



Minutes of the Matangi School Board Meeting held on Monday 21st October 2024, 6:30pm at Matangi School.

WELCOME AND KARAKIA

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

VISITOR: Paula Schwikkward, Anna Tootill, Karen Mowbray, Lisa Murray, Kat Osborne, Shaun Fleet, Amelia Meertens, Sarah Godsall

APOLOGIES:

AGENDA: Agenda adopted as stated.

SPEAKING RIGHTS: Scott Johnson

BOARD HOURS:

Board Member	Hours	Board Member	Hours
Karina	15	Matt	20
Andrew	1	Sarah	15
Brad	25	Bernard	10

MINUTES OF PREVIOUS MEETINGS CONFIRMATION:

It was moved that the presented minutes of 26th August 2024 Minutes be accepted and adopted as a true and accurate record.

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 (AM) stated he had a conflict of interest. AM went off topic, The Board Chair Karina McLuskie (KM) asked AM to declare conflict of interest multiple times and AM continued to stay off topic. The Board Chair adjourned the meeting at 6.36pm, returning at 7.03pm after seeking advice.

(Amendment - The time frame that the Board went into adjournment has been adjusted to 20 minute maximum adjournment as at December 9th meeting).

A Waiata was presented on AM's departure along with Karen Mowbray.

(Amendment - Andrew Mowbray resigned before he left the meeting)

BOARD CONDUCT MATTER

Following on from the conflict of interest the Board brought the Agenda item "Board Conduct Matter" up from the Agenda to address this issue.

On 1st July 2024, the non-conflicted members reviewed content provided to us which identified potential breaches of the Board's Code of Conduct by Andrew Mowbray. We reached the conclusion that the best way to handle this would be via an independent person to review the issues raised to ensure a fair and robust process. Subsequently, an independent investigator was engaged with the terms of reference. On 16th September, prior to the resignation of one of our members, the non-conflicted Board members formed an Investigation Committee to complete the process. Following the draft report being circulated to all members of the investigation, the independent investigator provided their completed report on 3 October 2024. The report identified 20 breaches of the school's Code of Conduct as listed below.

Andrew was provided with an opportunity to respond through the independent investigation, through feedback to the investigator on the draft of the final report, and via invitation from the committee through email. The committee then considered the information and reached a decision. All board members have been made aware of their obligations to the code of conduct and specifically with the introduction of the mandated board code of conduct. There has been regular discussion and help sought from NZSBA with Andrew in regard to his actions as a board member.

Subsequently for the final decision, the Committee sought external advice on the next steps and now move to formally censure Andrew Mowbray on all 20 of the breaches of Code of Conduct identified by the independent investigator, as the actions show a persistent breach of the code. A censure being a possible outcome under the Education and Training Act 2020 for any significant or persistent breach.

Additionally, the Committee would like to advocate for Board improvements that have arisen through this investigation.

- Review the SchoolDocs policies in areas where committees are also used (e.g. finance, property, suspensions) and add very clear delegations and limitations to these to define what the board retains and what is delegated to the principal.
- Put in place formally moved delegations with written terms of reference for each committee. All committee members are meant to have a copy of the board's resolution and the TOR.
- Consider making all committees having at least 3 members - often the principal and 2 board members.
- Consider having a Delegated Limits of Authority and Strategic Decisions table.

The Committee recommends these four points are considered and discussed at a subsequent Board meeting and potentially leverage NZSBA support to develop these policies and procedures.

I would like to take time to acknowledge the impact this has had on all members of the Board and their whānau while the investigation was worked through. I hope the decision tonight sets a clear expectation of our behaviours as Board members and that the improvement opportunities identified can be completed to ensure the Board is in a stronger position into the future.

Further discussion or comments from the Committee members of the Board.

The Committee were asked if they had additional comments at this stage to which Matt Silverton shared that he could not be on a board where 20 breaches of the code of conduct were acceptable and that is why he would be supporting censure. Sarah Bourke then added she agreed with Matt Silverton's comments. The members also acknowledged the work and support Andrew had given to the school over many years as a parent and Board member, and thanked him for this.

BW moved the 20 breaches of Code of Conduct identified by the independent investigator are upheld, namely:

On 2 occasions Andrew did not Respect the integrity of the principal, staff, parents and students and is censured accordingly

Seconded: Matt Silverton
All those in favour: All hands
Motion passed

On 4 occasions Andrew did not Demonstrate respect for each other and individual opinions and ideas and is censured accordingly

Seconded: Sarah Bourke
All those in favour: All hands
Motion passed

On 1 occasion Andrew did not Maintain the confidentiality and trust vested in each member and unreservedly declare any conflict of interest and is censured accordingly

Seconded: Matt Silverton
All those in favour: All hands
Motion passed

☐ On 4 occasions Andrew did not Not act independently of the board's decisions and is censured accordingly

Seconded: Matt Silverton
All those in favour: All hands
Motion passed

On 4 occasions Andrew did not Recognise the lack of authority in an individual board member or committee/working party of the board in any interaction with the principal or staff and is censured accordingly

Seconded: Sarah Bourke
All those in favour: All hands
Motion passed

On 3 occasions Andrew did not Recognise that only the presiding member (working within the Board's agreed presiding member role description or delegation) or a delegate working under written delegation can speak for the board and is censured accordingly

☐ Seconded: Matt Silverton
All those in favour: All hands
Motion passed

On 1 occasion Andrew did not Act as good employers and is censured accordingly

Seconded: Sarah Bourke
All those in favour: All hands
Motion passed

On 1 occasion Andrew did not Reflect the Matangi School Values at all times and is censured accordingly

Seconded: Sarah Bourke
All those in favour: All hands
Motion passed

Brad Ward concluded this part of the meeting with the following statement: I tautoko what Matt said. It is important to note all the hard work, resources, time, investment and energy he has put into the school, and which was not within the scope of the investigation. In fact it is important to note the investigation was solely in regards to the internal governance of the school and did not include any operational matters of the school, the good mahi of the teachers, staff or any other operational matters

TE REO MĀORI - PRESENTATION BY SCOTT JOHNSON

Scott Johnson presented to the Board the work he is doing to support our strategic initiative; Our Practice. Continue to develop practices that reflect Te Reo Māori, Tikanga, Mātauranga and Te Ao Māori to enable Māori students to achieve success as Māori.

MATTERS ARISING FROM THE PREVIOUS MINUTES (10 mins)

Action - Ongoing	Who/Time Frame	Resolution / update this meeting
Revisit Pool use and access in 2024	Board	Term 4

Actions from 26th August 2024	Who/Time frame
<p>Terms of reference for subcommittees (finance and disciplinary)</p> <p>Can each of the sub committees please come back to the board with some references?</p>	<p>Report back at the next board meeting - either update with progress or table if completed.</p> <p>Finance - Completed</p> <p>Disciplinary - Continue to work through this before the next Board meeting. Possibility do a workshop with the Board</p>
5YA Fence Project decision	Completed - See Principal's report
Review on our 2024 goals. Review goals for 2025	December meeting
Review EOTC budget with Team Leaders - Does the fundraising contribution of \$1000 per EOTC reduce the amount, or has this been reduced already? Are the fundraising committee keen to increase this to \$1500.00.	<p>\$1000 has been allocated.</p> <p>The fundraising committee is meeting on Wednesday 23rd.</p> <p>Bernard will ask them about if there is any extra money they can put towards due to rising costs.</p>
Year 5&6 mural - Approval needed from Board to move forward with the woop mural and financial assistance?	Bernard working with Karen Mowbray.
Review Health and Safety policy - organise a sub-committee consisting of a few staff members.	On-going

NZSTA Jumbo scenario cards board training

PRINCIPALS REPORT

Student enrolment data

Student Enrolment Data

As at:	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Current Roll Total	Pre Enrol	Predicted Roll (EOY)	Banked Staffing	MoE Staffing Allowance
20/02	0	23	33	30	39	33	35	193	11	214	.01	11.71
15/05	0	29	31	29	39	32	34	194	12	206	.13	11.79
24/06	3	28	31	29	39	32	33	195	12	204	.01	11.79
20/08	5	28	31	30	38	32	33	197	8	205	.09	11.99
16/10	10	28	31	30	38	32	33	202	5	207	.16	11.93

Attendance

Attendance Rate

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%	1.07%	83.65%
20/10	1.80%	2.30%	1.15%	0.49%	94.26%

Strategic Goals

Staffing

- NZCER Staff Wellbeing Survey : staff have completed the teacher workplace survey at the end of Term Three. I will provide a report for the Board once the staff have had the opportunity to discuss the results.
- We have received MoE funding to employ an additional Learning Assistant to support a student in Term 4. We have appointed Imogen Dryden to a fixed term/part time position for this role.
- I have provided the proposed staffing for 2025 based on the MoE Provisional staffing received (refer to the meeting folder). I am yet to confirm staffing with all staff at the time of writing this report. However, as a school we should be in a positive position for 2025 with our current staffing.

Strategic Plan

The MoE are currently reviewing the NELPs which have been used to develop our current strategic and annual plans. If changes are made to these, then there may be a need to review our priorities as we develop our 2025 annual goals.

Term dates for 2025

The MoE has informed schools that they are entitled to have two Teacher Only Days during Term time in 2025 to support the implementation of the English and Mathematics curriculums. We are yet to receive information about the resourcing for these days, however, we would ideally have one in Term 1 and the next in Term 2.

EOTC

15/10 Parent meeting held for Kahikatea Camp

15/10 RAMS for Kahikatea Camp emailed to the Board for approval

Curriculum

Scott Johnson to share at the Board meeting the work he is doing to support our strategic initiative; Our Practice a) Continue to develop practices that reflect Te Reo Māori, Tikanga, Mātauranga and Te Ao Māori to enable Māori students to achieve success as Māori.

Congratulations to the teachers and students of Rimu and Kahikatea teams for their successful Market Day in Term 3. This was the culmination of the Financial Literacy work that they had been doing. It was great to see so many members of our community join us for this event and contribute by purchasing many of the goodies that were for sale.

Enviro schools

Building of the Matangi School Outdoor Classroom will start in mid to late November. Adam Ballinger (Flynn and Addison's dad) from New Image Homes will provide us with a plan and is getting back to Kelly regarding the Code of Compliance. It will be great to see this project come to fruition. Tamahere Lions, who we received a grant from, would like to visit the school once this project is underway, Kelly will liase with Craig Phillips regarding this.

Our term 4 Enviro Day is on the 19th of November. Kelly and Amelia will meet with Adrienne from Enviroschools early this term to discuss a Holistic Reflection (this replaces the Bronze Reflection). During this time we will ask, listen and understand the following:

Notice where Matangi school is at and look ahead to where we might go,

Reflect on and learn from our experiences,

Share and celebrate our journey so far and give voice to aspirations,

Affirm and give support for the Kaupapa and to continue the journey.

As part of Rimu and Kahikatea workshops, students will be learning about Fungi, the parts of fungi and its life cycle. There are turkey tail fungi in our scientific area. Mr Pettit is holding a hut building club for the year 5 and 6 students during lunch time. They are working on building a hut in our ngāhere (native area), this is an ongoing project. It will be great to see students having fun during Bush School and utilizing and exploring our ngāhere (native area), now we have some fine weather. Daffodils and plants grown in the greenhouses are getting ready to be planted around the school. Rachel (Ollie and Bayley's grandmother) has been working on the vegetable gardens most Thursdays, with a small group of year 3 and 4 students. This area is looking great and the students are enjoying learning about planting, and maintaining healthy plants.

Matangi community committee

Kitty Burton met with me and Kat Osborne to discuss the strategic plan the committee have been working on. This is included in the meeting folder. They are hosting a community meeting on Sunday 20 October 12.30 pm. – 2.30pm in the Matangi Hall.

Here is a link for further information

<https://matangilink.nz/2024/09/29/matangi-a-plan-for-the-future-community-meeting-20-october-2024-and-survey/>

Pool

The pool will be open from Week 6, Monday 18 November 2024 through to 11th April 2025 (end of Term 1) or earlier if weather is not conducive. The pool and pool grounds have been tidied and prepared for the season. John Brocket has been employed to open and close the pool throughout the season, and has been booked on the Pool Compliance course on Thursday 24 October.

Keeping ourselves safe

This was taught in Term 3 across the school. Two families requested that their children not participate in the programme. They were catered for by working with myself or Sarah Godsall when the sessions were being taught.

Tui House

School holiday programme was run Monday to Thursday both weeks and had good numbers attending all days. Thank you to Josie Kingham and the staff who provided a fun and safe programme.

Carmen Fletcher has resigned from working mornings at Tui House and we thank her for her years of service and the care she showed to the students.

Josie Kingham is currently confirming a replacement for this position.

Fundraising committee

- The Golf Tournament was held at St Andrews Golf Course. A massive thank you to Steve Meertens and Matt Silverton. A special thank you to our sponsors and for the people/companies that donated prizes and items for the auction. There was a great turn out from staff who helped make the day run smoothly.
- Due to lack of ticket sales for the Bingo/Dinner function, the Fundraising Committee has decided to postpone this event until 2025. We will not lose the deposit paid for the Bingo this way.
- Treat Day at the end of Term 3 was Pizza Lunch and was well supported
- School Disco – this was well attended and there was lots of dancing and fun had. A special thank you to Brooklyn Mowbray for his DJ skills and to Andrew Mowbray for setting the cool atmosphere with lights, sound and smoke machine.

SENCO

- IEP review meetings have been set for the coming weeks
- Two ICS applications have been completed.
- Two high health re-applications for funding have been submitted.

Updated Funding Allocation October 2024

ORS (Ongoing Resourcing Scheme)	SNNHF (School High Health Needs Fund)	RTLB (Resource Teacher for Learning and Behaviour)	Speech & Language
2 Students	4 Students	4 Students 1 L.A/Teacher group	4 Students
ESOL (English for Speakers of Other Languages)	Assistive Technology (Auditory processing devices)	StepsWeb Literacy Support	

Population growth funding

The group of 3 of our senior students who participated in a Tipu Ake Carving programme participated in the graduation ceremonies with Tamahere School on Tuesday 15 October and then with our Kaahui Ako schools on Thursday 17 October.

NZ uniforms

Our stock has been picked up and we are waiting for the head office for the payment of this.

Kahui Ako

Principal development

06/09 Waikato Principals NZEI Hui

10/09 First Time Principals Community of Practice Hui at Wharepapa South School

30/09 First Time Principals Hui

Stand downs/suspensions

PROFESSIONAL LEARNING

Term 3 and 4 – We have been working with Aliese White from Cognition Education to gather student, parent and staff voices related to improving learning outcomes for students. Aliese has held focus groups with the leadership team, teaching and learning support staff, parents and students and will present a report that will help provide insight into areas that we as a school can build on.

Aliese White's work with us comes through our Kaahui Ako funding with the MoE to develop the work of Russell Bishop, who is a leading New Zealand educational leadership researcher.

24/09 Janine MacKay (UoW) - led a staff meeting on how we care for each other and ourselves. Throughout the Term, Year 0-2 teachers have continued the BSLA professional development and have worked with Toni Howard from Longworth Education with the Play Based Learning professional development.

Year 3-6 teachers have continued the Accelerated Literacy Learning (ALL) and worked with Saga Vaisagote (Evaluation Associates) for in-school support.

ASSET MANAGEMENT - FINANCE

The Treasurer's report is in the Board folder.

September accounts have been passed. **(An amendment has been made after the 9th December meeting)**

ASSET MANAGEMENT - PROPERTY

Discussion was had by the Board regarding Property.

HEALTH AND SAFETY / WELLBEING

NZCER Staff Wellbeing Survey : teaching and support staff have completed the teacher workplace survey at the end of term three. I will provide a report for the Board once the staff have had the opportunity to discuss the results.

POLICY AND PROCEDURES

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

Current policies and procedures for review.

- Finance and Asset Management
- 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

COMPLIANCE AND REVIEW

GENERAL BUSINESS

Succession planning - Brad Ward

- How are we going to encourage the community into Board roles?
- Should we open Board meetings up and encourage participation with a Q&A?
- Co-opt people on to the Board to gain experience on the Board.

Staff wellbeing

- Reflections from the Board have been put into a working document. The document will be shared with staff by the end of this week for consultation after sourcing input from senior leadership.

Staff Board Rep election

- Kat has resigned from the Board as staff rep. Thank you Kat for your contribution.
- Janelle has been appointed as the returning officer.
- The election would be completed by the 22nd November 2024 going off the dates Bernard shared with the Board via email today.

Staff resignation

- Andrew Mowbray handed in his resignation
(Amendment to the minutes was made from 9th December meeting)

Meeting closed at 7.59pm


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Date: 9/12/24

Karina McLuskie

Actions from 21st October 2024	Who/Time frame
Would the Board be willing to fund the end of year staff function to \$50 per person. - \$1 200	Approved
If the Board would like to provide feedback on the Community Strategic Plan it has been included in the meeting folder. They are hosting a community meeting on Sunday 20 October 12.30 pm. – 2.30pm in the Matangi Hall., please let me know and we can organise a time to meet.	Board
Would anyone from the Board like to be a school representative to attend the Matangi Community meetings?	Board
The Board wants to do a pool inspection before we offer pool keys for the 2024/2025 season.	Bernard to arrange
Would the Board like to offer pool keys to members of the community.	Approved
Would the Board like to progress with the FOB.	Approved
The FOB quote comes with 40 FOBs. Check last year pool key sales to see how many FOBS we will need to buy.	Bernard - Amy 52 keys were used last season by staff and school families 22/10
Send the pool information that is sent out to families to the Board to check that we are covered legally.	Bernard - Amy Amy has sent to Bernard 22/10
Arrange a thank you for Carmen from the Board around Carmen's service to Tui House.	Bernard - Josie
Board policy review in by the 25th November	Board
Put potential Board meeting dates for 2025 together and bring them to the Board meeting in December.	Bernard - Amy Amy has sent to Bernard 22/10
Add Succession Planning to the Agenda for December 2024:	Bernard - Karina
Frequency variation approval	Approved
Could the Board approve the Maltbys variation of fees?	Approved
Prepare the draft budget before 9th December	Janelle, Bernard, Matt
Could the Board approve the September accounts?	Approved
5YA - Fence quote Approval needed by the Board.	Approved
Ace Electrical - FOB system in the pool. Approval needed by the Board	Approved
Quote from Cambridge Locksmiths Approval needed by the Board.	Approved
Select Alarms - Updated	Approved