

ST MARTINS SCHOOL BOARD OF TRUSTEES

MINUTES OF MEETING HELD TUESDAY 15<sup>th</sup> AUGUST 2017 AT 6.30PM

*Unless either Michele or Rob are notified of any concerns regarding these minutes by Wednesday 30<sup>th</sup> August, they will be available for staff, committees and parents to read online.*

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| <p><u>PRESENT:</u><br/>Rob Callaghan (Principal), Nikki Tod (Chair), Bernadette May, Mike Greenslade, Becky Ellis, Jo Malcolm, Kate Hodgins, Will Kereru (Whānau Rep), Michele Stephens (Board Secretary)</p> <p>Nikki welcomed Kate Hodgins to her first Board meeting and welcomed Will back for his second meeting as Whānau representative.</p>   |   |
| <p><u>FINANCE REPORT (Mike):</u></p> <ol style="list-style-type: none"> <li>1. End of July deficit \$18K – slightly better than the same time last year. It was a good month for July but June was not so good. We need to be quite careful going forward.</li> <li>2. Rob explained the roll growth funding – additional .2 staffing will be verified on 22<sup>nd</sup> August and will be backdated to 2<sup>nd</sup> August. This will offset some of the staffing we have used. Later in the year, around November, we will have the facility to apply for extraordinary growth funding due to roll growth.</li> <li>3. Becky feels a more transparent system needs to be set up so the Board can clearly see how banked staffing is tracking. Rob and Mike to look at how to achieve this.</li> <li>4. Teacher Aide income is less than is paid out. There are a number of students whose needs and behaviours have required a high input of hours and funds. This cannot continue at this level. St Martins School is to try and get students back on track however one students support has not been short term as hoped and this has impacted heavily on finances. We have requested additional finance but nothing is guaranteed.</li> </ol> <p style="text-align: right;">Mike/Nikki</p> <p><u>PRINCIPAL’S REPORT (Rob)</u></p> <ol style="list-style-type: none"> <li>1. Community of Learning (COL) – teaching staff went to a forum today at Cashmere High School. There was a big turnout. Positions are now open and they are now waiting for the Minister to sign off. If a teacher from St Martins applies for an Across Schools position it may not be appropriate for Rob to be on the panel. Outcomes are seen as quite broad however the outcomes are seen as a long-term goal over 2 to 5 years. The COL is a very strong and connected steering team. All 7 leaders are on the same page from ECE to High School.</li> <li>2. Cohort Entry – survey not yet sent out. On the ‘to-do’ list. Rob has no inclination one way or the other. Need to discuss with the COL to see what other schools feel, including what ECE’s think. We need to gather more information and the Ministry have not yet answered all questions.</li> <li>3. Technology bus update - Despite sending out requests for parent help we only have one parent volunteer. It is costing us 8 Teacher Aide hours per week. Legally we do not need to have an adult on the bus as the bus driver is in charge of the bus and passengers. The stretched budget cannot continue with the high cost of ‘manning’ the bus. Management will work through this. May need to send another note home explaining the situation clearly.</li> </ol> | <p style="text-align: center;">Rob/Mike</p> |
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The meeting moved into committee at 7.30pm.

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) if 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:

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 8.00pm.

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.

PRINCIPAL'S REPORT (Continued):

4. Swimming report – After a previous survey of parents the focus changed from swimming lessons to Water Safety. Survey of teachers has been completed since the last round of lessons. Year 0-6 were positive of the programme while it was varied with the Year 7-8 classes. Look at continuing the current Water Safety programme for Year 0-4, Year 5-6 could look at Beach Education and Year 7-8 could incorporate Water Safety into their outdoor education/camp programmes.
5. Mathematics report – Is a two-year process. Have heard teacher voice and now need to hear student voice. The Mathematics Team are actively working through the processes and issues. Current assessment tools don't test ability to problem solve. There is a good knowledge of teacher strengths and weaknesses with the maths programme. Support and funding is provided. There will be a full variance report with commentary in Term 4.

Rob/Bernadette

WHĀNAU REPORT (Will):

1. Nga Mihi competition – to be held during Te Wiki o Te Reo (September) See if Henare Edwards can come and open the competition and judge.
2. Will would like the school's 'story' so he can pass this onto the carver and this can be carved into the waharoa.
3. Marae trip for Whānau group to be held in November at Rāpaki Marae.

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| <p>4. Whakatauki – to become a part of the Board meetings? Will is happy for it to be a shared responsibility. Nikki to do a whakatauki for the next meeting.</p> <p>5. Hangi – too short a time frame and the cost is very high if someone does it for us.</p> <p><u>CORRESPONDENCE IN:</u></p> <p>1. James Hooper, Maxwood Manufacturing – re hall staging, seating. Given to Becky to follow up.</p> <p>2. Signal ICT Grad School – too much on to be involved with this.</p> <p><u>GENERAL BUSINESS:</u></p> <p>1. ERO meeting feedback – ERO visit due Term 4. We will get information prior to this so we can be prepared. They look at policies, procedures, practices, safety of children, student achievement data and internal evaluations. There is some data Bernadette has put on the Board drive that will be useful to look at. ERO will want to talk to Board members. Nikki, Rob and Bernadette will meet to plan for the visit.</p> <p>2. Rebuild plans (staff feedback) – Staff appreciated the support of the board in listening to their views. There has been a positive shift in thinking. On the whole, staff are now feeling comfortable around the plans for Block A and Block 7, however both BOT and staff wish to have the area in block A with the longest sightline addressed. Options to be considered by architects, e.g bulkhead, sliding door.</p> <p>3. . Community Meeting – give the community the opportunity to see the plans – more of an information sharing event rather than a feedback session. May need to get an idea of numbers and hold over 2 nights if required. We need to manage communication carefully. Baldasso (architects) are to be involved. Bernadette and Rob will prepare a checklist – a pathway to the build. Community meeting to be held early in Term 4, Week 2?</p> <p>4. Netball Uniforms – we have received \$500 by way of a grant and \$500 from S'Mart Community. Mel Opie has advised another \$400 is required as bibs were not factored into the costs. Kate will ask S'Mart Community if they are able to assist.</p> | <p>Rob, Nikki and Bernadette</p> <p>Kate</p> |
| <p><u>MINUTES OF THE PREVIOUS MEETING:</u></p> <p>The minutes were accepted as true and accurate.</p>   |  |
| <p>Jo to put together some news from the Board for the next newsletter.</p> <p>There being no further business the meeting ended at 9.05pm. The next full Board meeting will be on Thursday 14<sup>th</sup> September. (Please note change of day for this meeting)</p> <p>_____ Approved _____ Date</p>  |  |