

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 21st MARCH 2017 AT 6.30PM

Unless either Michele or Rob are notified of any concerns regarding these minutes by Monday 3rd April, 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, Emma Risk and Michele Stephens (Board secretary).</p> <p><u>ABSENT:</u></p> <p>Kariatiana Taiuru (Whānau Rep)</p>	<p><u>ACTION:</u></p>
<p>Nikki Tod welcomed Emma Risk to her first meeting for 2017 as a Staff Rep.</p> <p><u>MINUTES OF THE PREVIOUS MEETING:</u></p> <p>The minutes of the meeting held 21st February 2017 were accepted as true and accurate. Nikki/Rob</p>	
<p><u>FINANCE REPORT</u></p> <p>Mike advised the Board that the accounting system has changed from Musac to Xero. The reports may look a little different but they do have some good reports. Not a lot is revealing itself as yet – we will see more as the year progresses. Rob explained how Banked Staffing is being tracked. This is constantly updated, inputting leave, additional staffing etc. Year 7-8 camp, previously budgeted \$16000, this year costs are \$23000. Money is still coming in so costs should be covered. There was brief discussion as to whether we can ask for camp money (and other activity costs) before the event. This could cause issues where we want students to attend but parents cannot or will not pay prior to the event. There was mention that Rotary do have some funding for camps. Something we could look into for families who are struggling.</p> <p><u>PRINCIPAL'S REPORT</u></p> <ol style="list-style-type: none"> 1. Levels of support staff – it is high and a lot of money is spent on support programmes. Priorities will need to be made as we cannot continue to spend large amounts. 2. Looking more closely at usage and wastage (ie: photocopying – papercut system can show us accurate usage) 3. Maths PD – classroom visits. Bernadette provided feedback at the staff meeting today. This is challenging work that will require time for teachers to become proficient. Nikki encouraged the BOT to look at BES – some very useful information. Becky has heard very positive feedback from parents in the Junior Syndicate re the maths programme. 4. Reporting Review – great to see conferences in action, and the changes made and quality of the conferences being undertaken. 	

<p>5. COL – Leadership interviews were held Monday evening. They have agreed to co-leadership and Rob was appointed along with Mark Wilson, principal of Cashmere High School. Nikki thanked the BOT for their support of Rob in applying for this role.</p> <p>6. Banked Staffing – hoping to zero this at the end of the year rather than March next year so we can then build up a credit.</p> <p>7. Wishlists – All staff via leaders provided input. Nikki, Jo Bethell and Rob have met. Discussion then moved to the hall extension – ie: removal of stage, possibility of a hall committee, putting together a global picture of what needs to be done, asking for parents with skills specific to the hall redesign to make contact (ie: architects, kitchen design, electrical, lighting, plumbing etc). Performing Arts were also discussed as they had a lot of wishlist items. It was felt they need to start funding some things for themselves. Priorities were listed and Michele will forward these to Fiona and Jo.</p> <p>8. RAM’s – communication with parents needs to be improved. There have been conversations around the procedures. The Year 7-8 team along with Bernadette will establish an appropriate curriculum programme for the Outdoor Education programme.</p> <p>9. Zoning – roll review. Meeting held with Mark Doyle. Mark has still not answered key questions. There is a zone and a catchment area. MOE want us to reduce our zone to the catchment area. Latest email to Mark Doyle advised that the out of zone numbers are going down while the roll is still going up.</p> <p>Two additional areas discussed during this time that were not in Rob’s report.</p> <ol style="list-style-type: none"> 1. Jo Bethell wants to know if they can advertise that the rebuild update will be discussed at their AGM meeting. They want to be able to let families know how the rebuild will be managed. The Board is not comfortable doing this at the moment as things are out of our hands until we receive MOE approval of the plans. 2. Mel Opie is concerned that there seems to be no contingency for the rebuild. Maybe a question for Jerome on Monday. <p>Rob moved his report. Carried.</p>	<p>Michele</p>
<p><u>OTHER BUSINESS</u></p> <ol style="list-style-type: none"> 1. Budget Approval – A recommendation was put to the board to approve the budget for 2017. This was approved with the proviso to check relevant variances on a monthly basis. Nikki/Jo 2. Technology requirements – there was some discussion on whether we should be looking at incorporating cheaper ICT items such as Chrome Books along with our Mac products. Rob said this was being looked into – for basic ‘donkey work’ Chromebooks or similar could be suitable. We are trying to be budget conscious and may need to look at other options for some of our devices. The board will support Rob in looking into this. Felt by some that Windows was more ‘usable’ in the ‘real world’. Rob disagreed that by using Macs, we were not giving our students a good ICT base. Primary school level needs are different to what may be needed at a higher level. Our platform is set up as a Mac platform and it becomes problematic if we have to update software for different platforms. BYOD briefly discussed – the risk is what devices come in, what is on the devices and what is then taken home on that device. We do not want one to one ICT items across the school as we want to encourage collaboration. 	<p>Rob</p>

<p>3. Alcohol at school events – seemed to be more alcohol at the last family BBQ at school. Do we need to look at advertising Smoke Free – Alcohol Free events? This may not be an issue until we have another BBQ in Term 4. Topic to come up for discussion before the next BBQ and before notices go out.</p> <p>4. BOT/Staff drinks – Friday 7th April, 3.30pm at The Brickeworks – Michele to organize.</p> <p>5. 2017 School Insurance renewal – the board approved the coverage and payment of the Material Damage, Business Interruption and Vicarious Liability insurances for the 2017/2018 insurance period.</p> <p>6. All agreed to apply to CERT for ipads and musical instruments. Total amount being \$7303.95 (ext GST).</p>	<p>Michele</p>
<p>There being no further items the meeting ended at 9.45pm. The next full Board meeting will be on Tuesday 11th April 2017 at 6.30pm.</p> <p>_____ Approved _____</p> <p>Date</p>	<p>All note</p>