ST MARTINS SCHOOL BOARD OF TRUSTEES MINUTES OF MEETING HELD $16^{\rm th}$ 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.

PRESENT: Rob Callaghan (Principal), Deirdre Richardson, Nikki Tod, Richard Boon, Mel Opie, Jo Malcolm, Carole Clark, Karaitiana Taiuru and Michele Stephens (Board secretary).	ACTION:
WHĀNAU GROUP HANDOVER The official handover from Mike Gibbs to Karaitiana Taiuru will take place at the next board meeting on Tuesday 15 th 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.	Karaitiana Michele
BOT CHAIR POSITION 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. MINUTES OF THE PREVIOUS MEETING: The minutes of the meeting held 8th December were accepted as true and accurate.	
The meeting moved into committee at 6.40pm 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: 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. At 6.45pm the meeting resumed in open format. 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 FINANCE REPORT: Draft from Solutions and Services shows \$43K deficit. Pam has sent Richard a version Rob and of the budget, which shows a higher deficit. Rob and Richard will meet together to go Richard through the budget in more detail. PRINCIPAL'S REPORT: Rob, Mel 1. Swimming - unlikely to get any grants. Rob suggested another survey. Mel, and Deirdre and Rob to have a look at the options and to put together a survey to Deirdre send out to parents. 2. Strategic Plan – Karaitiana mentioned there were some issues with macrons, Karaitiana 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. 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. 4. Personnel – Michael our new caretaker is fitting in well. Paul had a lovely send 5. Furniture – looking great in the rooms. Amazing the change it has made to learning environments. Board invited to take a look. 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 Carole group how contact can be made. 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 Karaitiana Whānau group. 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. Rob

The Principal's report was adopted.	
PROPERTY RENEWAL UPDATE	
Email sent by Simon Hampson re Rebuild versus Refurbish was discussed at length. A great feeling of frustration among board members. Confusion as to why this has suddenly been put on the school. Rob will contact Simon to arrange an urgent meeting.	Rob
CLUSTER UPDATE	
Opawaho Cluster meeting is to be held at St Martins School on 18^{th} March. Community of schools will be on the agenda.	
WHĀNAU REPORT	
Karaitiana advises the Whānau group is becoming what it should be. There was one quite serous complaint from a person in the Whānau group – Karaitiana will discuss this with Rob.	
CORRESPONDENCE:	
<u>Inwards:</u>	
Letter from Fiona Davidson – Funding Solutions. Rob will meet with Fiona to see what they can offer. Michele to set up meeting.	Michele
GENERAL BUSINESS	
 Smart Community/BoT chair – will be handy to have a standing meeting with Rob. 	
 Start of Year BBQ – Nikki will acknowledge to the Smart Community the board's thanks in arranging the BBQ. Nikki moved that the board fund the sausage sizzle each year. Accepted. 	Nikki
3. Netball – Richard brought up the issue of netball only having mixed ability teams rather than any competitive teams. This is not board level business and	
Richard and Nikki will take this up with Jarad as parents not board members. 4. Elections – discussion re shoulder tapping for specific skills, getting more people aware of the BoT, having 'Meet and greet' meetings etc. We will have a couple of sessions – a coffee morning and an evening session prior to the next	
board meeting that people can come to. Also 'advertise' the BoT at the Meet the Teacher evening this Thursday. Mel will put something together for this. Also an updated photo for newsletter and website.	Mel
 Discussion re minutes going on school website – to put on agenda for the next meeting. 	Michele
There being no further items the meeting ended at 9.00pm. The next full Board	All note
meeting will be on March 15 th 2016, at 6.30pm	
Approved Date	