

**Minutes of the Meeting of the Matamata College Board of Trustees held
on Tuesday 31st March 2009 - 7.00pm**

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

Visitors: S Frew, R Brooks.

Welcome: Special welcome to M Liddle newly elected staff rep to the Board.

Apologies: Nil.

Technology Block Refurbishment: S Frew addressed her concerns to the meeting regarding the refurbishment of the Technology Block. See attached report. Issues 1. Storage. 2. Benches

Discussion from all parties. Board has financial constraints, also needs to ensure that the room, once refurbished is capable of delivering the curriculum for the next 15-20yrs. Rod Brooks spoke in support of Shirley's requests and added he had concerns over the consultative processes in all stages of the project.

Outcomes: to investigate if the benches and current machine tables will fit in the soft materials room. J McCormack to follow-up with Ian Thorn, Architect, for a response to R Brooks previous list of concerns.

Minutes of the previous meeting:

Minutes of the Board of Trustees February 2009 meeting held on Tuesday 24th February 2009 were read and accepted as a true and accurate record.

G Baker / C Tiddy Carried

Matters Arising From Previous Meeting Minutes:

- Correspondence J & J Gieschen - P Vossen wondered why the Board had turned down the Geischens offer. Reiterated the Boards position - not wanting to set a precedence and feeling that it was the Boards responsibility to fund the TLC requirements.

Correspondence: See attached schedule

- Programme for International Student Assessment 2009 (PISA 09) - G Rowsell decline the college inclusion in the programme - students subjected to enough testing already.
- Totalspan Undercover Kids Bus shelter programme - could be worth applying for - suggest students nominate a route that could utilise a shelter. G Rowsell to discuss with Bus Controller, K Kent.

- Resignations received from D Green and G Abbitt. Moved: to accept D Green's resignation from 5 May 2009 and G Abbitt's as at 19th July 2009.
G Rowsell/M Liddle carried

Moved - that the Inwards correspondence be accepted and the outwards approved
B Williams / Peter Vossen carried

Finance Report: Bret discussed his written report attached and explained the Heat Light and Water top-up process, the research being done into the college Power capacity for future building projects and the trial to be undertaken with the skip bins as an alternative to the groundsman's trips to the town dump. Further the PD budgets for staff development is to be monitored, as course costs this year seemed to have risen dramatically and it is likely that we will have almost spent the annual budget in term 1.

Finance Committee also approved additional spending on an extra teacher Aide, 3 new vacuum cleaners for caretaking, a new mill/drill for metalwork and additional tool store cupboards for the refurbished Wood rooms.

Discussed the draft annual Financial Statements for 2008. The Board ended the year with a small surplus of \$27187 after budgeting for a deficit of \$23403.

Moved: that the Board of Trustees accept the draft annual Financial Statements for 2008 as circulated. B Williams/P Watkin carried.

Bret offered his congratulations on behalf of the Board to Glenn and Jennifer for their management of the schools finances in 2008.

Moved: The payments for February of \$849090.49 be approved.

Moved: That the Finance Report be accepted.

B Williams / B Tuhakaraina carried

Principal's Report: Glenn discussed his written report.

- Glenn gave a brief overview of his attendance at the SPANZ conference. Sessions included "major problems facing principals today" - all share the same issues. 1. Finance 2. Property Compliance costs - MOE 3. NCEA assessments. 4. Staffing recruitment and retention.
- Roll 916 as at March 1st.
- Alt Ed College has 6 students attending - all have good attendance.
- Discussed the Yr 9 entrance testing data included in report - would like to appoint a full time literacy teacher before the end of 2009.
- Attendance - Alan doing good work overseeing this. Still issues with KAMAR. A policy is being written on justified absences.
- Star Funding - this is funding for the senior school - it is undergoing a review - this may have implications for the college - resourcing flexibility will be reduced.

- New careers software programme - Dreamcatcher - able to track student's career options and link them to providers etc.
- Kapa Haka is going well - New tutors Sheryl and Taki Peke. Attending Regional competition on 9 May.
- Lynette Parish has developed a draft Maori student achievement plan - this now needs to be presented to the community for feedback.
- ERO - 1st meeting on Monday to establish points of interest for the review. B Williams and G Rowsell to attend. They have issued lots of documents to be completed prior to the ERO review team visit. P Vossen suggested that staff retention could be a point for review?
- SMT appraisal 2009 - Appoint Kaye Consulting.
- New staffing appointments - Simon Cook - Drama, Enrico Luca - Physics, Eve Clutterbuck - Super sub.
- Principals Sabbatical - The conference has been useful in establishing contacts for schools to visit during this time.
- Pavilion - student involved in unfortunate accident. Repairs have been completed to the staircase. Students had been misusing the staircase and jumping down on to it from the pavilion - this had weakened the stair treads and landing. Pavilion closed for the remainder of the term.
- Received great feedback from the Yr 13 students involved in the Yr 9 Group class programme.
- Emergency evacuation was held on Friday 27th March. The students responded well, teachers a bit rusty and need to familiarise themselves with the procedures again. Need to also complete a "Lock-down" drill. Discussed procedures for visitors during an emergency - will advise all visitors of procedures on signing in. Good idea to include evacuation plan on back of visitor's badge.
- Bus Trust - still waiting for final Financial Statements for 2008. May receive a small payout. Putaruru and Te Aroha have laid complaints about Matamata Buses. At present Ric Wylie, Chairman of Bus Trust is handling these.
- Parent Interviews will be held on Wednesday 1st April.

Moved: The Principals report be accepted.

G Rowsell/G Baker Carried

Property Committee Report:

Peter Vossen discussed Property issues. Further to the staff issues at the beginning of the Board meeting - Peter explained that the Board and Architect and Baycom had been holding fortnightly meetings as a means of overseeing the T Block Refurbishment project.

N Block - N 5 ceiling beams - Engineers report received and remedial work will be completed in the April holidays.

TLC requests - G Baker to attend to the moving of the internal doorway in the April holidays. Van Den Broek Engineering has been asked to provide a quote for the decking balustrades.

S Block repairs will also be attended to in April Holidays.

Future Gym proposal - Donor has invested \$250,000 on Term Deposit for 2yrs with Westpac.

Moved: Property report.

P Vossen/G Baker Carried

Maori Report: NIL

Student Report:

Senior students are enjoying their involvement with the Yr 9 group classes.

Still no progress on the Hand dryer in the Gym Toilets.

Staff Representative:

Had discussions with staff re: their concerns, as expressed this evening, with the T Block refurbishment. The Groundsman has expressed his desire for a new Green tractor.

PIM Report:

AGM held- previous office holders returned to their positions. Sports Club attended, D Gaskell and A Wilcocks, and spoke about the Sports Club initiatives.

Next meeting Rick Murray will present "Parents as Careers Advisors" - 20th May.

Sports Club Report: NIL

Policies: NIL

Chairpersons Report: NIL

Audit Committee Report:

Meeting Monday 6th 6pm

General Business:

- Gateway report - Tabled
- BOT to provide Staff Morning Tea - Next week (Hot Cross buns) Thursday 9th April. All Board members welcome to attend.

- Discussed Hand-over timeline for the T Block Classrooms.
 - Metal - to move in next week 6-9 April then Baycom to refurbish benches during holidays for room to be available for 1st day term 2.
 - Design room/teachers workroom 1st day term 2. Access for all these rooms via the back of the wood rooms into the quadrangle between Metal and Wood.
 - Commercial Kitchen - maybe available 5 May.
 - Food Room and Soft materials 15 May.

There being no further business the meeting closed at 9.10pm.

Next meeting: Tuesday 5th May 2009

Confirmed as a true and correct record.

Signed: _____

Date: _____

Chairperson Board of Trustees