

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 22 NOVEMBER 2016 AT 6.30PM

Unless either Michele or Rob are notified of any concerns regarding these minutes by Thursday 1 December they will be available for staff, committees and parents to read online.

<p><u>PRESENT:</u></p> <p>Nikki Tod (Chairperson), Rob Callaghan (Principal), Jo Malcolm, Mel Opie, Becky Ellis, Carole Clark, Mike Greenslade and Karaitiana Taiuru. Michele Stephens (Minute taker)</p>	<p><u>ACTION:</u></p>
<p><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) of 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:</p> <ul style="list-style-type: none">• Staffing issues• Principal's Appraisal <p>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: 'To protect the privacy of natural persons.'</p> <p>Carried.</p> <p>At 6.40 pm the meeting resumed in open format.</p> <p><u>Motion:</u> Moved by the Chair</p> <p>That the meeting resume in public session and confirm that the business discussed in the public excluded session remains confidential to the Board.</p> <p>Carried.</p>	

<p><u>MINUTES OF THE PREVIOUS MEETING:</u></p> <p>The minutes of the meeting held 24 October 2016 were accepted as true and accurate.</p> <p style="text-align: right;">Nikki</p>	
<p><u>FINANCE REPORT (Mike):</u></p> <ul style="list-style-type: none"> • There are improvements in the budget. YTD figure was \$57K behind and now \$36K behind. We are moving in the right direction. • Meeting with auditor went well. No ‘threats’ found. Mention made re Asset Register. Mike feels we just need a robust list rather than paying for someone to do this for us. Possibly look at barcoding assets via the library system <p>The Finance report was accepted.</p> <p style="text-align: right;">Rob/Jo</p>	
<p><u>Rob – From Report:</u></p> <ul style="list-style-type: none"> • Mutukaroa - A good strong report of how things are going. • Environmental report - looks to be a very exciting project for the Year 5/6 syndicate. • Exclusion room – Rob wants to assure the board that we do not have a seclusion room or similar at St Martins School. • Guidance for New Zealand School on Behaviour Management to Minimise Physical Restraint – booklet given to ALL staff. Has been discussed within teams to ensure everyone understands the potential issues. The most important part of the process is the discussion that comes out of it – what we can and cannot do in certain situations. • Strategic Plan – Rob and Bernadette will look at this and do some tidy up. The bulk should remain intact. A3 copies to be sent to Board members to go through. • Support Staff contracts have been sent to staff. Job descriptions are still being checked. • Staffing- School likely to start with between 520 to 530 students. 18 New Entrants on day one. Peta Berry is ready to start whenever the next NE class needs to open. We need to wait until 1st March to see if the roll is such that we can have an increase in staffing. • Community of Learning – the schools in the CoL are Cashmere High, St Martins, Beckenham, St Marks, Waltham, Opawa, Diamond Harbour plus various ECE’s. Governors Bay still deciding whether to join. Looking for agreement over the leadership structure. 2 positions need to be appointed. Rob and Mark Wilson (CHS) look to co-lead the COL. The following resolutions were passed by the St Martins School Board of Trustees: <ol style="list-style-type: none"> 1. The Board of Trustees of St Martins School resolve that we approve Jo Malcolm to represent our school on the Appointment Panel for our Community of Learning (CoL) currently known as “Community of Schools in the South Christchurch Area feeding into Cashmere High School”. It is acknowledged that this Appointment Panel will be responsible for selecting 	

<p>the Lead Principal Role early in 2017.</p> <p>2. The Board of Trustees of St Martins School resolve that we approve Rob Callaghan and Bernadette May to represent our school on the Community Steering Group (CSG) for our Community of Learning (CoL) currently known as “Community of Schools in the South Christchurch Area feeding into Cashmere High School”. It is acknowledged that this Community Steering Group (CSG) will have responsibility for working with the Lead Principal Role and managing the development phase of the Community of Learning during 2017.</p> <ul style="list-style-type: none"> • Food Act Changes – Rob looked at everything we do and found that nothing falls under the Food Act changes so no action is required. • Junior Syndicate Beach Education – trips cancelled due to concerns and anxiety levels so soon after the Kaikoura earthquake. Surf Lifesaving NZ have charged us 50% as per their cancellation terms and conditions. This is approximately \$800.00. The Year 5/6 syndicate are still going, the only change being that the buses will stay all day. A letter to be sent to Surf Lifesaving NZ expressing our disappointment in being charged a fee when there are exceptional circumstances, Rob will draft a letter for Nikki to approve. 	<p>Rob/Nikki</p>
<p>Principal’s Report was accepted</p>	<p>Rob/Jo</p>
<p><u>WHĀNAU REPORT:</u></p> <p>No report but Karaitiana reminded the Board of the Whānau meeting to be held in the staffroom at 6.30pm on Friday 25th November. Nikki and Mike put in their apologies due to other commitments.</p>	
<p><u>OTHER BUSINESS:</u></p> <p><u>Hall Plan:</u></p> <p>Becky had a look at the old plans. If we removed the current staging area we could potentially gain 23% floor space. Much discussion on the best way forward. Main points:</p> <ul style="list-style-type: none"> • Possibly look at removing stage area but would not extension at this stage • Would be a good idea to have an architect or structural engineer to look at how the structure would be affected with a change in access via the back wall. • Could potentially look at getting quotes for certain spaces such as the kitchen area/music room. • Could look at getting quotes/funding for AV and lighting. • At some stage look at putting out request to school community for people who may be able to assist with kitchen design/installation and other skills/contacts that may be useful. <p>Nikki will email Jo Bethell for S’Mart Community thoughts as they have a specific fund for the hall expansion so we need to have their input. Hall plan to be followed up at the next meeting.</p>	<p>Nikki</p>

<p><u>S'Mart Committee:</u></p> <ul style="list-style-type: none"> • \$5000.00 approved to support new sports uniforms. (We have already received \$4000.00 via funding that Fiona has sourced) • \$1000.00 approved for Junior sandpit area to revamp and purchase new equipment. • Some funding has been provided for Garden to Table. • S'Mart Community would love to have a BoT rep attend occasional S'Mart Community meetings. Mel would be happy to go along occasionally. Karaitiana suggested a rotational system. Nikki will check if they want one consistent rep or reps on a rotational basis. • Coffee van – Jo Bethell had asked about the hall being free on a Friday morning. Year 5/6 currently have Syndicate assembly at this time but we could look at whether this can be changed for next year. Board will not fund this. The board would only consider subsidising special events rather than a weekly coffee session. Nikki will feed this back to Jo. 	<p>Nikki</p> <p>Nikki</p>
<p><u>Expert Parent Help:</u></p> <p>We have about 5 parents who have offered their services to the rebuild project. We need to have another meeting with MOE and architects before we can consider involving these parents. Discussion led onto the Rebuild project and the frustration with things having stalled. We need to have an meeting soon - before Christmas.</p>	
<p><u>School Links:</u></p> <p>Andrew and Maryanne from School Links came and spoke with Michele about two new additions to the School Links system we currently use. Beep is a free app that parents can download onto their Smart Phone. They will then be able to receive School Links notices via this app. We are currently charged for each text message we send out. (We are not charged for emails) With Beep, the system can distinguish who has the Beep app and we are only charged the text cost for those who do not have this app. There is no additional charge to the school. They also have a new advertising programme. School Links obtains advertising from various businesses and an advert is placed at the bottom of each email sent via School Links. There is no cost to the school and School Links do all the work to obtain advertising. We have final say on what businesses we are happy to advertise. The school then receives a percentage of the advertising. Discussion around what adverts would be deemed suitable, possibility of spam or unsolicited nature advertising, how much data would adverts take up when people receive them, what is the percentage the school receives. Michele to follow up on this.</p>	<p>Michele</p>
<p><u>BOT Health and Safety Rep:</u></p> <p>The Health and Safety committee requires one Board Member to be on this committee. They meet once a term. Becky Ellis is happy to be the BoT rep.</p> <p>BOT final meeting and dinner:</p> <p>We will have a short meeting in the staffroom at 6.30pm followed by dinner at 7.30pm at The Villas. Michele to book.</p>	

<p><u>MATTERS ARISING FROM THE PREVIOUS MINUTES:</u></p> <ul style="list-style-type: none"> • Furniture grant – put on agenda with Sonny • New staff rep – Rob and Bernadette taking care of this • Green waste – Year 5/6 Environmental Team will be on to this • Fiona Davidson was carried over for one month to complete some funding she has been pursuing • Thanks to Becky for the hall plan questions and design ideas • Brickworks drinks cancelled due to conflicting with Reporting Conferences. Board will arrange a morning tea for staff instead. Michele will look at possible dates in second to last week of school term and get back to board. • Leasing v purchasing – carry over. • Following an email survey of BoT members, swimming programme to be outlined to the community via newsletter. 	
<p>There being no further business the meeting closed at 8.30pm.</p> <p>_____ Approved _____ Date</p>	