

ST MARTINS SCHOOL BOARD OF TRUSTEES

MINUTES OF MEETING HELD 21st FEBRUARY 2017 AT 6.30PM

Unless either Michele or Rob are notified of any concerns regarding these minutes by Tuesday 28th February, they will available for staff, committees and parents to read online.

<p><u>PRESENT:</u></p> <p>Rob Callaghan (Principal), Nikki Tod, Mike Greenslade, Mel Opie, Jo Malcolm, Becky Ellis, Bernadette May and Michele Stephens (Board secretary).</p> <p><u>APOLOGIES:</u></p> <p>Kariatiana Taiuru (Whānau Rep) and Emma Risk (Staff Rep)</p>	<p><u>ACTION:</u></p>
<p><u>OFFICE BEARER POSITIONS AND BUDGET APPROVAL</u></p> <p>Rob opened the meeting and asked for nominations for Board Chair. Jo Malcolm nominated Nikki Tod. Seconded by Mel Opie. Carried.</p> <p>Nominations asked for Vice Chair. Mel Opie nominated Jo Malcolm. Seconded by Becky Ellis. Carried.</p> <p>Approval of the draft budget was discussed at length. After this discussion it was decided that more information was required before the budget could be approved. Main points raised:</p> <ol style="list-style-type: none"> 1. We have ended up with a large deficit arising due to overspend in personnel – bank staffing, admin staffing, unexpected repairs and maintenance and MOE clawback. 2. Rob was concerned at the level and that some of it could not properly be predicted. 3. One of the issues noted was some families delaying the start date of their children who had turned 5 but did not start school until much later. This impacted at key dates in March and July. 4. There was an unexpected \$24,000 cost for property and the costs of support programmes such as MST and Mutukaroa. 5. Funding for support of students with learning or behavioural needs – along with Ministry funding the school needs to put in money to cover these costs. 6. We may need to look at areas where funding may need to be cut or extra activities be made more ‘user pays’. 7. Discussed the possibility of increasing the donation. At this stage no action to be taken re an increase. Also need to highlight to parents the reason for the donation and how it is used. 8. We cannot have another deficit year and there will be a need to be more ‘ruthless’ and a more strict prioritizing of funds areas. 9. Mike and Rob will get together to set up an accurate budget to work from. 	<p>Mike/Rob</p>
<p>The Board meeting for February was then officially opened from 7.30pm</p> <p><u>MINUTES OF THE PREVIOUS MEETING:</u></p> <p>The minutes of the meeting held 6th December 2016 were accepted as true and accurate.</p>	

Nikki/Rob	
<p><u>PRINCIPAL'S REPORT</u></p> <p>Before Rob talked through the items in his report, Nikki Tod congratulated Rob and the staff on a strong start to the year.</p> <ol style="list-style-type: none"> 1. Pastoral care – we received a grant of \$5000.00 from Rata Foundation, which although much appreciated was less than we had hoped for. Pastoral care costs \$24,000 for the year so we will need to reevaluate the programme once funds are used. 2. Property – there has been a small amount of vandalism and Rob advised that Michael (caretaker) will be putting up some signage to hopefully deter or reduce this. Rob will also talk to Michael about security cameras to see if this is something we should consider. 3. Rob asked for approval in principle for the Camp RAMS. Year 7 and 8 are going to Glentui Meadows next week and have already provided their RAMS. Glentui Meadows were asked to provide an updated RAM re the waterfall activity. Approval in principle given for the Camp RAMS. 4. Fire drill – there were some issues but this was seen as a positive as it raises areas that we can see need to be worked on to improve the safe and quick evacuation of students. On the whole it was a successful drill. 5. Analysis of Variance Report and Strategic Plan – Bernadette spoke about the draft Variance report. She looked at variances over the year, looking at decile, regional and national comparisons. There has been a slight drop in maths. We have had a change to the programme but did not have a change in reporting tools. Unsure of the exact reason for the slight drop. Could be a number of factors. MST is no longer available which is a loss to the school affecting about 80 children. MST not available in 2017 due to lack of funding. Priority children will have an ILP that the teacher will manage within the classroom. Reading is at the national target. There are mostly steady gains. Reading Recovery continues and teachers are aware of children who need extra support. With Writing we have reached the 80% mark. Have ensured it is being timetabled in classrooms. Māori achievements still down but tracking the right way. The Ministry already have the data without the commentary. 6. Website – Mel updated everyone. The new website will hopefully be up and running next week. Things are a bit easier to find and it works better on a mobile device. We will let the new site slip in rather than with big announcements. Thanks to Mel for all the work she has done in getting this up and running. 7. Sports uniform – not costing the school anything. Received funding via grants Fiona has secured for us plus money received from S'Mart Community. All sports except netball have been covered at this stage. Thanks to Mel for her hard work in keeping this moving. <p>Rob moved his report. Carried.</p>	Rob

<p><u>OTHER BUSINESS</u></p> <ol style="list-style-type: none"> 1. Board meeting dates – dates presented and some amendments made that are listed in a separate attachment to these minutes. 2. BOT hours for audit requirements. Rob and Michele will get together to estimate hours. Mel will send through hours worked on sports uniforms. 3. S'Mart Community want to know if we want a BoT rep on their Management Committee. Nikki Tod (BoT Chair) already has regular contact via Jo Bethell. Therefore we will not have a BoT rep for the S'Mart Community Management meetings but we will ensure communication is kept strong. 4. Fiona Davidson – Fiona's contract ended last year but we continued to roll over for another month so Fiona could tie up some final applications. Fiona has raised \$32000 in total at a cost to the school of \$5,500 (S'Mart Community also contributed about \$1,500.) This has been a valuable source of income so approval was given to extend Fiona's contract for 6 months. 5. Nikki acknowledged that leave had been granted for the principal to watch his son represent NZ in France. 	<p>Rob/Michele</p>
<p>There being no further items the meeting ended at 9.00pm. The next full Board meeting will be on Tuesday 21st March 2017 at 6.30pm.</p> <p style="text-align: center;">_____ Approved _____</p> <p>Date _____</p>	<p>All note</p>