### **Tui House**

- \* Tui House has been successful in the school holiday program with over 45 enrolments and we are receiving positive feedback from families.

#### **Fundraising committee**

- \* Total income: \$22,788.24

#### **SENCO**

- \* Thank you Lisa Murray for your efforts as SENCO. Lisa has asked the Board to consider prioritising support in the up-coming budget discussions to retain our learning assistants for 2025.
- \* Lisa Murray has been invited to present to the Board next year to discuss SENCO plans.
- \* Thank you for a great transition for our two Year 6's moving on to Intermediate.

#### **- IEP and Funding Updates:**

This term, final IEP meetings were held for ORS and high health-funded students, including goal-setting and care plan updates. Two funded students are transitioning to intermediate, with enrolment assistance and ongoing funding ensured.

#### **- Health and Learning Support Applications:**

A student's high health funding renewal was declined, prompting a request for additional support. A new overseas enrolment with health challenges has also been submitted for high health funding and occupational therapy, with results expected in January.

#### **- Language and Learning Support:**

LLI support for two students has been approved for 2025. The StepsWeb literacy program has shown positive growth for students below expected learning levels.

#### **- 2025 Staffing and Funding:**

With two highly funded Year 6 students transitioning out, the school may only afford two learning assistants for 2025, leading to potential staff cuts. The leadership team is seeking Board support to retain learning assistants for quality individualized support.

#### **- Funding Allocation Overview (Dec 2024):**

- ORS: 2 students
- SNNHF: 4 students
- RTLB: 4 students
- Speech & Language: 4 students
- ESOL: 9 students
- Assistive Technology: 3 students
- StepsWeb Literacy: 19 students

#### **Legacy Mural Update**

- \* The school has been able to fund the Year 6 Legacy mural from the Market Day funding and an historical sponsorship account a parent had set up that had been tagged to a school mural. A local artist has been engaged to design and complete the mural, and it is planned to have this installed and opened before the end of the year.

#### **Kahui Ako**

- \* This year's Kahui Ako within-school focus is "How can we support the progress of writing in our school?". As part of this, I have been focusing on our priority writers in Year 5 and 6. While connecting with other



teachers at the ALL Regional Hui, I have gained new ideas to incorporate into my writing programme to enhance student motivation and engagement. In term 3, we had a whole-school teacher session on writing moderation using e-asTTle. I look forward to continuing to seek ways to support the progress of writing in our school, particularly with the new curriculum starting in 2025.

### **Principal development**

- \* Record of work completed with Stephen Blair to support staff wellbeing included the meeting folder for your reference. Stephen Blair will continue to work with Sarah Godsall and myself throughout 2025, and will at times work with the team leaders.

24/10/2024 Country Cluster Principals meeting

29/10/2024 Lisa Metcalfe Senior Adviser MoE Termly check in

21/11/2024 Kim Budd Kaipaki School Professional Growth Cycle

30/10/2024 Community Of Practice Principals meeting

31/10/2024 Waikato Principals Connections Day

### **Principal professional assentation**

- \* This was signed off and shared with the Board by email in November 2025. This is a requirement as part of my Teacher Registration.

### **Stand downs/suspensions**

Nil

### **PROFESSIONAL LEARNING**

- \* 25/10/2024 Teacher Only Day – facilitator Aliese White - teaching and learning practices - how to develop explicit teaching and consistency across the school in relation to the updated New Zealand Curriculum areas.
- \* 19/11 Governance and Management - staff and Board were invited to attend a session facilitated by Jo Wilson through New Zealand School Board Association NZSBA
- \* Our Teacher Only Days for the start of 2025 will be: Wednesday 29 January and Thursday 30 January.

### **ASSET MANAGEMENT - FINANCE**

The Treasurer's report is in the Board folder.

- \* Reporting on October, November financials noting a net deficit due to higher expenditure on salaries.
- \* Year to date surplus remains positive but there are still expenses to come out before the end of the year.
- \* The Bespoke Build is coming in under budget.
- \* Discussion was held on the draft budget for 2025 noting increased operating grants and increased curricular costs.
- \* October / November accounts - approved
- \* Amelia Meertens asked for the Year 6 Leavers Dinner budget to be increased.
- \* The MoE has approved the additional Select Alarms security work to be funded from our 5YA. This procurement plan and supporting documents have been submitted to the MoE for final approval.
- \* Fence: 25/11/24 Neuflow have provided the following update; All of the documentation is complete and has been submitted to the MoE. We are awaiting approval to proceed. Once approval is given, we will be signing the contract, (I already have this drafted ready to go) and then moving into the physical works phase. Note there is a current lead time of ~4 weeks for the fencing panels once the order is placed.
- \* Bespoke Build; Construct Ltd plans to be completed with this project by 13th December. The school can start to move furniture and resources into the spaces on Tuesday 10 December. A plan has been made with staff for this day. Adam Whauwhau will bless the building before furniture is moved in, on Monday 9 December at 1.30pm, and the official opening blessing and ceremony is planned for Friday 31 January 2025 at 9.00 am.
- \* The MoE now requires all schools to complete an Asbestos Management Plan. I have begun to work through this to complete. A copy of the plan is provided for reference in the meeting folder.
- \* Approval of 2025 draft budget

- \* Letter received from PKF regarding changes to auditing fees included in the meeting folder for reference.

**HEALTH, SAFETY AND WELLBEING**

- \* Pool inspection completed by Board 19/11/2024 – issues identified as needing addressing have been completed.
- \* 24/11/2024 School participated in Shakeout Day
- \* 4/11/2024 Fire Drill
- \* 13/11 Lunchtime Lockdown

**GENERAL BUSINESS**

**Succession planning**

- \* Increase attendance
- \* Hold a meeting for community leaders to explain the responsibilities of being on the school board. This could be held in June/July before the next election.
- \* Explain the differences between governance and operations
- \* Communications is available through NZSBA that can go out to the community
- \* Board meeting dates set for 2025 - NOTE: Term 4 will hold the last meeting in week 9

**Staff wellbeing action plan**

- \* The staff wellbeing action plan was introduced during the principals report.

**Board member's resignation**

- \* The Board formally minutes the resignation of Andrew Mowbray from the Board.
- \* The Board formally minutes the appointment of Amelia Meertens as the staff representative on the Board
- \* Discussion about the remaining vacancy on the Board and the decision to leave it open until the election.

**IN COMMITTEE**

- GOVERNANCE
- STAFFING
- PRINCIPAL'S APPRAISAL

**Meeting closed at 7.34pm**

  
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Date: 17/12/25

Karina McLuskie

Actions from 9th December 2024	Who/Time frame
Working group for the Board to get together in Term 1 to work on the strategic plan.	Board
Review the pool key applications and approve	Amy to send to the Board
Invite Lisa Murray - SENCO to a Term 1 meeting for a Korero around Senco related jobs.	Bernard
Blessing of the Bespoke Build is on Friday, 31st January at 9am. Invite to be sent out via Hero to the school community.	Bernard
Would the Board like to have a representative to the Matangi Community Board in 2025.	If there is a relevant topic a Board Rep will attend.



NZEI collective Agreement Wellbeing Fund of \$6,272.27 will be made available for my professional wellbeing/development in 2025.	Approved
Host an open night for Board roles and responsibilities - June/July perhaps? Korare communications from NZSBA - information sent out to community	Board
Term dates - in the Board folder. Change to week 9 in Term 4	Term 1-3 dates confirmed. Term 4 week 8 meeting to be changed to week 9 - dates can be adjusted for the new Board after election if needed. Approved
Approve funding fro Stephen Blair for 2025	Approved
Year 6 Leavers Dinner - can it be increased for 2025	Draft budget - Finance