



Minutes of the Matangi School Board Meeting held on Monday 1st July 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), Kat Osborne (KO) (Staff Trustee)

**VISITOR:** Sarah Godsall (SG), Anna Tootill

**APOLOGIES:** Kelly Taylor

**AGENDA:** Agenda adopted as stated.

**SPEAKING RIGHTS:** Nill

### **BOARD HOURS:**

Board Member	Hours
Karina	8
Andrew	1
Brad	6
Matt	4
Sarah	2
Bernard	10
Kat	2

### **DECLARATIONS OF CONFLICT OF INTEREST:**

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

BW - Conflict of interest in knowing our new caretaker.

### MINUTES OF PREVIOUS MEETINGS CONFIRMATION:

It was moved that the presented minutes of 20th May 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 Ongoing	Due to our biggest fundraiser to support the pool upgrade being in October, it is unlikely that pool works will be completed before this Summer season.
The Junior Playground high rope platform and fall area still need to be made safe.	Board Ongoing	Revisit in Term 3 after the mid-year budget review.

Actions from 20th May 2024	Who/Time frame
Remove Ethan McGarvey from our contact list for the security company.	Bernard - Completed
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 - Presented at July Board meeting
Accident and illness report, create a comparison of the last 2-3 years.	Bernard, Amy - Completed
What percentage of parent donations have been paid?	Bernard - Presented at July Board meeting
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 - Ongoing
Staff survey options to be considered	Bernard - Completed

### MATTERS ARISING FROM MINUTES

AM unable to provide FOB for the pool area. Bernard will source 2 x quotes for this.

### NZSTA Jumbo scenario cards board training

### PRINCIPALS REPORT

#### Student enrolment data

Three students from the same family who are currently on our roll will be returning to their home overseas at the end of the Term 2. A Year 6 student has moved to now attend the same school their parents work at. We have been in contact with our local ECE providers and have identified several students who were not enrolled as Year 0 students for 2024.

## **Attendance**

Our Term 1 MoE Attendance report is provided in the Board folder for reference. It shows we were sitting at 68% of students attending more than 80% of the whole Term. The government target is that by 2030, 80% of students will be present for more than 90% of the Term. In other words; 80% of our students are attending 9 out of 10 days each fortnight. Bernard is meeting with the Kaahui Ako Attendance Officer next week to review our Term 1 data. This is a goal in our Kahui Ako strategic plan for 2024-2025 and the across school leader now has a position to also be working with our schools.

## **Mid year data**

Mid-Year Data is collected as a check in point for monitoring student progress and achievement. The main purpose for collecting mid year data is to check the progress that is occurring for students while there is still an opportunity to develop individualised learning plans to help accelerate student achievement. Data collection is based on the milestones for mid year and provides an insight into student progress towards meeting the end of year progress points.

### *Targets for End of 2024*

- Ensure there is no disparity between all students achieving in reading, writing and mathematics with 80% achieving within or beyond.
- Lift the disparity between boys and girls in writing so that 80% of boys and girls are achieving within or beyond.
- Lift the disparity of achievement for all Maaori students so that 80% of Maaori students are achieving within or beyond in reading, writing and mathematics.
- Lift the disparity between girl and boy achievement in mathematics so that 80% of boys and girls are achieving within or beyond.

The targets reflect the current Ministry of Education Targets that 80% students will be at or above the expected curriculum level for their age in reading, writing and maths.

### *Mathematics*

86% of students are achieving at or above the expected curriculum level in Mathematics.  
14% of students are achieving towards or well below the expected curriculum level in Mathematics.

### *Reading*

74% of students are achieving at or above the expected curriculum level in Reading.  
26% of students are achieving towards or well below the expected curriculum level in Reading.

### *Writing*

71% of students are achieving at or above the expected curriculum level in Writing.  
29% of students are achieving towards or well below the expected curriculum level in Writing.

### *Male Reading*

67% of male students are achieving at or above the expected curriculum level in Reading.  
33% of male students are achieving towards or well below the expected curriculum level in Reading.

### *Female Reading*

83% of female students are achieving at or above the expected curriculum level in Reading.  
17% of female students are achieving towards or well below the expected curriculum level in Reading.

### *Male Writing*

63% of male students are achieving at or above the expected curriculum level in Writing.  
37% of male students are achieving towards or well below the expected curriculum level in Writing.

### *Female Writing*

80% of female students are achieving at or above the expected curriculum level in Writing.

20% of female students are achieving towards or well below the expected curriculum level in Writing.

#### *Male Mathematics*

84% of male students are achieving at or above the expected curriculum level in Mathematics.  
16% of male students are achieving towards or well below the expected curriculum level in Mathematics.

#### *Female Mathematics*

87% of female students are achieving at or above the expected curriculum level in Math.  
13% of female students are achieving towards or well below the expected curriculum level in Math.

#### *Maori Reading*

62% of Maaori students are achieving at or above the expected curriculum level in Reading.  
38% of Maaori students are achieving towards or well below the expected curriculum level in Reading.

#### *Maori Writing*

59% of Maaori students are achieving at or above the expected curriculum level in Writing.  
31% of Maaori students are achieving towards or well below the expected curriculum level in Writing.

#### *Maori Mathematics*

72% of Maaori students are achieving at or above the expected curriculum level in Mathematics.  
28% of Maaori students are achieving towards or well below the expected curriculum level in Mathematics.

#### **Priority Learners - Mid-Year 2024** **Well-Below**

At the mid-year check-in point, our well-below students are the ones who are currently achieving one year or more below the expected curriculum level.

#### **Towards**

At the mid-year check-in point, our towards students are the ones who are currently achieving six months below the expected curriculum level. We believe it is essential to record this information as these students are at risk of becoming well-below if they do not make accelerated progress.

#### **Staffing**

New contractors - Prentice Enterprises have started with us in the interim to complete ground maintenance and minor repairs while we continue to advertise for a caretaker.

Thank you to Kierley Porima stepping successfully into Rimu 2, she has been an asset to the staff.

#### **Policies and procedures**

A helpful document has been uploaded into the Board folder from SchoolDocs which provides clarity as to what yearly assurances for policies/procedures are required for 2024.

#### **Health and Safety**

We successfully carried out a fire drill and a lockdown drill in Term 2. Both drills have gone through a review process.

#### **EOTC**

- 21/05 Koowhai Trip to Te Awamutu Space Centre and pools.
- 04/06 Kaahikatea trip to Hamilton Gardens
- 06/06 Rimu trip to Hamilton Gardens
- 19/06 Matangi hosted Country Cluster Year 3 Tabloids day

### **Curriculum**

Kelly Taylor was unfortunately unwell and unable to make the Board meeting to present to the Board. The work that has been done to plan and find funding for an outdoor learning centre in the Native Bush area. Thank you to Kelly Taylor and Amelia Meertens for their leadership with our Enviro Schools focus. Kelly and Amelia have been invited to share in our August meeting.

### **Matariki Week**

Another successful week, it seems each year it gets bigger and better. Thank you to the board and community for their interaction. We completed an enviro day, kite making, soup preparation and sharing and a kapa haka performance.

### **Keeping Ourselves Safe**

Communication will go out to the community Week 7, Term 3. An information evening will be held prior to the programme operating. A copy of our Child protection Policy is available in our SchoolDocs. Board members to review policy and return any updates to Presiding Member by the start of Term 3.

### **Priority learners**

Please refer to the document in the meeting file which shows progress and tracking of Priority Learners from the start of the year.

### **Tui House**

Report was presented to the Board for the suggested Tui House price increase to come into effect from Term 4 2024 for both the before/after school programme and school holiday programme. We received a substantial increase in OSCAR funding. Because of this the Board recommends we wait until 2025 to introduce price increases but would like to review this at the August Board meeting. The cost of living will hopefully settle along with interest rates alleviating potential financial hardship on our families.

### **Fundraising committee**

Property Brokers Angela and Russell Thomas from Property Brokers have agreed to be principal sponsors of our Golf and Glamour Fundraiser. The fundraising committee and the Golf Dad's Committee have been meeting to plan the day. The date is Thursday 10th October at St Andrews Golf course.

### **Senco**

Over the term, we have had many successes in implementing additional RTLB support and successful funding opportunities. This support is helping to support and develop the capabilities of our teachers which in turn is directly and positively impacting students' learning. Case meetings have been held, assessments undertaken and with most RTLB caseloads we are now at a point of completing CAP (collaborative action plan meetings).

A big thank you to Lisa Murray for submitting the documentation around support for our learners.

### **NZ uniforms**

Jackets are now in stock. Waiting on an ETA for polar fleeces. We are continuing to communicate with NZUniforms to collect the stock we still hold at school, and will continue to sell this until they have collected and paid for this.

### **Principal development**

Request for attendance for Melbourne Study Tour Monday 12 August – Thursday 15 August as part of Principal Wellbeing Funding. Details of the study tour included in the meeting folder.

### **Kahui Ako**

Emeritus Professor David Giles will be retiring at the end of this Term. He has worked across our schools and has provided leadership and professional development opportunities for Bernard and the Team Leaders over the years. Bernard and some staff members attended his farewell hosted at Hillcrest Normal School.

### **Stand down/suspensions**

- None

### **Professional learning**

Accelerating Learning in Literacy (ALL) first PLD full day session was attended by Rimu and Kahikatea staff. This was held through a Zoom meeting. We have been successful in having all teachers from Rimu and Kahikatea being accepted into this professional learning.

### **Population Growth Funding**

We have been successful in receiving a grant to support a targeted group of students with a school based project. Our Year 5 Boy writers will focus on Project Based Writing and making connections to our local community.

Janine McKay from the University of Waikato led our professional development with all teachers using Restorative Practices.

Our MOE Teacher Only Day had a focus on 'The Science of Learning' which will underpin teaching approaches in the new curriculum

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

### **ASSET MANAGEMENT - FINANCE**

2023 Audited Accounts received and approved by the Board.

The Board approved the May, June 2024 accounts.

PKF were timely in their reporting. Overall they have done a good job, Thank you to Janelle for liaising with them.

The Treasurer's report is in the Board folder.

### **ASSET MANAGEMENT - PROPERTY**

Adam Whauwhau suggested we lead a small blessing to open the hall. The community and board will be informed and will most likely be in the second week of the school holidays.

5YA Fence project – Neuflo have presented the proposal for approval. This has gone through the required procurement process and has been approved to progress by the MoE. The Board agreed that Bernard will request Neuflo to source two additional quotes.

Discussion was had by the Board regarding Property.

### **HEALTH AND SAFETY / WELLBEING**

The Sickbay report is in the Board folder. The Board would like to have a little more thorough content? Mostly about the location of injuries so the board can see where our H&S could potentially be improved.

Mountain Fresh have been contacted to come and service the water fountains and fix water handles outside Kahikatea 2.

### **POLICY AND PROCEDURES**

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

### **COMPLIANCE AND REVIEW**

Our 2024 Annual Report was submitted to the MoE as required. A copy of the submitted document is in the Board folder.

## GENERAL BUSINESS

A blurb from the Board will be submitted for our school newsletter. In this blurb please ask for more parent support on the fundraising committee and school donations.

Terms of reference for subcommittees (finance and disciplinary). Each of the sub committees come back to the board with their draft terms of reference for full Board approval.

Best practices discussion: MoE guidelines available for reference when making decisions. Boards are the ones that carry the contract for property works and the 5ya. All variations for Bespoke Build to go to the Board. Anything that does not impact the costs/overall design for the contract does not need to come back to the Board.

**Meeting closed at 8.40pm**

  
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Date: 26/8/24

Karina McLuskie

Actions from 1st July 2024	Who/Time frame
BB to get quotes for a FOB for the pool	Bernard
Review our Child Protection Policy	Board - Review and submit your thoughts to BB by the end of July.
Tui House BSC, ASC and Holiday Programme price increase Review cost for 2 kids x 4 x 5 days.	Board would like to defer to the August 21st meeting after the mid-year budget has been done. Board
Review cost for 2 kids x 4 x 5 days as outlined in the Tui House price increase proposal.	Bernard
Request for attendance of Melbourne Study Tour for Principal.	Board - Approved
Neuflow 5YA Fence project approval	The Board would like a timeframe for the two new quotes that BB suggested we get to be received and a project completion date.
Bernard to get two more quotes for the 5ya fence	Bernard
Bernard to talk to Jacob from MoE and check that he is happy with our processes.	Bernard
Review/edit child protection policy. Any other thoughts on this please email to Karina before the end of July.	Bernard / Korina
Tui House - Supply sickbay report to the Board before meetings	Bernard / Josie
2023 Audited Accounts - amendment to Anna Tootill's	Bernard / Accountant

2023 Audited Accounts	Board - Approved
Submit a more thorough sickbay report	Bernard / Amy
5ya funds balance sheet	Bernard
Sponsorship from Property Brokers - Do the board agree to Property Brokers being our major sponsor for the school for Golf and Glamour and other school events.	Board - Approved
Check cyclical donations in May / June accounts that are coded correctly.	Bernard / Janelle
Ask PKF for clarification around Number 4 on the PKF report. New Reporting Under Education (School Planning and Reporting) Regulations 2023	Bernard and Andrew did not understand this question. BB to get more information and clarification.
Check with Matt Whitmarsh around clarification for OUC for Kowhai	
Tui House costing. Currently it is \$150 for 2 children (\$7.50 x 4 x 5 days) for a full week, every day. Proposed new price would bring cost to \$170	Bernard - Review costings as inaccurate
Terms of reference for subcommittees (finance and disciplinary)  <b>Can each of the sub committees please come back to the board with some references?</b>	Report back at the next board meeting - either progress or table if completed.