

**ST MARTINS SCHOOL BOARD OF TRUSTEES**  
**MINUTES OF MEETING HELD 16<sup>th</sup> FEBRAURY 2016 AT 6.30PM**

*Unless either Michele or Rob are notified of any concerns regarding these minutes by Monday, 29 February, they will be distributed to staff and committees, and be available for parents to read in the school office.*

<p><u>PRESENT:</u>  Rob Callaghan (Principal), Deirdre Richardson, Nikki Tod, Richard Boon, Mel Opie, Jo Malcolm, Carole Clark, Karaitiana Taiuru and Michele Stephens (Board secretary).</p>	<p><u>ACTION:</u></p>
<p><u>WHĀNAU GROUP HANDOVER</u></p> <p>The official handover from Mike Gibbs to Karaitiana Taiuru will take place at the next board meeting on Tuesday 15<sup>th</sup> March. Karaitiana will arrange a letter for Michele to email to the Whānau Group inviting them to attend. Kai to be provided – Karaitiana will advise Michele of numbers so catering can be arranged.</p>	<p>Karaitiana Michele</p>
<p><u>BOT CHAIR POSITION</u></p> <p>Deirdre stood down as BoT Chair and Rob opened the floor to call for nominations for the BoT Chair. Mel nominated Nikki Tod – seconded by Jo. Nikki confirmed as Board Chair. Nominations for Deputy chair called for. Nikki nominated Jo Malcolm, seconded by Mel. Jo confirmed as Deputy chair. Rob handed the meeting back to Nikki.</p>	
<p><u>MINUTES OF THE PREVIOUS MEETING:</u></p> <p>The minutes of the meeting held 8<sup>th</sup> December were accepted as true and accurate.  Mel/Rob</p>	
<p>The meeting moved into committee at 6.40pm</p> <p><u>Motion:</u> Moved by the Chair</p> <p>That the public be excluded from the following proceedings of this meeting.</p> <p>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:</p> <p>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)</p> <p>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</p>	

<p>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:</p> <p>To protect the privacy of natural persons. Carried.</p> <p>At 6.45pm the meeting resumed in open format. <u>Motion:</u> 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.</p> <p>Carried</p>	
<p><u>FINANCE REPORT:</u></p> <p>Draft from Solutions and Services shows \$43K deficit. Pam has sent Richard a version of the budget, which shows a higher deficit. Rob and Richard will meet together to go through the budget in more detail.</p>	<p>Rob and Richard</p>
<p><u>PRINCIPAL'S REPORT:</u></p> <ol style="list-style-type: none"> <li>1. Swimming - unlikely to get any grants. Rob suggested another survey. Mel, Deirdre and Rob to have a look at the options and to put together a survey to send out to parents.</li> <li>2. Strategic Plan – Karaitiana mentioned there were some issues with macrons, treaty references etc. Board are awaiting input from the Whānau group. Karaitiana will take the Strategic Plan to the Whānau group and send amendments to Michele. The current version will go in as a 'holder' so we can be compliant at this stage.</li> <li>3. National Standards – We have 3 levels of support. Mutukaroa, MST, ALIM, and Reading Recovery are within these levels. Structures are in place so now looking at strengthening systems. Looking at changing current SMS (Assembly) to Link Ed to get more real time data. Karaitiana would like more of a breakdown of Māori/Pasifika data. This is only an interim report and a more detailed report will be out later in the year.</li> <li>4. Personnel – Michael our new caretaker is fitting in well. Paul had a lovely send off.</li> <li>5. Furniture – looking great in the rooms. Amazing the change it has made to learning environments. Board invited to take a look.</li> <li>6. Health and Safety Committee – Rob has attended 2 seminars. Health and Safety committee has been set up so there is a conduit for people to put forward concerns and for issues to be followed up/reported on. Weekly meetings will be held and reporting to BoT monthly. Karaitiana asked what the system would be for someone with a Cultural Safety issue. Carole will advise Whānau group how contact can be made.</li> <li>7. Mihi Whakatau – Karaitiana felt there should have been more coordination. Needs to be firmed up a bit more. Some discussion re lack of Kaumātua. Look at having a Cultural Advisor in the interim. Karaitiana will discuss with Whānau group.</li> <li>8. Blanket Permissions – School Docs have something we could look at using. Rob suggests we move to using this. The Board accepted this. Rob will follow up.</li> </ol>	<p>Rob, Mel and Deirdre</p> <p>Karaitiana</p> <p>Carole</p> <p>Karaitiana</p> <p>Rob</p>

