



Minutes of the Matangi School Board Meeting held on Monday 26th February 2024 at 6:30pm at Matangi School.

**WELCOME AND KARAKIA**

**PRESENT:** Brad Ward (BW), Karina McLuskie (KM) (Presiding Member) Matt Silverton (MS), Bernard Butler (BB) (Principal), Amy Pickford (AP) (Board Secretary), Andrew Mowbray (AM), Sarah Bourke (SB)

**APOLOGIES:** Sarah Godsall (SG), Kat Osborne (KO) (Staff Trustee)

**AGENDA:** Agenda adopted as stated.

**SPEAKING RIGHTS:** N/A

**BOARD HOURS:**

Board Member	Hours
Karina	6
Andrew	1
Brad	4
Matt	3
Sarah	3
Bernard	10
Kat	

**DECLARATIONS OF CONFLICT OF INTEREST:**

Members were asked to declare if they had any conflicts of interest relating to Agenda items for the meeting.

Andrew Mowbray is conflicted around Duvet Days

## MINUTES OF PREVIOUS MEETINGS CONFIRMATION:

It was moved that the presented minutes of 4th December 2023 Minutes be accepted and adopted as a true and accurate record.

Action - Ongoing	Who/Time Frame	Resolution / update this meeting
Bernard Butler and Andrew Mowbray to discuss the placement of the infrastructure of the heat pump for the pool.	Bernard/Andrew Ongoing 2023	Ongoing – heat pump and Power for digital lock ETA End of Term 3 2023  Completed
Revisit Pool use and access in Term 4 2023	Board	Discussion around leaning towards having the pool open to school and the community next year. Signage needs to be updated. A date will be set to meet and have a walk through the pool area to rejuvenate the space.

Actions from 4th December 2023	Who/Time frame
Confirmation of attendance at Thank you morning tea	Matt Silverton, Andrew Mowbray
Pool keys for school families or communities?	School families only for 2023
5ya project hot water and water reticulation, see Board folder with the quote. Board to select option 1 or option 2	Approved option 2
Approval for Bernard to participate in the Professional Standards Learning Group in 2024	Approved
Confirmation of attendance at staff Christmas Lunch 15 December 1.00pm	Brad Ward, Matt Silverton
Approval of Ethan McGarvey to be added to our callout alarm service.	Approved
Approve installation and payment of pool Cyclone Filter from Green Brothers	Approved
Could we have another working party to collate the feedback and draft our strategic plan and 2024 annual goals to be then shared with the whole Board for feedback and ratification before the 25 December?	31st January 2024 @ 6.30pm Completed
Approve draft budget for 2024	Approved
Bernard to ask Frequency why this variation falls on us to pay considering the circumstances outlined in the document are out of our control.	Bernard tried to contact them and they have not returned communication. No invoice has been seen, we have not paid this variation.

## **MATTERS ARISING FROM MINUTES**

### **Nominations of Presiding Member**

Karina McKluskie nominated herself, accepted by the Board

### **Portfolios**

Property Andrew Mowbray

Health and Safety Sarah Bourke

Finance Matt Silverton

Policies and Procedures Brad Ward

### **Governance, Management and Operations**

A discussion around governance, management and operations was had. The Board are all clear about **parental** and **Board** roles, if the lines are blurred or if you are unsure where the line is, please have a conversation with Bernard Butler in the first instance.

## **NZSTA Jumbo scenario cards board training**

### **TEACHER MATTERS**

N/A

### **PRINCIPALS REPORT**

- Student enrolment data
- Attendance
- Strategic Goals
- Our School
- Professional Learning
- Property
- Asset Management
- Health and Safety
- Compliance and Audit Review
- Risk Assessment
- Actions Required

Discussion - as per Principals Report which can be found in the BOT folder

## **BOARD PROCESSES, PLD & PLANNING**

Bernard spoke to the Board about the NTSTA courses that were available to the Board to attend. Check your emails to learn more about these opportunities, alternatively if you are not receiving these emails make sure you have signed up to receive them with the correct email address. Please let Bernard know if any of these interest you.



## **FINANCE**

The Board approved the December 2023, January 2024 accounts.

Discussion was had by the Board regarding Finances.

## **PROPERTY**

Discussion was had by the Board regarding Property.

- \* The new heating has been installed in the swimming pool.
- \* The two prefab classes have been removed from site as of 26/02/2024.

## **HEALTH AND SAFETY / WELLBEING**

Discussion was had by the Board regarding Health and Wellbeing

## **POLICY AND PROCEDURES**

Discussion was had by the Board regarding Policy and Procedures

## **STRATEGIC PLANNING, SELF REVIEW AND REPORTING**

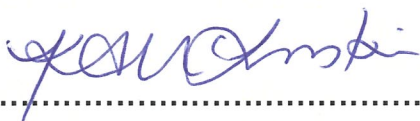
Discussion was had by the Board regarding Strategic Planning, Self Review and Reporting

## **GENERAL BUSINESS**

**Staffing** - All Teachers have completed the physical restraint training and are certified around physical restraint procedures.

The Board would like to recognise and thank Bernard and the team for their contributions towards the strategic planning. This document will be uploaded to the website before 1st March 2024.

**Meeting closed at 8.32pm**



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Karina McLuskie

**Date:** 20/5/24

Actions from 26th February 2024	Who/Time frame
The Junior Playground high rope platform and fall area still need to be made safe. Bernard will contact Playground Solutions to come and visit the site to advise going forward. They have been before but we would like a different view on work to be done.	Bernard Before the next meeting
Would the Board support students from Nanyuanfang Primary School, our sister school in China attending Matangi School for a period of two weeks and for Bernard to send information out to our community to gauge interest in hosting a homestay.	Approved by the Board
How can we strengthen our community support in attending our termly Whanau Hui?	Bernard
Bernard needs to source a replacement teacher to cover Scott Johnson's Leave. Originally Laura Pitts had accepted this position but has since accepted another role at Berkley.	Bernard
Duvet Days - As a Board, would we like to formalise duvet days moving forward or move on from it?	The Board voted to move away from Duvet Days on the provision that the communication is solid around the delivery to the staff. Bernard to work with Brad on communications. Note: School growth and financials,
Hazard & Risk Management register - we need to create a new risk management register. Amy has the MOE advised template and will start work on this over the term.	Bernard, Sarah, Amy
Bernard will plan to walk around the pool to create a working document on the necessary pool upgrades. Quotes can then be organised so we get an understanding on budget needs to be for a pool upgrade	Bernard, Karina, Sarah, Andrew
Bernard opened a conversation around extending the pool season until the end of the April school holidays.	Amy will send an email to the pool committee to add another week each. Report to Bernard
ASB has advised to update debit cards/credit cards to provide more visibility on spending. Janelle and Bernard will look further into this.	Approved by Board Janelle, Bernard
NZEI Thursday 21st March in Cambridge School will be closed for instruction in the afternoon.	Approved by Board Bernard to send out

	communication
Bernard proposes that 'Banked Staffing' and 'Duvet Day' funds are used to provide leadership release for our Team Leaders and additional release when required for Teachers with additional responsibilities such as Sport, Te Ao Maaori, Transition to School.	Approved by Board
Follow up on Insurers Crombie and Lockwood, confirm name change to Gallaghers	Bernard
Matt Silverton moved the budget for the 2024 year to be accepted.	Approved by Board
Shane Drury from Nuflo is currently preparing quotes for our 5ya project and fencing. Bernard will contact Shane for a progress update and give us a timeline for work to be completed.	Bernard
Strategic Plan approval	Approved by the Board