



Minutes of the Matangi School Board Meeting held on Monday 20th May 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), Sarah Godsall (SG), Kat Osborne (KO) (Staff Trustee)

**APOLOGIES:**

**AGENDA:** Agenda adopted as stated.

**SPEAKING RIGHTS:** N/A

**BOARD HOURS:**

Board Member	Hours
Karina	15
Andrew	1
Brad	10
Matt	6
Sarah	10
Bernard	20
Kat	4

**DECLARATIONS OF CONFLICT OF INTEREST:**

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

**NZSTA Jumbo scenario cards board training**

## MINUTES OF PREVIOUS MEETINGS CONFIRMATION:

It was moved that the presented minutes of 28th February 2024 Minutes be accepted and adopted as a true and accurate record.

Action - Ongoing	Who/Time Frame	Resolution / update this meeting
Revisit Pool use and access in 2024	Board	Board AM to install Fob in pool area
The Junior Playground high rope platform and fall area still need to be made safe.		BB - Revisit in Term 3 after budget review.

Actions from 28th February 2024	Who/Time frame
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.	BB/AP - Completed
How can we strengthen our community support in attending our termly Whanau Hui?	BB - Invitation extended to Adam Whauwhau to attend our next Whanau Hui.
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.	BB - Completed Kierley Porima has been employed.
Duvet Days - As a Board, would we like to formalise duvet days moving forward or move on from it?	BB - Completed
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.	AP - Completed
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	BB - Waiting for quotes and then it will be shared with the Board.
Bernard opened a conversation around extending the pool season until the end of the April school holidays.	BB - Completed
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 is processing this
NZEI Thursday 21st March in Cambridge School will be closed for instruction in the afternoon.	Completed

Strategic Plan approval	BB - Completed
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.	BB - Completed
Follow up on MOE Insurers Crombie and Lockwood, confirm name change to MOE March and Lumley	BB - Completed
Matt Silverton moved the budget for the 2024 year to be accepted.	MS - Completed
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.	BB - Completed

## MATTERS ARISING FROM MINUTES

### BOARD PROCESSES, PLD & PLANNING (NZSTA - Advice re Board Portfolios)

A conversation was had around setting up committees instead of portfolios. Information has been added in the board folder that the Board has looked over prior to the meeting. The Board has agreed to go with the NZSTA guidance at this point but will review this as required.

**DISCIPLINARY:** AM, BW, KO

**FINANCE:** BB, MS, EO

### 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 Board folder

### FINANCE

The Board approved the February, March and April 2024 accounts.

Discussion was had by the Board regarding Finances. Treasurer's report is in the Board folder.



## PROPERTY

Discussion was had by the Board regarding Property.

Bespoke build is on schedule.

The hall is on track to reopen Term 3, 2024.

AM can now arrange for Fob installation in the pool area.

The distribution board is part of the 5ya project, not Bespoke Build as reported in the Principals report.

## HEALTH AND SAFETY / WELLBEING

RAMS procedure moving forward was discussed by the Board.

**DAY TRIPS** Will be signed off by the Principal.

**OVERNIGHT TRIPS** Must be signed off by the Board.

**TRIPS INVOLVING WATER** Must be signed off by the Board.

## POLICY AND PROCEDURES

School Docs login: **matangi** Password: **tui-riffic**

Policy updates conducted in Term 1:

- Te Tiriti o Waitangi (board)
- Board Responsibility (board)
- Parent Involvement
- Communicating with Parents
- Community Conduct Expectations
- Documentation and Self-Review Policy (board)
- School Planning and Reporting
- Reporting to Parents on Student Progress and Achievement
- Cell Phone Ban and One Hour a Day reading, writing and mathematics - adopted

Policy review and updates for Term 2 which have been completed are:

- Employer Responsibility Policy (board)
- Appointment Procedure (board)
- Equal Employment Opportunities
- Teacher Relief Cover
- Safety Checking
- Police Vetting
- Classroom Release Time / Timetable (board)

These policies were reviewed 08/05.

## STRATEGIC PLANNING, SELF REVIEW AND REPORTING

2023 Annual Report Draft to be circulated to the Board for feedback. This needs to be submitted to MOE by 31/05/2024.

## GENERAL BUSINESS

Meeting closed at 7.57pm



Date: 1/7/24

Karina McLuskie

Actions from 20th May 2024	Who/Time frame
Remove Ethan McGarvey from our contact list for the security company.	Bernard
A proposal for Tui House before and after school care and the holiday programme price increase will be presented at the next Board meeting. This is due to a number of factors including an increase in minimum wage and the cost of living.	Bernard
Accident and illness report, create a comparison of the last 2-3 years.	Bernard, Amy
What percentage of parent donations have been paid? To be reported at the next meeting.	Bernard
Shane Drury from Nueflow 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
Staff survey options to be considered	Bernard

In-Committee - Exit Interview Feedback