

**Minutes of the Meeting of the Matamata College Board of Trustees held
on Tuesday 24th February 2009 - 7.00pm**

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

Apologies: P Vossen, G Baker & A Munro for lateness.

Moved that the apologies be accepted. B Tuhakaraina / W Gage carried

Lynette Smith Board chair for 2008 year stood aside for the election of a
Chairperson of the Board of Trustees for the 2009 year.

J McCormack called for nominations for the position of Chair for 2009.

L Smith Nominated by B Williams 2nd by P Watkin.

There being no further nominations L Smith appointed as chair for 2009.

J McCormack called for nominations for the position of Deputy Chair for 2009.

B Williams Nominated by B Tuhakaraina 2nd P Watkin

There being no further nominations B Williams appointed as Deputy Chair for
2009.

Minutes of the previous meeting:

Minutes of the Board of Trustees December 2008 meeting held on Tuesday 16th
December 2008 were read and accepted as true and accurate record.

B Tuhakaraina / B Williams Carried

Matters Arising From Previous Meeting Minutes:

- Policy on gifts for Staff leaving the college - Still to be developed. Glenn
will present to next meeting.

Correspondence: See attached schedule

- C Williams HOD Languages - Permission to ascertain interest from
students for a trip to Japan in 2010. Moved That the Board grant
approval for C Williams to investigate the interest from students for a
trip to Japan in 2010. G Rowsell/B Tuhakaraina
carried
- K Fenneman request for permission to apply for an MOE Study award.
Moved: The Board grant approval for K Fenneman to apply for an MOE
Study grant and leave for 2010.
- Resignation received from A McGonagle. Moved: to accept A McGonagle's
resignation effective from the end of term 1 2009.
G Rowsell/B Williams carried
- J & J Gieschen Request for approval to raise funds for the Totara
Learning Centre. Discussed the generous offer -The Board of Trustees is

responsible for the provision of adequate resources to run the unit. They are waiting for feedback from the HOD regarding needs that he feels need to be addressed currently. Concerned if accepted that it could set a precedence. Decided to decline the very generous offer but appreciate the spirit in which it was made, send a letter thanking the Gieshens for their offer of support towards the TLC and the Board.

- Delegation of Authority to the Principal for 2009 - **Moved:** to adopt the delegation as tabled - see attached. L Smith / B Tuhakaraina carried

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

P Watkin / B Tuhakaraina carried

Finance Report: Bret discussed his written report attached.

Still looking at a break even End of year position though end of year accounting journals could impact on that. The final sign off of the Bus Trust accounts will enable the current 50K liability to be written off leaving the board in a better 'on paper' position.

Moved: The payments for December of \$210963.06 and January of \$223827.13 be approved.

B Williams / W Gage carried

Moved: That the Finance Report be accepted.

B Williams / P Watkin carried

Principal's Report: Glenn discussed his written report.

- Roll increase will be confirmed with the completion of the 1st March roll return. Discussed the issues with staffing levels and the increasing roll - difficult to make decision on increasing staff numbers until the MOE confirm the Ops Grant entitlement.
- NCEA results at level one, including Maori achievement were disappointing - Level two results were good and consistent with a good result in level 1 in 2007 however the number of excellent endorsements achieved was disappointing. Level three results not bad however again Maori achievement was disappointing. 7 scholarships were gained by senior students. Further discussion on how the level one achievement could be turned around. All HOD are currently completing annual reports which include a revision of the departments NCEA results and will look at options to improve achievement in future years.
- Alt Ed - off to a good start - no teacher so students learning by correspondence.

- Attendance - Alan Munro has this as one of his areas of responsibility this year. Once again issues with reporting on Kamar. Connectivity issues have hindered teaches ability to mark rolls promptly to enable quick follow up of truants.
- Liaising with Maori community re: Maori student achievement - held Parent meeting to discuss options for improving student achievement - not well attended by Parents. Lynette Parish has this as an area of responsibility this year to try and make progress on improving Maori student results.
- Canteen - National Government has relaxed NAGs on food choices in the canteen. However important to ensure that healthy food options are still promoted in the canteen.
- Banked Staffing adjustments for 2009 - **Moved:** That for 2009 all relievers be coded to Teachers Salaries (TS). Any consequential overuse will be charged to the cheapest salary (excluding Year 1 & 2 teachers) and funded from the 2009 relievers' budget and managed during pay periods 23-26 of the school Year. G Rowsell/P Watkin carried
- Staff Survey - Overall good results
- Budget analysis between 2009 and previous 6 years has shown that the actual Department budgets have increased in 2009 by 26%.
- Overall has been a good start to the 2009 school year.

Moved: The Principals report be accepted.

G Rowsell/B Tuhakaraina Carried

Property Committee Report:

Glenn Baker discussed minutes from the property meeting.

- Tabled Council Reply to possible joint Gym proposal - has been included for consideration as part of the formal submissions process once draft Long Term Council Community plan has been prepared and released for public submissions from 14 April to 15 May 2009.
- PE Office request for Air Con - for consideration once quote received.
- T Block - progressing well. Meeting held with Project Manager Ian Thorn today to discuss variations to date. Now awaiting more information before variations are agreed to.
- Programme Maintenance have recently completed the annual wash down and touch up of the school buildings. College campus looking fresh again.

Moved: Property report.

G Baker/B Tuhakaraina Carried

Maori Report:

Some concerns with the Kapa Haka - tutors still to be confirmed. Decided not to compete in Regionals this year.

Student Report:

Science room stools in bad repair - can some maintenance be completed on them prior to the stocking season. To note: for caretakers to have a look at.

Bradley Gym changing rooms have no means of hand drying and also no soap is being provided. Historically had trouble with students abusing the service and misusing the soap and paper towels causing floods and additional cleaning demands. Will ask caretaker to install a liquid soap dispenser and monitor student behaviour. Also obtain a quote for the installation of a hand dryer.

Staff Representative:

Received 3 nominations for the vacancy of Staff Representative on the Board. Polling has commenced and closes on Wednesday 4th March at 12pm.

PIM Report:

1st meeting for the year had two new parents attend. Decided on a change of name to PIM. Parent Information Meetings. 3 new members of the teaching staff introduced themselves to the meeting and Glenn Rowsell presented an overview of the schools NCEA results for 2008 and provided an update on the T block refurbishment process.

Sports Club Report:

Fun Run organisation well under way for Sunday 15th March. All the Sports Club main sponsors are resigning the sponsorship deals for 2009 which is much appreciated with the current economic environment. Difficulties attracting teachers to take on board TIC and management roles for sports codes Rugby and Netball particularly.

Policies:

Glenn advised all policies are up to date. Just developing the new 'Farewell Gift contribution policy'.

Chairpersons Report:

Concerns with seeing a large number of students up town after school smoking in uniform. Could we possibly put a teacher on duty up town after school - any Board member who notices students please support the school by discouraging smoking in uniform. Yr13 students - Wellness Committee could also look at solutions for this issue - senior student mentoring young students.

Audit Committee Report:

Follow up results from survey.

General Business:

- Uniform - A Parent has expressed concerns with the way the uniform is being worn. Staff work hard at ensuring students are wearing the uniform correctly. Cap and beanies and sweatshirts are taken off students and kept at student reception for the student to collect at the end of the day. Incorrect foot wear is also handled in this manner and replacement shoes or roman sandals from lost property used as alternatives.
- School Website -the school website needs to include an area for the Board. This would help promote the Board also another point of contact for parents to find out about the Board.
- Buses - Glenn advised that the school bus routes are all operating as normal.

There being no further business the meeting closed at 8.45pm.

Next meeting: Tuesday 31st March

Confirmed as a true and correct record.

Signed: _____

Date: _____

Chairperson Board of Trustees