



Minutes of the Matangi School Board Meeting held on Monday 17th February 2025, 6:30pm at Matangi School.

### **WELCOME AND KARAKIA**

At the first meeting of the year the Board needs to lay out the process in terms of voting on any decisions. The Board agreed to continue to work under the consensus model. For anything where there is no agreement on the Board will move to a vote.

### **ELECTION OF PRESIDING MEMBER AND FINANCE**

Karina McLuskie noted she will not be re-standing for the Presiding Chair position. The Presiding Member position will now be co-shared between Brad Ward and Matt Silverton.

Brad Ward will run the meetings and more discussions will be held within the board on how this will work moving forward and will document how the roles and responsibilities will be delegated. The Board thanked Karina for the time, effort and commitment to improving outcomes for students at Matangi School. Karina will remain on the Board.

**PRESENT:** Karina McLuskie (KM), Brad Ward (BW), Bernard Butler (BB), Matt Silverton (MS), Amelia Meertens (AM), Sarah Bourke (SB), Robert Naumann - Education evaluator, Lisa Metcalfe-MoE, Sarah Godsall (SG), Kat Osborne, Lauren Prentice, Lisa Murray, Sinead Mulligan, Larissa Cochrane, Shane Bold, Aaron Robinson, Deborah Hall

### **APOLOGIES:**

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

**SPEAKING RIGHTS:** Sarah Godsall, Robert Naumann

### **BOARD HOURS:**

Board Member	Hours	Board Member	Hours
Karina	15	Sarah Bourke	8
Brad	8	Amelia Meertens	10
Matt	10	Bernard	15

## DECLARATIONS OF CONFLICT OF INTEREST:

No conflicts of interest were declared.

## MINUTES OF PREVIOUS MEETINGS CONFIRMATION:

Clarification around the attendance by Sarah Godsall. Amend December 2024 minutes to include the update as it is written.

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

Action - Ongoing		Who/Time Frame
Review Staff wellbeing and safety policy - organise a sub-committee consisting of a few staff members.	On-going	Amelia and Kat are meeting with Bernard to work on a plan around staff wellbeing. Bernard will report to the Board at the Week 8, Term 1 meeting.
Actions from 9th December 2024		Who/Time frame
The Board will create a working group and will get together in Term 1 to work on the strategic plan.		Board - Monday 24th February at 6.30pm
Host an open night for Board roles and responsibilities to support upcoming Board elections- Korero around communications from NZSBA - information sent out to community		June/July open night Board - Ongoing
Year 6 Leavers Dinner - can it be increased for 2025		Board - Increased to \$1500 - Completed

## MATANGI SCHOOL BOARD DELEGATIONS TO PRINCIPAL SCHEDULE

Shared and confirmed. Report is available in the Board folder.

## CODE OF CONDUCT

Ministry of Education legislative Code of Conduct

Matangi School Board Code of Conduct - Reflects on Matangi School values.

The Board agrees to continue to work under both codes of conducts, signed by Board members.

## INWARD CORRESPONDENCE

The Board have received a signed letter from a group of concerned community members and the community have asked for the letter to be tabled. The letter is regarding the Matangi Revival Group and the way they have gone about developing their own survey without following the school's processes. The Board has agreed to undertake an independent survey that will be robust and will be available for all the families to have their input. Robert Naumann has been brought into the school as a specialist support through the Ministry of Education.

## PRINCIPALS REPORT

Read. The Principal report is available in the Board folder.

## ASSET MANAGEMENT - FINANCE

December accounts - Approved by the Board

January accounts - Approved by the Board

Draft budget review completed 12/02/2025 - Approved by the Board

The 2025 budget had a surplus of \$9000. Bernard will liaise with staff on how this is best used while continuing to track spending.

## GENERAL BUSINESS

### \* Vacant Board Position

Advice needed from NZSBA, MoE and Robert Naumann around filling this position

### \* Board Work Plan

Refer to the October 2024 meeting - to be completed by the end of Term 1

## HEALTH AND SAFETY

- On the last day of Term 4 2024, we had a grandparent trip on the pavers underneath the trees by the edge of the field and they were seriously injured. Bernard has contacted two companies for quotes to get these pavers re-laid and levelled. This has been coned off and secured while waiting for the quotes to come in and work completed.

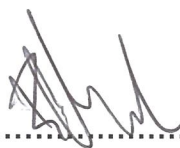
## IN COMMITTEE

### \* Leave Request

### \* Exit Interview

### \* Wellbeing

Meeting closed at 7.45pm



Brad Ward

Date:

27 May 2025.



Actions from 17th February 2025	Who/Time frame
Review the medical certificate policy - relating to absentees for medical reasons.	Bernard
Approve the budget for 2025	Board - Approved
Develop Annual Work Plan by 31st March 2025	Board
Review carpark design for Jack Foster Reserve	Board - Approved
Review Term One policy and procedure reviews - due by next meeting on 24th March	Board
Approval of Teacher Only Day Friday 4 April	Board - Approved
Lisa Murray has been invited to talk to the Board about SENCO on 24th March	Bernard - Completed
Scott Johnson has been invited to talk to the Board around Te Reo Maori on 24th March	Bernard - Completed
The Board has requested a report from Stephen Blair about the progress of his meetings with Bernard and the Leadership team. This comes as a cost and the Board wants to make sure it is justified.	Bernard
Fence project will commence in the April school holidays.	Board - Approved
Minimise, isolate or eliminate the hazard from the roots under the trees.	Bernard - Completed
This year there is a budgeted surplus of \$9000. Bernard will discuss with staff on where this is best used as we continue to track our spending.	Bernard
Can the Board approve two learning retention units to cover production and enviro schools.	Board - Approved
Approved December 2024 and January Accounts 2025	Board - Approved
Board Election date - Recommended by NZSBA to be set as Wednesday, September 10th 2025.	Board - Approved
Bernard to ask Janelle Bailey if she is happy to be the Election Officer and then investigate the Electronic voting register	Bernard
Amend December 2024 minutes around attendance. Sarah Godsall has supplied a report in the Board folder.	Amy - completed
Increase Leavers Dinner budget to \$1500 and review in July budget.	Board - Approved
Review staff wellbeing policy	Bernard, Kat, Amelia - Week 3, Term 1
Review current conflict of interest register.	Bernard