

**Minutes of the October Meeting of the Matamata College Board of Trustees held
on Tuesday 27th October 2009 – 7.00pm**

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

Apologies: A Munro.

M Liddle/P Vossen carried

Curriculum Delivery: NIL

Minutes of the previous meeting:

Minutes of the Board of Trustees September meeting held on Tuesday 29th September 2009 were read and accepted as a true and accurate record.

B Williams / B Tuhakaraina Carried

Matters Arising From Previous Meeting Minutes:

- How was feedback received by Guidance Counsellor re; prioritising refurbishment of A Block classrooms before Guidance Offices? Understood financial constraints.
- Firth Primary Dental Clinic meeting – meeting scheduled for early November – no feedback yet.

Correspondence:

- Donation of Goods request – S Straka – Board agreed that if the caretaker had surplus old equipment in good order that the college no longer needed then Mr Straka was welcome to collect it for his organisations good works.
- Rosemary Brandon – Application for LWOP term 3 & 4 2010. Discussed Rosemary's request. Difficult to find replacement teacher and difficult time of year for student assessment work. Moved: that the Leave application be considered at the Principals discretion if it is possible to find a suitable replacement.

L Smith/W Gage carried

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

G Baker / G Rowsell carried

Finance Report: Bret discussed the Finance meeting – and his written report tabled. Explained the committee's discussion on the credit card facilities as another payment option for school fees. Moved: That Matamata College take-up the Westpac bank offer for Credit card facilities as per the Banking proposal rates dated 22 September 2009 including the 'card not present transactions'. B Williams/P Watkin Carried

Projections have bounced back and now indicating a \$20K net deficit at year end and a reduction to working capital of approx \$70k.

Noted that it is important for the Board to proceed with the review of the college strategic plan now to tie its aims with the 2010 budget.

Discussed the Painting maintenance contract up for renewal. Received a comparison quote from Higgins coatings.

Moved: The payments for September of \$191191.04 be approved.

B Williams/P Watkin carried

Moved: That the Finance Report be accepted.

B Williams/P Watkin carried

Principal's Report: Glenn gave a presentation of his Term 3 Sabbatical leave. His emphasis when visiting other school was "What is making a difference in schools? Report attached. Discussed his Principals monthly report.

- Roll projection for 2010 =896. This impacts on staffing levels and it is important to get right. Moved: that the Board of Trustees approve 2010 staffing levels as proposed by Glenn in his October report @ a starting level of FTTE of 59.66.

L Smith/B Williams.

- Alt Ed – received excellent student progress reports. Matamata College has 9 students placed at present.
- Attendance – Kamar glitch again affecting stats. 74.5% attendance not great.
- Timetabling has started for next year. Numbers dropping in Languages, Accounting, Art, Drama and clothing.
- PD – Idea picked up from sabbatical leave using 'Learning Teams' – teachers have formal meetings across the curriculum to help track student achievement. Focus on teaching and learning not behaviour.
- Numeracy Project – applied to be part of the programme for 2010. Waiting to see if accepted.
- Successmaker – Literacy programme that will be useful for learning support. A computer assisted learning programme covering reading and writing. Provides reports for Learning Support teacher to monitor progress. Would like to see budgeted for it in 2010.
- Te Wairere prizegiving next Wednesday 4th Nov 5.30 start – all welcome.
- HOD Maori has presented a document "Vision for Matamata College Maori students". Needs to be circulated for feedback.
- **Moved:** that the Board of Trustees move "into committee" to ensure individuals privacy is maintain and allow for discuss concerning staff illness.

G Rowsell/L Smith carried.

Principal's report continued;

- Principal's appraisal – J Kaye to complete.
- Deans – M Garrud and K Kent are standing down from Yr 10 and 11 dean positions. K Fenneman has accepted Yr 11 Dean position still working on Yr 10.
- Vandalism – Cricket wicket vandalised - not covered by contents insurance - need to claim against Vandalism budget. Will need to apply for top-up.
- Kiwi sport funding to replace SPARC funding in 2010. More accountability for how this is spent. We currently use ours to fund Sports co-ordinators salary.

Moved: The Principals report be accepted.

G Rowsell/G Baker Carried

Property Committee Report:

Peter Vossen discussed the Property committee meeting. A Block spec's have been issued to 4 building contractors. Due back by Wednesday 18th Nov 5pm. One response so far to arrange a walk through. Jennifer to follow-up with others to ensure we get the three quotes. Lucas Gym floor – looking at cost to repair. To overlay particle board at \$18 per sqm. G Baker will get estimates for labour and sealing/polishing and bring to next Property meeting. S Block ongoing leaking issues in heavy rain. Previous leak repairs have moved the leak to another location. Next heavy rain G Baker will check his repairs. TLC request to weather proof the veranda at the centre has been approved in stages. First stage to put solid Perspex type railing in-between piped railing sections.

Peter Vossen Builders to complete. 2nd stage, outdoor curtains to wait for next year's budget. Investigating the possibility of extending the turf to a full size court. Astro Turf have had a look and agreed that the existing turf is still in good enough condition to ensure that a new one can be laid against it. Will discuss with F Mathews and L Parish and look at setting up a fundraising committee to co-ordinate the project. Future Gym proposal draft report looking good, will host a meeting with the College Board, Community Board and Matamata Futures Trust shortly then next step is to present to full council.

Maori Report: Butch Tuhakaraina has a meeting planned with Tainui and would like to me with Glenn Rowsell regarding students on the Tainui roll.

Student Report: Courtney will attend a Student Rep course with the Spirit of Adventure in January. **Moved:** that the Board of Trustees will pay the costs associated with the training. L Smith/G Rowsell. carried

Staff Representative: NIL

PIM Report: N/A

Meet last week – good meeting. Board invited to attend next months meeting.

Sports Club Report: No Fun Run to be held next year.

Policies: N/A

Chairpersons Report: Need to arrange the Board Xmas function.

Audit Committee Report: NIL

General Business:

- Power Companies – Genesis is school supplier – Do they have a funding stream available for the Board to make application to like the WEL Energy Trust?
- Asset Replacement Programme – discussed the need to put in place a formal programme. Future Boards need the information to make funds available for replacement at the appropriate time.
- BOT Elections 2010 proposed date 7 May 2010.
- Strategic Plan – important to make a start on this document.

There being no further business the meeting closed at 9.20pm.

Next meeting: Tuesday 24 November 2009

Confirmed as a true and correct record.

Signed: _____ **Date:** _____
Chairperson Board of Trustees