

**ST MARTINS SCHOOL BOARD OF TRUSTEES**  
**MINUTES OF MEETING HELD 11 APRIL 2017 AT 6.30PM**

*Unless either Michele or Rob are notified of any concerns regarding these minutes by Monday 1 May, they will be available for staff, committees and parents to read online.*

<p><u><b>PRESENT:</b></u></p> <p>Rob Callaghan (Principal), Nikki Tod (Chair), Mel Opie, Emma Risk, Becky Ellis, Phil Varley (Octa ), Mike Greenslade, Karaitiana Tairuru and Pam Greenslade (relieving Board secretary).</p> <p>Apologies were received from Jo Malcolm and Michele Stephens.</p>	<p><u><b>ACTION:</b></u></p>
<p><u><b>PROPERTY:</b></u></p> <p>The meeting moved to discuss the school's rebuild in order to allow Phil Varley, the school's Project Manager for the rebuild, to leave following this.</p> <ol style="list-style-type: none"> <li>1. There had been a rebuild meeting that morning and Phil briefly advised those who had not been there what had been discussed.</li> <li>2. Plans had been presented showing the planned stages and time frames of the rebuild which will allow classes to be able to move around without pupils having to be taken off-site at any point (staging).</li> <li>3. Block A, which is a new building, will probably be started early in 2018, and will take 10 months to a year to complete.</li> <li>4. The refurbishment of block 7, to follow, will take 2-4 months.</li> <li>5. Blocks 1,4,5 and 6 will disappear from the top of the site (11 teaching spaces).</li> <li>6. The whole project is likely to take 5 years to complete including removal of all excess buildings; but as it is not being done all at once there will at all times be enough classrooms. The MOE may provide funding for the upgrade of those left.</li> <li>7. The design of Block A was discussed. It was agreed that recently rebuilt schools will be looked at by both staff and BOT members, to help inform decision-making at the "detailed design" stage of the rebuild process. There will be communication, consultation and meetings (as per necessary), to ensure the internal layout is discussed fully by all stakeholders and so that the best decisions are made for the teaching and learning practices at St Martins School.</li> <li>8. The following motion was passed to allow progression of the planned rebuild: We, as the school Board, approve the building preliminary concept and staging plans with a caveat that the Ministry provides sufficient buildings to allow the pupils to remain on-site during the rebuild and through the roll transition period. Nikki/Rob Nikki will send this to Sonny Sun at the Ministry.</li> <li>9. Health and safety plans during the project were discussed. These will be formulated; Phil advised that there will be regular meetings between the contractors, Ministry and school during the rebuild.</li> </ol>	<p>Nikki</p>
<p><u><b>FINANCE REPORT (Mike):</b></u></p> <ol style="list-style-type: none"> <li>1. The March financial reports had been received from Solutions and Services that day, and Mike spoke to these.</li> <li>2. There is a YTD deficit of \$24,000; a lot to do with the amount of high spending necessary at the start of the year e.g. licenses etc.</li> <li>3. Personnel costs are high as normal – sickness is already an issue.</li> <li>4. 25% has been spent for 25% of the year.</li> <li>5. Signed statement of responsibility (for audit): The Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for 2016 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed. Becky/Mike</li> </ol>	

MINUTES OF THE PREVIOUS MEETING:

1. Rob advised that the Banked staffing was reduced to \$0 by the end of the payroll year.
2. Peta Berry has started as a New Entrant teacher.
3. The MOE have declined a roll review which means that Rob will have to do this manually. At this point there will be a further 60 pupils starting at St Martins before the end of 2017.
4. Mel reported that there has been a lot of Grants funding received for sports uniforms but as yet little for netball uniforms. Sponsorship could be considered – to be re-looked at towards the end of year.
5. Wish lists to be reconsidered.
6. Rob has sent a letter to Coralanne Child at the MOE stating that there is little point in holding meetings as the MOE are not listening or giving answers to the school; they have already decided.
7. The issue with Intermediate schools needs to be resolved. St Martins have been advised by the MOE that they will have a roll of 400 pupils by 2018 based on the catchment area; there is no allowance for out of zone pupils to be considered.  
This will make a huge difference to MOE finance for the rebuild. Intermediates have an allowance of 25% for out of zone pupils.
8. Rob is meeting with other local school principals re the problems over school zones/catchment areas.

The minutes were accepted as true and accurate.

PRINCIPAL'S REPORT:

The meeting moved into committee at 7.50pm.

Motion: Moved by the Chair

That the public be excluded from the following proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution is as follows:

General subject of each matter to be considered:  
Staffing issues

Reason for passing this resolution in relation to each matter:  
Good reason to withhold exists under Section 7

Grounds under Sections 48 (1) for the passing of this resolution:  
7 (2) (a) 48 (1) (a)

This resolution is made in reliance on Sections 48 (1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole of the relevant part of the proceedings of the meeting in the public are as follows:

To protect the privacy of natural persons.  
Carried.

The meeting moved back to open format at 8.05pm.

Motion: Moved by the Chair

That the meeting resume in public session and confirm that the business discussed in the public excluded session remains confidential to the Board. Carried.

The Principal's report was accepted. Rob/Nikki

There was no report from the Whānau group.

GENERAL BUSINESS:

Community of Learning:

As there is co-leadership of this group there is no need to advise Novopay at this stage, this will need to happen in September.

Karaitiana Taiuru:

1. Karaitiana was updated that the BOT moved the motion that School Links advertising be investigated further, at the February meeting.
2. There was discussion over advertising which appears on School Links messages to parents from the school.
3. Rob advised that the school has full control of advertisements and could receive \$400-600 per year for advertising.
4. A group email could be set up to allow parents who do not wish to receive messages, just to receive newsletters.
5. Rob agreed that Michele will send out a notification to all parents about how to receive newsletters only, if they wish to unsubscribe from School Links emails (this will be a manual process pending a system update, and will be dependant on the ease with which this can be managed).
6. The communication around advertising through School Links and their response to the questions asked will be circulated to the Board.

Actions from the meeting of 21 March:

1. Michele to be thanked for organising the BOT/Staff drinks get together.
2. Alcohol at school events was discussed. There has not been a problem with this to date and it was felt that unnecessary emphasis on alcohol free occasions could create problems.

It was felt that there had been some good discussions at the meeting., but nothing needing to be reported to parents in the school newsletter.

There being no further business the meeting ended at 8.40pm. The next full Board meeting will be on Tuesday, 16<sup>th</sup> May.

\_\_\_\_\_ Approved \_\_\_\_\_ Date