

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD TUESDAY 13TH JUNE 2017 AT 6.00PM

Unless either Michele or Bernadette are notified of any concerns regarding these minutes by Wednesday 21st June, they will be available for staff, committees and parents to read online.

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| <p><u>PRESENT:</u> Rob Callaghan (Principal), Nikki Tod (Chair), Bernadette May, Mel Opie, Mike Greenslade, Will Kereru (Whānau Rep), Michele Stephens (Board Secretary)</p> <p><u>APOLOGIES:</u> Jo Malcolm</p> <p>The meeting commenced at 6pm to welcome the new Whānau Representative to the Board of Trustees. This was led by Henare Edwards, with support from Willie Wipirata, Tania Nathan and Carole Clark. The korowai was placed around Wilfred Kereru's shoulders to signify the responsibility he would be taking on as the Whānau representative for the St Martins School Whānau group. This was followed by a time of fellowship and kai.</p> | |
| <p>The Board meeting commenced at 7.10am. We had visitors from the Spreydon/Cashmere Community Board. Rob welcomed them to our meeting and introductions were made. The visitors were Caroline Potter (Chair), Melanie Coker (Deputy), Phil Clearwater and Lee Sampson.</p> <p>They are meeting with all schools in their area which numbers about 17. Their goal is to let schools know who they are and how they could possibly support us. They mentioned that the river was one of the board's priorities. (St Martins School has had some involvement with the Inari project). The Community Board also assists where possible with travel to sports, cultural and academic events for students aged between Intermediate age up to aged 25.</p> <p>They are currently working through their Community Plan and seeking feedback for the community about what is important to them.</p> <p>The St Martins School Board shared some local issues and ideas such as car parking issues, local walkways, Centaurus Park drainage issues. These were noted by the Spreydon/Cashmere Board. Caroline advised that if we want to have anything looked at we need to present these at one of the Spreydon/Cashmere Board meetings. They also promoted 'Snap, Send, Solve' – an App residents can use to alert the Council to issues in their area.</p> <p>Rob thanked the Spreydon/Cashmere Board for visiting.</p> | |
| <p><u>FINANCE REPORT (Mike):</u></p> <ol style="list-style-type: none"> 1. Surplus of just under \$10K for May. Last year we were about break even. 2. Support Staff expenses quite a bit higher than budgeted but the money coming in from the Ministry was also higher than budgeted. Rob explained that this was short term funding for specific students and would not continue throughout the year. We are already actively reducing Teacher Aide hours where possible. 3. Pastoral Care – is there any further funding coming in? (\$12K required for next two terms) Fiona is trying to get more funding for us but has been unsuccessful so far. This is something the board will need to discuss – can we fund this or do we cut this? We will see how Fiona goes with her current funding applications then discuss further. <p>Mike/Nikki</p> | |

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| <p><u>PRINCIPAL'S REPORT (Rob)</u></p> <ol style="list-style-type: none"> 1. Adventure programme (Year 7-8) – Bernadette has worked with Jarad and Trudy to set this up. There will be less time out of the classroom, with more local and in school activities, and about 4 full day outdoor education trips tailored for a smaller group of students with a higher level of fitness. Letter will be going home soon to keep parents informed. | |
| <p>The meeting moved into committee at 8.10pm. <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) if 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</p> <p>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 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>The meeting moved back to open format at 8.30pm.</p> <p><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. Carried.</p> | |
| <p><u>PRINCIPAL'S REPORT (Continued):</u></p> <ol style="list-style-type: none"> 1. The appointments were ratified by the board. Will/Nikki 2. Technology bus – there is a large cost if we have support staff going on all buses. There are 4 buses. One has a teacher on board, 2 have teacher aides and currently we have 1 with a parent (Katrina Greenslade) who is then collected and dropped off by Michele. Mike advised that Katrina was a bit unsure of her role. A very valid point, and this will be rectified by writing up what is expected. The bus driver is in control of the bus and the management of all passengers on board. Any adult present from or on behalf of the school is there purely for emergency reasons to assist students as required. It is not a Ministry requirement to have an adult on the bus. Rob/Bernadette | <p>Michele</p> |

Next steps – we need to move forward to sign off the plans. Nikki has requested PDF's of the plans that were shown at the meeting on Tuesday morning. Rob and Bernadette went to Kaiapoi Borough today to have a look at their new building. It has not yet been finished but was interesting to see the space. Possibility of board members visiting if they would like to have a look. Once Nikki has received the plans she will see if the board wants another meeting to finalise the plans.

WHĀNAU REPORT (Will):

1. There will be a Whānau meeting on the last Friday of every month. They had one last month. Focussing on achievable goals.
2. They would like the Kapahaka group to do their Cultural festival performance for parents who are unable to attend the Festival.
3. Carole Clark is setting up a Whānau Group Facebook page.
4. Will advised he has been talking with a Kuia who would like to share her knowledge of weaving with harakeke, and the processes used to prepare the harakeke. The board supports this initiative.
5. Will would like there to be a waharoa carved as the entranceway for the school when the rebuild is completed. Will would like students to be involved in the process with the carver. There would need to be a koha for the carver. There will need to be some discussion at a later date about the best place for the waharoa. Henare may be able to assist with this.
6. Will asked about how we start the Board meetings. We will start with a karakia. This will be taken in turns by the board members.

1. Fixed asset register – email requests the school to provide them with scanned copies of invoices and additions forms for any fixed assets purchased during the year. Back to Pam to follow this up if not already done.
2. Water Safety programme – is there going to be a review? Some talk was that the younger students had a great programme but this was seen as not challenging enough for some of the older students. Although this is a generalised view, as there has been some feedback from the senior syndicate that they enjoyed it. Rob will follow up with Senior Leaders to get feedback.
3. S'Mart Community Disco – The S'Mart Community asked if they could scrap the current sign in and out process, or only have it for the Junior Disco. The board felt that the sign in and out process was still required as a Health and Safety issue and an accountability issue. Stay with the status quo.
4. Beehive Project – Room 20/21 (Emma Risk) provided us with a fantastic proposal that the students have worked on. They would like to purchase a hive and equipment to a total of \$500.00 and requested some funding from the board. The board will underwrite the amount of \$500.00. Becky will follow this up with the students.

Becky

1. Rob has not yet followed up on questions for Coralanne due to other priorities.
2. CES – Michele has started the process for the BoT Parent Rep elections in November.

The minutes were accepted as true and accurate.

Discussed information to be added to next newsletter from the Board. Welcoming Will to the board, Spreydon/Cashmere Community Board visit, supporting the beehive initiative.

There being no further business the meeting ended at 9.35pm. The next full Board meeting will be on Tuesday 15th August.

_____ Approved _____ Date