

**Minutes of the August Meeting of the Matamata College Board of Trustees held
on Tuesday 25th August 2009 – 7.00pm**

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

Apologies: L Parish.

Michelle Liddle/B Williams carried

Curriculum Delivery: NIL

Minutes of the previous meeting:

Minutes of the Board of Trustees July meeting held on Tuesday 28th July 2009 were read and accepted as a true and accurate record.

G Baker / A Munro Carried

Matters Arising From Previous Meeting Minutes:

- ACE Funding – Co-ordinator understood Board's position on the decision to not continue with Com Ed next year.
- Bus Trust – feedback via Intermediate that the MOE have agreed to the continuation of the Tirau bus until the end of the year. Alan to confirm this as he hadn't heard anything official of this nature.
- Parent Survey results previously circulated by e-mail. Some Board members still need paper copy. Alan to forward.

Correspondence: See attached schedule plus additions

1. Confirmed ERO Report

2. Coates letter.

- E-mail - Re: appointment of Returning Officer for the Student Rep Elections dated: Wednesday 5th August. Confirming the motion: that Jennifer McCormack is appointed as Returning Officer for the Student Rep elections 2009.
B Williams/L Smith. Carried.
- Email – Re: PPTA paid Union Meeting. Further to the email Monday 31 August 2009 1.10pm will be set aside for the PPTA Paid Union meeting. A Notice has been sent home to parents/guardians with apologies for the short notice.
- Anne Tolley Minister of Education – Sportfit initiative. Discussed possible impact on Matamata College. May lose some funding. Should be able to maintain the Sports-Co-ordinator role.
- ERO Confirmed Report – received by Chairperson – Post Community Letter on to Matamata College web page. Lynette Smith will make contact with Chronicle re article to advise community of confirmed report and recommendations. Need to complete a survey on the ERO Review process.

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

P Vossen / G Baker carried

Finance Report: Bret discussed his written report tabled. Discussed the pro and cons between ASB/Westpac. **Moved:** The Matamata Board of Trustees move its banking facilities to the ASB Bank from the Westpac bank as at 1/12/2009. Operating both banks accounts for all of Term 1 2010 to facilitate a smooth change process for Payments and income.
B Williams / P Watkin carried

Projections data is really falling into place this year and with confidence can say we are projecting towards a \$30,000 net deficit and a reduction of Working Capital by \$35,000.

The Finance Committee decided to accept the offer to upgrade the current Franking machine to a free Digital franking machine as per Pitney Bowes offer. The Committee would like to recommend some compensation be given to G Rowsell for his travel expenses whilst on sabbatical leave. Glenn's knowledge gain will be of benefit for the college on his return in term 3 and also his absence on sabbatical leave means he is not spending his PD budget. Board discussed and all in agreement that Glenn should be reimbursed his costs. **Moved:** that the Matamata College Board of Trustees reimburses G Rowsell for his mileage and airfare to Christchurch whilst conducting his studies on sabbatical leave during Term 3 2009. The mileage calculation to be based on his itinerary and airfare on the going rate at the time of travel. The reimbursement to be paid by DC.

L Smith /A Munro carried

Bret explained the 'double whammy' effect on the accounts of our current commitment to the Programme Maintenance contract for the cyclical maintenance of the school, because we are paying a contract monthly from the Operating grant and by law making a provision monthly in the accounts for savings towards a full repaint of the school. He feels this is another reason why we should consider withdrawing from the contract at the end of the year. Still to be decided upon – waiting for Programme Maintenance Services to get back to us with their updated programme for the school building maintenance and repaint. Continuing with the contract would make it easier for future Boards to ensure that the exterior maintenance of the school buildings are covered. Further discussions when all information is received.

A block lockers – disappointing uptake in 2009 of the new rented lockers – possibly due to the length of time it has taken to complete their installation. For 2010 be more proactive and advertise with the incoming Yr 8's, include letter in prospectus material sent to all Yr 8's. UPS for School bell system – obtaining a quote. Also to get information from Intermediate on recent upgrade to their school bell and intercom system. Also Faye to get info from Glendowie on their system. This is an issue that needs addressing in future 5YP's. Music Dept PA system replacement. Moved at Finance meeting to allow HOD to decide on purchase as per quotes supplied, however when she checked them out again the quoted prices had gone up by \$500. Moved: that the PA system can be purchased as per quote dated 24/8/09.

B Williams/P Watkin carried

Moved: The payments for July of \$237257.15 be approved.

B Williams/B Tuhakaraina carried

Moved: That the Finance Report be accepted.

B Williams/P Watkin carried

Principal's Report: Alan discussed his report previously circulated.

- Roll dropping – which is normal for the time of the year. One unusual trend though is that the Yr 9 roll is increasing.
- Attendance stats are being affected by some Yr 13's not attending classes. Deans following-up.
- Bus Network Group – pushing ahead with the Tirau run until the end of the year. As mentioned earlier no official word received from the Ministry regarding this. Parent group are determined to see that a bus from Tirau will continue to operate next year.
- Pathways evening has been a success. Awesome feedback from outside providers and already more are asking about being included next year.

- Kapa Haka – tutors working successfully with Yr9 & 10's on period one Monday. Followed up by an after school practice on Mondays for both senior and junior students.
- New staff PD cycle has commenced – Departments are focusing on working together for the delivery of their programmes to students
- SEI funding will continue for 2010. Conference was excellent have 4 key ideas to focus on next year.
- Parent satisfaction survey – Teacher version – results have been collated and circulated. Paper copy required for G Baker. Interesting to see similar theme with both parents and teachers.
- Fully staffed at present – new teachers settling in well. Mr Oliver will return next week from Medical absence.
- 'Pay it forward' week has gone well. Wellness Committee lead by Kendra Martin and Jordan Morrison have raised approx \$1500 for Starship Hospital from activities run through the year.
- International students – This year's Kaichi H S visit may have been the last.
- Condolences have been passed on to Jayne Adams HOD English on the bereavement of her father.
- Koroneihana – HOD Maori Marcella Manihera-Rolls and 4 students attended. The students conducted themselves well and have come back enthused about Te Reo.
- Staff extra curricula - Toni Twis ITC co-ordinator has had an article (Mobile Phones in the classroom) published in the Education Review. Florence Lyons has also had an article on ICT in French published on www.interfaceonline.co.nz issue 18. All excellent publicity for the staff concerned and the college.
- Principals Conference – Excellent conference, Anne Tolley Minister of Education spoke regarding cuts to Education Budget. Elaine Hines Chairperson NZSTA gave informative presentation on Principals reporting to Boards. Will type up notes and circulate.

Moved: The Principals report be accepted.

A Munro /B Williams Carried

Property Committee Report:

Peter Vossen discussed Property meeting .Commenced the refurbishment of the remainder of the A Block classrooms . Committee walked through the rooms and set up a specification guide. An advert calling for interested parties will be placed in Chronicle. Programme Maintenance contract- waiting for feedback from PM Services on restructured contract programme.

T Block – still waiting for some items to be followed up. Metal room oxy acetylene system is most important – allow Rod Brooks to make direct contact with BOC gases – waited too long for Ian Thorn. Soft Materials – Shirley concerned about the height of the benches. Measured at 720 – plans indicate this also. Check with Ian Thorn as to why. Is this an industry standard? Plans supplied from Glendowie College on their new Gym actually work out at a dearer per metre cost than draft plans drawn up by Tim Gisler. Requests from HOD in Totara Learning Centre to be considered at next Property meeting. Group Special Ed report received on upgrades required in the disabled toilet. This is a project that we can apply to Ministry for Special Needs funding. **Moved:** to appoint Jerome Pickering as Project Manager for the upgrade as per Ministry notification that we did not need to tender for the PM. P Vossen/L Smith carried

Moved: Property report.

P Vossen/G Baker Carried

Maori Report: 4 Students and HOD attended Koroneihana. No-one attended the last Te Rangimarie committee meeting.

Student Report: NIL

Staff Representative: No report – R Brooks concerned with the time taken to sort his issues in the Metal room following the refurbishment. S Frew issues with benches in Soft Materials room. Covered in the Property report.

PIM Report: N/A

Next meeting tomorrow night in staffroom.

Sports Club Report: N/A

Policies: N/A

Chairpersons Report: N/A

Audit Committee Report: Looked at survey results. Need to look at the Strategic Plan. Meeting Tuesday 1 Sept 2009 5.15pm to 7pm. Forward copy of plan prior.

General Business:

- Westpac Banking Regional Manager Steven Anderson will be in school – Board welcome to meet him at lunch Conference Room 12.30.
- Discussed letter from B & R Coates. Board agreed that this was a management issue not a Governance issue. Would reply expressing this sentiment.

There being no further business the meeting closed at 9.15pm.

Next meeting: Tuesday 29th September 2009

Confirmed as a true and correct record.

Signed: _____ **Date:** _____

Chairperson Board of Trustees