

**Minutes of the April Meeting of the Matamata College Board of Trustees held on
Tuesday 5th May 2009 – 7.00pm**

Present: G Rowsell, J McCormack, L Smith, B Williams, B Tuhakaraina, P Watkin,
G Baker, P Vossen, C Tiddy, M Liddle, A Munro, F Mathews.

Apologies: L Parish, W Gage. B Tuhakaraina/C Tiddy carried

Curriculum Delivery: to be continued next month

Minutes of the previous meeting:

Minutes of the Board of Trustees March meeting held on Tuesday 31st March 2009 were read and accepted as a true and accurate record.

G Baker / B Williams Carried

Matters Arising From Previous Meeting Minutes: NIL

Correspondence: See attached schedule

- Resignation received from S Morris. Moved: to accept S Morris resignation.
G Rowsell/B Tuhakaraina carried

Moved - that the Inwards correspondence be accepted and the outwards approved

G Baker / P Vossen carried

Finance Report: Bret discussed his written report tabled. Early days yet – but forecast projections are for an end of year \$43000 deficit.

Still awaiting word from the Auditors regarding the 2008 Financial Report. This needs to be filed with the Ministry of Education by 31 May.

Moved: The payments for March of \$382754.03 be approved.

B Williams/P Watkin carried

Moved: That the Finance Report be accepted.

B Williams / B Tuhakaraina carried

Principal's Report: Glenn discussed his written report.

- Roll remains steady. Still enrolling new students.
- Staffing roll for the 2009 year has been confirmed – we have a slight surplus which will be soaked up by relief teaching.
- Alternative Education school is going well – recently received excellent reports on student progress.
- Attendance has continuing issues with reporting of stats. Still finding glitches in the KAMAR recording system.
- Maori Student Achievement – big day for the Kapa Haka group on this weekend attending Regional Competition.
- ERO – Preliminary meeting Friday 8th at school.
- Interim Reports issued – Parent interviews - trialling a new system for appointments – parents can book on-line, those without internet access can book through the college office. Will be interesting to see how this works.
- Staff Resignations – 2 vacancies in the English dept – very hard to fill. Discussion re: utilising the services of an agency to source overseas teachers – large percentage 'finder's fee' to be paid also want exclusive contract. Not an option as

the cost too high. Also have issues finding short term replacement for staff member requiring sick leave for operation and recuperation. Again not easy to find suitably qualified teacher.

- Teacher only day set for the Friday of the Feilddays, 12th June. Also the first day of the ERO visit.
- Review of teacher registrations – currently have two teachers in the process of renewing their registrations all the rest are current.
- Health Clinic – both the Public Health Nurses and the Doctors clinics are being well used. Nurse wanting to extend her visits to twice weekly but needs to receive authorisation from her bosses at the Waikato DHB.
- Pandemic planning – reviewing this currently. First aid supplies have been acquired.
- MIDY's reports – discussed the results comparison from the past 5 years. How this information can be used to assess effectiveness of departments and teachers to add value to student learning.
- Winter sporting codes under way. Reduced teams for rugby and netball. New League club has had an effect on numbers playing rugby – tried to accommodate students wanting to play both but students need to be committed to practices as well as competition games. Need to be fair to the coaches and managers.

Moved: The Principals report be accepted.

G Rowsell/B Tuhakaraina Carried

Property Committee Report:

Peter Vossen discussed Property meeting. Repairs completed to the N Block, N5 classroom, and S Block. However S Block proving difficult and at present is still leaking in the rain. May need to run a hose on the roof to try and locate entry point. N5 ceiling beam needs Caretaking to paint to complete the repairs. S Block also has a couple of classrooms with noisy light fittings - need to have an electrician check these and replace if necessary. Discussed progress on T Block refurbishment. Budget has been blown by the large number of overruns. Disappointed with the Project Management of the project. However classrooms looking good.

New Gym proposal – preliminary drawings have been completed that can be used for discussions on the proposed joint venture idea with the MPD Council.

Moved: Property report.

P Vossen/G Baker Carried

Maori Report: Board expressed their condolences to the Douglas Whanau on their recent bereavement.

Te Rangimarie Committee – attendance approx 6-10. Delighted with the Kapa Haka groups progress. Held and official welcome for the new teacher aide Queenie Allimatifitafi – a lot of interest from the community in her roll at school. The committee is starting to focus on Maori student achievement in the wider school setting. Interested in attendance and discipline issues. Next meeting will be the 11th May.

Student Report:

Received a letter from 3 Yr 12 students regarding the state of the V Block toilets – valid points raised. There had been issues with the contractors from Canon Hygiene missing out the service on the sanitary units in the V block for a couple of months. Unfortunately no-one had brought this to the caretakers or EO's attention sooner. The problem has been

rectified now. Issues with the supply of both soap and toilet paper – bit of a catch 22 – supplies are replaced but in low quantities due to student mis-use of the products. Issues with cleaner safety and workloads cleaning up student’s vandalism. Have asked the cleaners to monitor the situation and record incidents of misuse and in the mean time increase the supplies to ensure that the students don’t run out of product. Students need to be made aware of the concerns from the cleaners and act as both mentors for good behaviour and encourage all students to act responsibly in their use of the facilities supplied. Let us know promptly when cleanliness issues arise.

Staff Representative: NIL

PIM Report:

Next meeting Rick Murray will present “Parents as Careers Advisors” – 20th May.

Sports Club Report: Meeting Monday 4th May – looking for a project to spend funds raised – approached all sports asking for requests to enhance their sport in the college. \$5000 received from the Pelorus Trust will help fund the new junior rugby numbered jerseys.

AGM Monday 25th May 6pm – 3 current members standing down.

Policies: NIL

Chairpersons Report: NIL

Audit Committee Report:

Parent satisfaction survey next project. Need to look at the Strategic Plan and review the Pandemic policy.

General Business: NIL

There being no further business the meeting closed at 8.40pm.

Next meeting: Tuesday 26th May 2009

Confirmed as a true and correct record.

Signed: _____ Date: _____

Chairperson Board of Trustees