

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

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

Visitor: Kym Bolton-Hampton.

Apologies: W Gage.

G Rowsell/M Liddle carried

Curriculum Delivery: Gateway – Kym Bolton-Hampton spoke to her Gateway Annual written report tabled. Overall another successful year. Board expressed their thanks to Kym for her good work over the last three years establishing the Gateway programme so successfully at Matamata College.

Minutes of the previous meeting:

Minutes of the Board of Trustees October meeting held on Tuesday 27th October 2009 were read and accepted as a true and accurate record.

P Vossen / G Baker Carried

Matters Arising From Previous Meeting Minutes:

- R Brandon – has withdrawn her application for Leave.

Correspondence:

Apologies that correspondence was not included in the board papers issued.

- Letter read to meeting from Firth Primary Re: DHB building new dental clinic. – Lengthy discussion – politics involved, why is Education being asked to fund Health Board project? They should fund 100%. Would our students use the facility? Possibly as time goes on and students pass through the clinic at younger age they may stay there for teenage dental care. Not our core business.

Moved: That Matamata College will not make any financial contribution to Firth Primary as per their request for assistance to move a classroom to facilitate the building of a new Dental Clinic.

G Rowsell/B Williams

Asked for a show of hands to record the votes for and against the motion. 3 ayes, 1 against, 3 abstained.

Motion was carried.

- Appliance checking – received 2 quotes
 - Appliance Check NZ Ltd @ \$3.70 + GST per appliance or \$2.70 + GST no report. Last year checked approx 900 appliances.
 - B- Safe @ \$1998.00 + GST report included.

Moved: to accept the quote from B Safe at \$1998.00 + GST to be arranged during the Xmas break.

B Williams/P Vossen carried

- Matamata Swifts AFC – request to purchase old van on its replacement next year.

Moved: that should one of the old Ford Transit vans be replaced in the 2010 budget then Matamata Swifts AFC will be given the opportunity to purchase the van as per their letter of the 20 November 2009.

L Smith/G Rowsell carried.

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

P Watkin / G Baker carried

Finance Report: Bret discussed the Finance meeting. 2009 reports looking good against budget. Projections still indicating either a small deficit or break even result. Discussed

2010 draft Budget. Will need Board to support teacher aides in school due to a deficit budget in this area of \$44,000. Some students needing support do not attract alternative funding. Also would like to purchase the "Sucessmaker" software programme to use in Learning Support and assist with literacy, however this is a large one-off outlay of \$25,000 in 2010. With these two areas contributing to a deficit budget of \$57k and then a provision to replace another van in 2010 the budget is asking for the Board to approve the use of \$81K of reserves to fund these initiatives. Glenn and Jennifer will have another look and see if there are any area's that they can make savings in (still waiting for new contract figures from Property Programmed Services) and present the final budget to the Finance/Full board meeting next month.

Moved: The payments for October of \$89000.07 be approved.

B Williams/B Tuhakaraina carried

Moved: That the Finance Report be accepted.

B Williams/P Watkin carried

Principal's Report: Glenn discussed his circulated report.

- Roll for 2010 still uncertain - Staffing levels at 59.66 against an entitlement of 59.23. Not a problem as this can be soaked up in Banked staffing during the year.
- Attendance stats looking horrific still.
- Sports Prize giving was an excellent evening celebrating student success – amazing to see the wide range of sports Matamata College students have received National honours in.
- Timetabling clashes have caused concern amongst parents and deans and the Principal have had to deal with some upset parents. The timetablers try very hard to accommodate everybody. This is not just a Matamata College problem but happens in all schools.
- Te Wairere prize giving was a low key event – not well attended by parents. Want to trial a celebration of success evening early in the New Year to highlight student success in NCEA. Has been used successfully in other schools helps to create role models for Maori Students.
- Year 9 camp was very successful – well organised and students and teachers enjoyed the week.
- Year 10 Activities days – the 'special interest' days had its difficulties. The new tramping activity went well and was enjoyed by those students who participated.
- Both Yr 9 & Yr 10 had some students opting out of the events – may trial alternative weeks to hold these in with exams being run alternatively next year.
- Trades Academy will not go ahead next year. MOE has pulled the funding and they are aiming at a different target of students than those that Matamata College wanted to target.
- RTLB will be trialling a new programme next year. Avall – students watch movies with English subtitles and then work on worksheet activities about what they have watched.
- FPS team was successful at national level and will now go on to compete in USA next year. Intermediate team also successful and these Yr 9 students next year will also be attending the USA event. Will be a stretch on funding for both teams.
- Literacy at Matamata College – A Atridge-Hughes will not be teaching a class in 2010 but will focus on assisting individual students with their literacy needs.
- ICT – Our cluster contract with Katikati finishes this year – challenge will be to keep the momentum going.

- Start of Year 2010 – Yr9 is having two days orientation without the rest of the school. Means Yr 13 start with them and then go to camp on the 2 Feb.
Moved: Board adopt the changes to the start of the 2010 school year as follows, 2 Feb Yrs 13 and 9 only, 3 Feb Yr 9 only (yr 13 at camp), 4 Feb Yr 10-12 start.
G Rowsell/M Liddle carried
- New policy to be developed re: Student use of Personal Laptops at School. Responsibility for care and damage.
- Staffing – N McBean has accepted the position for Drama for 2010. S Best has had his employment confirmed for 2010.
- International Students – 5 confirmed placings for 2010. Still fielding other enquiries.

Moved: The Principals report be accepted.

G Rowsell/B Williams Carried

Property Committee Report:

Peter Vossen discussed the Property committee meeting.

- A Block refurbishments – Tender meeting held Monday 23rd. Recommend to the Board to accept quote supplied by Morrbuild Ltd revised to exclude the Mechanical component. **Moved:** that the Board of Trustees accepts Morrbuild Ltd as the contractors for the A Block refurbishment project for completion by the 2 Feb 2010.
P Vossen/G Baker carried
- Property Programmed Services- new painting contract- still waiting to receive the new contract to sign. Computer problems at their end.
- T Block – still a couple of small issues to resolve – lights in Soft materials changing rooms and dispute with Ian Thorn still ongoing with his Insurance company.
- Lucas Gym – floor repairs need to be done – G Baker and P Vossen will draw up spec's for the job then need to obtain 3 quotes to have repairs completed in the Xmas break if possible.
- Future Gym proposal – Successful meeting with Matamata Ward councillors, Matamata Futures and the school. Next step full council meeting 9 Dec 2009.
Moved: Property report be accepted. P Vossen/G Baker carried

Maori Report:

Glenn Rowsell meeting with Tainui re: job experience placements that could lead to apprenticeships for Maori students on the Tainui roll.

Student Report: NIL

Staff Representative: NIL

Rick Murray – Careers report for next meeting.

PIM Report: Xmas meeting last month – Lynette Smith Board Chair attended

Need to find someone to run the 2nd hand uniform room.

Sports Club Report:

Looking for more committee members to share the load. Holding a function to introduce the Sports club to new staff- what we do?

Policies: Nil

Chairpersons Report: Xmas function – Bossen House Te Aroha. Dec 19th Saturday. BYO Cost \$35 per person.

Audit Committee Report: NIL

General Business:

- Board of Trustees elections 2010 – Moved: to appoint Jennifer McCormack as Returning Officer and confirm the election date as the 7 May 2010.
L Smith/G Rowsell carried
- BOT contribution to Staff Xmas function – Moved: to make a contribution from the Board of \$500 towards the Staff Xmas function. G Rowsell/L Smith carried
- Fundraising - Touch Nationals team held a very successful fundraising golf tournament approx \$4000 raised towards cost of students attending the tournament.
- School fundraising – Kath Coppard attempted to hold a school wide fundraiser selling Oxford Pies. Raised approx \$400 from a very small number of students who participated. Opportunity to trial the system and highlighted a couple of areas that should improve the result for next year. House Comp, Issue order forms with newsletter to ensure they get home. Could be a very successful money earner.

There being no further business the meeting closed at 905pm.

Next meeting:

Confirmed as a true and correct record.

Signed: _____ Date: _____
Chairperson Board of Trustees