MATANGI SCHOOL

www.matangi.school.nz— 07 829 5735

Minutes of the Matangi School Board Meeting held on Monday 24th March 2025, 6:30pm at Matangi School.

WELCOME AND KARAKIA

PRESENT: Brad Ward (BW), Karina McLuskie (KM), Matt Silverton (MS), Amelia Meertens (AM), Sarah Bourke (SB), Sarah Godsall (SG), Rob Naumann (MoE),

Kat Osborne, Vanessa Bold, Aaron Robinson, Joe Murray, Lisa Murray, Tristan Penman, Tracy Morgan, Dean Morgan, Larissa Cochrane, Sinead Mulligan, Susie Staines, Lauren Prentice, Shaun Fleet.

APOLOGIES:

AGENDA: Agenda adopted as stated. Adopted.

SPEAKING RIGHTS: Sarah Godsall, Robert Naumann, Kitty Burton, Lisa Murray

BOARD HOURS:

Board Member	Hours	Board Member	Hours
Brad	10	Sarah Bourke	5
Matt	15	Amelia	6
Karina	6		
Sarah Godsall	4		

DECLARATIONS OF CONFLICT OF INTEREST:

No conflicts of interest were declared.

MINUTES OF PREVIOUS MEETINGS CONFIRMATION:

It was moved that the presented minutes from 17th February 2025 be accepted and adopted as a true and accurate record.

MATTERS ARISING FROM THE PREVIOUS MINUTES (10 mins)

Action - Ongoing		Who/Time Frame
Host an open night for Board roles and responsibilities to support upcoming Board elections- Korero around communications from NZSBA - information sent out to community	On going	June/July open night Board
Minimise, isolate or eliminate the hazard from the roots under the trees.	On going	Principal to get quotes
Develop Annual Work Plan by 31st March 2025	On going	Board - On track
Review Staff wellbeing and safety policy	On going	Amelia, Kat and Principal
Actions from 17th February 2025		Who/Time frame
Review the medical certificate policy - relating to absentees for medical reasons.		Completed
Review carpark design for Jack Foster Reserve		Completed
Review Term One policy and procedure reviews - due by next meeting on 24th March		Completed
Approval of Teacher Only Day Friday 4 April		Completed
Lisa Murray has been invited to talk to the Board about SENCO on 24th March		Completed
Scott Johnson has been invited to talk to the Board around Te Reo Maori on 24th March		12th May
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.		Completed
Fence project will commence in the April school holidays.		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.		Completed
Can the Board approve two learning retention units to cover production and enviro schools.		Completed
Approved December 2024 and January Accounts 2025		Completed
Board Election date - Recommended by NZSBA to be set as Wednesday, September 10th 2025.		Completed

Bernard to ask Janelle Bailey if she is happy to be the Election Officer and then investigate the Electronic voting register	Completed
Amend December 2024 minutes around attendance. Sarah Godsall has supplied a report in the Board folder.	Completed
Increase Leavers Dinner budget to $1500 and review in July budget.	Completed
Review current conflict of interest register.	Completed

Jack Foster Reserve Improvements - Kitty Burton

Kitty spoke to the plans and showed the community the current concept drawings and discussed.

ACTING PRINCIPALS REPORT

Taken as read. The Principal report is available in the Board folder.

Specific topics spoken to:

* Student achievement - priority learners. Identify those children, reflect and implement structured literacy. Accelerated learning being worked on. SG explained the reflection and scaffolding concepts.
* Annual Plan - SG explained what this is to the audience, and the strategic plan. This document will be available on the website, but it is also displayed in the Principal's office for general viewing. Next plan will be consulted with the community in Term 3.
* Actual practice is reflected in the Annual Plan.
* An explanation of availability of Board materials prior to the May meeting.
* Annual plan was approved.
* Attendance - quite a lot of sickness, there was a large number of our priority students. Challenges with absences and missing out of learning, especially with the new curriculum. Stepped Attendance response model discussed. Encourage the return to school.
* Stephen Blair's report was discussed.

SENCO

Lisa Murray spoke to the SENCO report.
How much time is being spent - 1 day release SENCO day, but SENCO consumes at least 2 days a week worth of work. Term 1 is usually the busiest in the schedule. Allocation of hours by the ministry for the care plan that is provided by the school. Professional roles come into the school to support relatively frequently (approx. 1 a week). Sensory room is a success.

Lisa Murray spoke to the proposal for the establishment of a Matangi Volunteer group.
Jobs or tasks would require a safety action plan for each task. The Principal would determine what needs to be done. Explained the health and safety risks and challenges around being a PCBU.
Lisa and Sarah G to return to the Board with more detail around the health and safety component of the proposal.

FINANCE REPORT

Taken as read. Summary of after school care - $9k surplus. Scope for spending.

February accounts discussed and approved

Financial accounts for the past year - actual surplus was greater than expected.

Budgeted a $9k surplus for this year, have made some decisions regarding leavers dinner and other resources.

Approved.

PROPERTY

Shane came out to discuss the fence - this will be done over 6 days over the school holidays.
Waiting to hear back on temporary fencing.

HEALTH, SAFETY AND WELLBEING

Incidents - remediation of the paving issue.
Sick bay - comparison on previous years was requested. SG to investigate the 'burn' incident and see if we need anything further in place.

POLICY AND PROCEDURES

Policies for review in the folder.
Wellbeing Policy review - brain dump is provided now, next steps are further refinement of the required change.
Near miss register - SG to check in on status of this and follow through
Concerns and Complaints policy has also been updated. One page PDF available to step people through that
Asbestos Management Plan - MS following up

INWARD CORRESPONDENCE

Three pieces of correspondence received. Two are to be responded to.

GENERAL BUSINESS

No general business

Open meeting closed at 7.29

IN COMMITTEE

Meeting closed at 9.19pm

..... **Date:** 21 May 2025.

Brad Ward

Actions from 24th March 2025	Who/Time frame
Near miss register	Sarah Godsall
Sickbay report comparison and burn incident investigation	Sarah Godsall, Amy Pickford
Upload Concerns and Complaints procedure to website	Sarah Godsall, Amy Pickford
Complete Asbestos Management Plan	Matt Silverton
Matangi Volunteer Group - Look further into this and expand on Health and Safety requirements	Sarah Godsall, Lisa Murray
Approve February Accounts	Approved