

# Matipo School

## Minutes of the Matipo School Board Meeting – Strategic Planning and General Meeting Summary

*Board meetings are open to the public; however, they are not public meetings. Members of the public, including school staff, do not have an automatic right to speak unless granted speaking rights. The authority to grant speaking rights is delegated by the Board and exercised by the Presiding Member. If granted, a member of the public may speak briefly at the beginning of the meeting on an item already listed on the agenda. They should not participate in discussions during the meeting unless specifically invited to share an opinion at that time.*

### **1.0 Opening:**

The meeting opened by David Easterbrook (Karakia) 6:54am

### **1.1 Present:**

Jonnie Black (Tumuaki), David Easterbrook (PM), Mary Beattie (DPM), Melissa Stunzner (Principal PA & Secretary), Teresa Rudolph (EO), Matt Reyland (Teacher Rep), Mike Leijh, Beatrice Traub, LSM: Steve Papps (online), Holly Moore (DP)

### **1.2 Apologies:** Kirsten Owen

**1.3 Conflict of Interest:** No new conflicts of interest declared by any members

**1.4 Matters arising:** None noted.

**1.5 Confirmation of previous minutes:** Previous minutes accepted as read

Motion: Accepted

**1.6 Correspondence received:** No new correspondence to note for this meeting.

### **2.0 Discussions:**

#### **2.1 Strategic Plan Review and School Vision**

The school's vision, 'We nurture the seed so the tree will grow strong,' was reaffirmed to represent the children's growth journey. Focus areas include academic success, inclusivity, creativity, and offering diverse learning opportunities. Emphasis placed on retaining current effective practices, developing new policies, and increasing community engagement.

#### **2.2 Curriculum and Academic Goals**

The curriculum remains strong with no major changes required. Handwriting curriculum to be further aligned with ministry requirements. Importance of inclusivity and limiting screen time discussed.

#### **2.3 Community Consultation**

Board discussed the need for an engaging consultation process, possibly linked with other school events. Personal invitations and targeted outreach to whānau and Māori groups recommended.

## **2.4 Board-Level Policy Development**

Board identified the need for higher-level policies on fundraising, enrolments, and community partnerships. Policy development to begin this term with prioritised focus areas.

## **2.5 School Income and Fundraising**

Updates provided on successful fundraising events (e.g. photo shoot). Grant opportunities to be explored: Office Max, National Mini Storage. Sports uniform discussion – aligning new purchases with the current design.

## **2.6 International Students**

18 international students currently enrolled; further applications underway. July visit from overseas group discussed.

## **2.7 Camp Planning**

Positive feedback on recent camp received. Future planning to consider timing and length of camps for better outcomes.

## **2.8 Attendance and Behaviour**

Attendance reported at 69% regular attendance; 4% chronic absenteeism. Letters and meetings planned to address attendance issues. Behaviour tracking process reviewed; categories to be clarified.

## **2.9 Health and Safety**

Policies reviewed and approved: Health and Safety Management, Risk Management, Emergency and Crisis Planning. Contractor management and training on de-escalation strategies discussed.

## **2.10 Finance Report**

Monthly surplus reported; YTD surplus \$110,000. Working capital deficit reduced from \$200k+ to \$25k. Budget areas under review: property and security costs.

## **2.11 Outer Zone Enrolments**

Board approved enrolment of five outer zone students 1 staff child, 4 siblings. Further review and recommendation process scheduled.

## **2.12 Business Register Proposal**

Concept of a business register to connect local businesses with school introduced. Discussion around website integration, admin costs, and potential fundraising benefits.

## **3.0 Action Point Register:**

Action	Date	Member Responsible	Completed
Finalise a timeline and plan for community consultation	Mar 25	Jonnie & Board	

Develop framework/headings for consultation	Mar 25	Jonnie & SLT	
Explore engagement options (event tie-in)	Mar 25	SLT	
Begin work on board-level fundraising policy	Mar 25	David & Mary	
Bring grant opportunities (Office Max, NMS) to board	Mar 25	Beatrice	
Share policy review documents	Mar 25	Jonnie	
Provide the number of out-of-zone students	Mar 25	Jonnie	
Meet with the web developer re: business register	Mar 25	David	
Recommend outer zone numbers for 2026	Mar 25	Jonnie & Board	

#### 4.0 Closing Meeting:

4.1 Meeting agenda items: Please send any additional agenda items to David or Jonnie at least 2 days before the next meeting.

#### 4.2 Future meeting dates:

Next Board Meeting: Wednesday 28th May 2025 at 6.45am

Finance Committee Meeting: Friday 30th May 2025 at 9.00am

Board Report & Agenda: Friday 30th May at 3.00pm

Wellbeing Committee: TBC

Health & Safety Committee: TBC

Meeting Closed with Karakia.

Presiding Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_