

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 14th JUNE 2016 AT 6.30PM

Unless either Michele or Rob are notified of any concerns regarding these minutes by Monday, 27th June, 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, and Michele Stephens (Board secretary).</p> <p><u>APOLOGIES:</u></p> <p>Carole Clark, Karaitiana Taiuru</p>	<p><u>ACTION:</u></p>
<p><u>ELECTION OF OFFICERS:</u></p> <p>Jo Malcolm nominated Nikki Tod for Board Chair position, seconded by Mel Opie. No further nominations received. Nikki Tod confirmed as Board Chair.</p> <p>Nikki Tod nominated Jo Malcom for Board Vice Chair position, seconded by Mike Greenslade. No further nominations received. Jo Malcolm confirmed as Board Vice Chair.</p>	
<p><u>MINUTES OF THE PREVIOUS MEETING:</u></p> <p>The minutes of the meeting held 10th May were accepted as true and accurate. Nikki/Rob</p>	
<p><u>FINANCE REPORT:</u></p> <p>Mike advised the budgetted deficit for May was \$22,000 but it came in at about \$9,000. Year to date we are behind budget, possibly due to Banked Staffing. Audit report pointed out two things:</p> <ol style="list-style-type: none"> 1. Asset register to be updated. Pam is following up on this. 2. Budgetted deficit not maintainable in the long term so should be looked at for the 2017 budget. 	
<p><u>PRINCIPAL'S REPORT:</u></p> <ol style="list-style-type: none"> 1. Maths PD – 7 staff plus Karaitiana are heading up to Tauranga at the end of June to Otumoetai Intermediate. Next week Bobbie Hunter returns with two other mentors. Teachers will teach and mentors will 'butt in' and look at ways teachers can change certain practices, ways they ask questions etc. 2. Redacted data – there was some discussion about the 'humps and hollows'. The broad trend however is that year after year our achievement has gone up. 3. Health and Safety – do we have a lock down system? We have not had any drills. Rob will take advise on how we should address this. 4. COL (Communites of Learning) meeting held at St Martins School. About 14 schools represented. Rob will share minutes once received. 	

<p>5. Health and Safety – Rob has attended three seminars and still feels there is a lot that he is unaware of. Health and Safety report compiled by Jenny Wood needs more detail. Currently it is more of an Incident Report. Rob will follow this up with Jenny. With regards to the rebuild, Health and Safety is ultimately the responsibility of the contractors but we still have some responsibility to ensure safe practices are being followed. Clear communication with parents re Health and Safety during the rebuild is vital.</p> <p>6. Parent tour – Mel attended the Collaborative Learning tour as a parent and BoT member. Rob and Bernadette did a great job explaining the journey the school had been on. During the tour they saw engaged students and there was an incredible sense of calm which was consistent across the syndicates. It was a very positive experience and we will look to offer this again next term.</p> <p>7. Rob and Bernadette attended the Trans Tasman Principals’ conference and also gave a presentation on resilience which went very well and received excellent feedback. Great PR for our school to such a wide audience.</p> <p style="text-align: right;">Jo/Nikki</p>	<p>Rob</p>
<p><u>CORRESPONDENCE:</u></p> <p>Inwards:</p> <ul style="list-style-type: none"> • STA News April 2016 • STA News May 2016 • CES notice of election • School Docs 09/06/16 • Mindlab advertising their service • NZSTA elections <p>Outwards:</p> <ul style="list-style-type: none"> • Flowers sent to Nikki Tod 	
<p><u>GENERAL BUSINESS</u></p> <ol style="list-style-type: none"> 1. School notice board. S’Mart Community working in conjunction with Katrina Greenslade and Darren Patterson have come up with 5 options for a noticeboard. BoT members not sure how it should be used and where it would go after the rebuild, so would prefer to hold fire until the rebuild. 2. Fiesta Planning meeting. Only 3 turned up and Jo Bethell has asked BoT for advise, support. Discussion about various options to boost support and also other easier options than fiesta such as car boot sales, night markets, Christmas stalls, cake stalls. Rob and Nikki will have a meeting with Jo. Nikki will talk to Jo about the possibility of moving fiesta to Term 1 of 2017. 3. BoT signatories. Dierdre Richardson to be removed from the ASB St Martins School BoT account and both Michele Stephens and Nikki Tod to be added as signatories to the cheque account. 4. Tony Simpson had offered to do ‘hustings’ for BoT election. An election was not needed but Tony is still keen to help set up a video profile for the BoT on our website. Something to think about. 5. Rebuild – discussion about current plans and updates – ie: possibilities for caretakers shed, minor modifications to acoustics in Room 20/21, vents above Rm 18/19, issues re earthquake damage not known by architects etc. Only have set amount of funds, may need to look at contacts that may be able to 	<p>Rob/Nikki</p>

<p>assist, sponsorship etc. Rob spoke with Dev about parents who have offered their support and Dev advised they would only look at what the parents could offer once the architects were ready to go to the school community with their plans. It is currently too soon in the process to do this.</p> <p>6. Lease vs purchase – hold over to next meeting when Jan Paterson from Equico is able to attend.</p>	
<p><u>MATTERS ARISING</u></p> <ol style="list-style-type: none"> 1. Karaitiana is still to look at his review of school policies on School Docs through the lens of Cultural Responsiveness. 2. Swimming survey – Rob will follow up with Catherine and Jarad. 3. Google Drive set up – Mel and Michele to look at this. 	<p>Karaitiana</p> <p>Rob Mel and Michele</p>
<p>There being no further items the meeting ended at 8.45pm. The next full Board meeting will be on July 6th at the earlier time of 6pm.</p> <p>_____ Approved _____ Date</p>	<p>All note</p>