

ST MARTINS SCHOOL BOARD OF TRUSTEES

MINUTES OF MEETING HELD MONDAY 20<sup>TH</sup> NOVEMBER 2017 AT 6.30PM

*Unless either Michele or Rob are notified of any concerns regarding these minutes by Thursday 30<sup>th</sup> November, they will be available for staff, committees and parents to read online.*

<p><u>PRESENT:</u> Rob Callaghan (Principal), Nikki Tod, Jo Malcolm, Mike Greenslade, Kate Hodgins, Bernadette May, Becky Ellis, Will Kereru, Michele Stephens (Board Secretary)</p>	
<p>Whakatauki shared by Nikki and Will</p> <p><u>MINUTES OF THE PREVIOUS MEETING:</u></p> <p>The minutes of the meeting held 24<sup>th</sup> October 2017 were accepted as true and accurate. Nikki/Rob</p> <p><u>FINANCE REPORT:</u></p> <ol style="list-style-type: none"><li>1. Small surplus of \$6000 for October, still slightly better than last year.</li><li>2. Library looks to be overspent. However, Bridget had followed this up with Pam on a couple of occasions as there was money received from a book fair that did not seem to be added to the library income. Possibly a coding issue. Similar issue with Performing Arts budget.</li><li>3. Discussion re the Ops Grant and how it is accounted for by Solutions and Services. Mike to put together a question to be sent to Solutions and Services to see how this is listed in the accounts.</li></ol> <p style="text-align: right;">Mike/Jo</p> <p><u>PRINCIPAL'S REPORT:</u></p> <ol style="list-style-type: none"><li>1. Classroom Organisation 2018. We are staffed 1.4 less than last year even though we are only funded for one less student. Therefore, we are essentially 1.5 teachers down. Don't want to erode Banked Staffing right from the start. The aim is to retain New Entrant staffing as it is for Term 1 and build up resources for later in the year. Michelle Parsons will be the new Syndicate leader for the Junior Syndicate. All other Syndicate leaders remain the same. Class sizes are a bit larger than previous years. From about 18 plus in the Junior area up to 29 plus in the Senior area. There will be a Year 2/3 class in the Year 3/4 syndicate – communication of this will be handled by Rob and Bernadette.</li><li>2. Room 22/23, Room 10, the hall and library are all possible breaktime or break out spaces during the rebuild phase until required for other uses.</li><li>3. Rob went through the predicted base staffing usage for 2018. There will be 20 classes, we will bank 2 full time equivalents for roll growth and leadership during the year. Rob will work with Megan to put details into the Banked staffing spreadsheet to clearly show how things are tracking.</li><li>4. Teacher Aides – Rob has spoken with NZSTA and NZEI, teacher aides are aware there will be cuts to permanent hours.</li><li>5. Extraordinary funding. Much discussion on this. Seems to be 'an absolute joke'. What is on the MOE website is flawed. Get differing information when talking to MOE Wellington and MOE Christchurch. MOE Christchurch are taking this up with Resourcing. Murray Aitken is going to check things and get back to us. If no response or further information by the end of the week we may need to look at other options – ie: should the board get involved, send a letter?</li><li>6. Rebuild funding – we will be able to access funding as we work through the build. Could be used for support staffing, specialist teaching, buying in programme managers to run break time activities, staff wellbeing etc. Have</li></ol>	

<p>been advised 'up to \$50000'. Would hope to have details of this before the end of the year.</p> <p>7. Cleaning – looking at changing cleaning contracts. Have been issues with consistency. Rob has met with 3 other cleaning firms and will be meeting with OCS tomorrow (our current cleaners). At this stage, it looks like it could be between Crest Clean and Teonn.</p>	
<p>The meeting moved into committee at 7.40pm.  <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 7.50pm.</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>Nikki put forward a motion "That we formulate a policy in regards to parent funded Teacher Aide support based on Ministry of Education advice". Seconded by Will. Carried.</p> <p><u>PRINCIPAL'S REPORT - continued:</u></p> <p>8. Bernadette gave an in-depth overview of the Curriculum and Student Achievement plan so the board members were full aware of how 'at risk' students are identified and supported, and how each student is tracked to show the levels they are working at. This is reviewed on an annual basis. Bernadette was able to update the board on how students are tracked and how support is given for the various tiers. St Martins School is doing well in the three areas of Reading, Writing and Mathematics, compared with other decile 9 schools, schools in Canterbury and nationwide. Bernadette coordinates this and checks leaders and teachers are doing their part to ensure the system is robust and working well for our students. Bernadette 'quality controls' it but each team is able to run themselves. Bernadette also explained the testing programmes for Mathematics for each of the year levels</p>	

such as PAT tests and E-Astle testing for the Year 3 to 8 students and JAM and GLOSS testing for the Year 0-2 students.

Rob/Jo

WHĀNAU REPORT :

1. Will thanked St Martins School for the support of the Whānau group.
2. Will to do the Mihi Whakataua for the ERO welcome on 4<sup>th</sup> December. He will discuss this with Rob.
3. Carving the waharoa – Will would like to get a story to the carver. It would also be great to get some students involved in doing some of the carving. We need to make it meaningful for Hapu Martini.
4. Sausage sizzle at New World made \$83.00 after expenses.
5. Rāpaki Marae visit postponed until the New Year due to work being done at the marae.
6. Sausage sizzle at school made \$800.00. Will look at running one in term 1 or 2 next year to help cover marae trip costs.
7. Bernadette will attend the next Whānau group meeting on Friday 1<sup>st</sup> December to share Assessment data of Māori and Pasifica students.

GENERAL BUSINESS:

1. ERO visit: Nikki discussed the ERO visit and what it would mean for board members. Gave some information for board members to familiarise themselves with. ERO feedback form to be set up as a Google Doc so board members could add their thoughts.
2. BOT elections: 3 strong candidates for 2 positions. Kate Hodgins, Mark Broughton and Gabrielle Wall. Nikki suggested a leadership succession plan. Nikki would step down and Jo could then be co-opted to the board chair. This keeps some experience on the board as new members settle into the role. All were happy with this plan. Nikki will check with NZSTA re co-opting.
3. Board dinner to be held on 12<sup>th</sup> December after a short board meeting.

MINUTES OF THE PREVIOUS MEETING:

1. Kate advised that the S'Mart Community are looking at doing a newsletter at the start of 2018 to promote the donations.

The minutes were accepted as true and accurate.

There being no further business the meeting ended at 9.30pm. The next full Board meeting will be on Tuesday, 12<sup>th</sup> December, 2017, at the earlier start time of 6pm

\_\_\_\_\_ Approved \_\_\_\_\_ Date