ST MARTINS SCHOOL BOARD OF TRUSTEES MINUTES OF MEETING HELD 24 OCTOBER 2016 AT 6.30PM

Unless either Michele or Rob are notified of any concerns regarding these minutes by Thursday 3 November they will be available for staff, committees and parents to read online.

PRESENT: Nikki Tod (Chairperson), Rob Callaghan (Principal), Bernadette May (DP), Jo Malcolm, Mel Opie, Becky Ellis, Carole Clark, Mike Greenslade and Karaitiana Taiuru. Michele Stephens (Board secretary was away and the minutes were taken by Pam Greenslade. ADDITIONS TO THE AGENDA: STA: Rob Fiona Davidson – grants funding S'Mart Community – cookbook	
Malcolm, Mel Opie, Becky Ellis, Carole Clark, Mike Greenslade and Karaitiana Taiuru. Michele Stephens (Board secretary was away and the minutes were taken by Pam Greenslade. ADDITIONS TO THE AGENDA: STA: Rob Fiona Davidson – grants funding S'Mart Community – cookbook	
Greenslade. ADDITIONS TO THE AGENDA: STA: Rob Fiona Davidson – grants funding S'Mart Community – cookbook	
 STA: Rob Fiona Davidson – grants funding S'Mart Community – cookbook 	
 Fiona Davidson – grants funding S'Mart Community – cookbook 	
S'Mart Community – cookbook	
 Date of Rebuild meeting to be confirmed. 	
Rob's Principal's report to be In committee.	
MINUTES OF THE PREVIOUS MEETING:	
The minutes of the meeting held 16 September 2016 were accepted as true and accurate. Nikki	
FINANCE REPORT (Mike):	
The budgeted deficit for the month is \$44,000; actual is \$38,000	
• The budgeted deficit for the YTD is \$38,000; the actual is \$95,000	
 Maintenance is overspent, and Banked Staffing has also caused a large overspend. 	
The payment to the Methodist Mission, which was not budgeted for, caused an overspend which was off-set by underspending of ICT	
 There would be a larger deficit if not for the grant funding. Preparation of the 2017 budget needs to be started on with care taken not 	
to further erode cash reserves.	
Adjustments to banked staffing will even out in the first 3 months of 2017. Backers and a second of the growth is	
Becky expressed concern re the downward trend of the graph ie overspending – how the Board can possibly improve this trend was discussed.	
Staffing was hit with significant illness during Term 3. The first staffing was hit with significant illness during Term 3.	
 The furniture grant, which has already been spent (with approval earlier from the Board) will be reimbursed by the MOE in 	
conjunction with the rebuild. This will be an amount of approximately	
\$70,000 to be added back into the school's finances. Rob will make contact to find when this can be applied for.	

The Finance report was accepted and the meeting moved into committee at this point – 6.55pm, for the Principal's report. Karaitiana joined the meeting at this time.

Motion: Moved by the Chair

That the public be excluded from the following proceedings of this meeting.

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:

General subject of each matter to be considered:

• Staffing 2017

Reason for passing this resolution in relation to each matter: Good reason to withhold exists under Section 7

Grounds under Sections 48 (1) for the passing of this resolution: 7 (2) (a) 48 (1) (a)

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. Carried.

The meeting moved back to open format at 7.25pm.

Motion: 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.

Rob – other:

- Nikki congratulated Carole on behalf of the Board for the study leave granted to her for 2017.
- A new staff rep will be needed for the Board the staff will be consulted regarding this.
- Bernadette will continue to attend Board meetings while the rebuild is in process (co-opt?) so could act as staff rep depending on staff consultation.
- Rob reported on the latest NZSTA memo which reported on proposals by the Education Amendment Bill (M-16-08) to

(a) merge two Boards of Trustees if one is struggling,

Rob/Bern

(b) have the ability to force enrolment zones in schools (c) abolition of the NEGs and NAGs (d) the abolition of school charters Also changes on Communities of Learning (COLs), and Communities of Online Learning (COOLs). Rob has a series of questions regarding these proposals, for Katrina Casey. Rob The memo will be emailed to Board members. The Principal's report was accepted. Rob/Nikki WHĀNAU REPORT (Karaitiana): • The proposed Whānau meeting did not go ahead. The Whānau group is wanting to meet with the Board – decided to possibly hold meeting at 6.30pm on Friday 25 November. This is the same day that the S'Mart Community will be having the celebrations for the school's 60th birthday, and also the launch of their cook book – this from 4.30 to 7pm. Karaitiana • Karaitiana will check with Whānau that this date suits them, and Nikki will Nikki check timing of formalities with the S'Mart Community. • A weekend meeting of the Whānau group and the Board of Trustees will be arranged in 2017. The Whānau report was accepted. Nikki **OTHER BUSINESS:** Rebuild Meeting: All BOT note This meeting will be held on Tuesday 1st November at 6.30pm – just for Board members. Sonny and Tim will come to a later meeting. Green waste recycling: A parent, Jackie Greenbank, had contacted Becky advocating for more green waste recycling at school. • The Y5/6 syndicate is doing a project which fits with Garden to Table, and will also fit with this proposal. The Student Council environment committee could "own" this. • Catherine Liberty's research of "Play/eat/learn" (in that order) was discussed. Rob/Bern The Board passed this proposal back to school management to go to different groups. Auditor's requirements: • The auditor has recommended that the Asset register be renewed. Board members are now required to keep a record of hours they spend on

Rob/Mike Board business. Rob and Mike to discuss at the meeting with the auditor on Thursday 3rd to find out exactly what is needed. **Community Grants:** Fiona Davidson's contract has ended. She has two more grant applications in process which she will continue with. She is keen to work on grants for the hall development. The Board needs more work on the details of hall design before this can proceed. Nikki Nikki will speak to Fiona re options. All agreed to apply to Rata Foundation for \$20,000.00 to enable our pastoral care programme to continue in 2017. The BoT can only commit to putting \$4000.00 towards this programme. 15 minutes of the Rebuild meeting will focus on the hall. Becky will draw Beckv up some questions. S'Mart Community: There is a Fiesta website and Facebook page. These need to be carefully managed for appropriateness. A Cookbook Facebook page has been requested. This can be linked to order forms. The Board agreed – same rules apply for good management. Board/Staff function: It was decided to have drinks and nibbles at the Brickworks on Tuesday 6th Michele December at 3.30 until 5.30pm. Michele to book. • The Board meeting will follow at 6pm. MATTERS ARISING FROM THE PREVIOUS MINUTES: 1. Bernadette has obtained quotes from Aquagym and Pioneer for Water Safety for students. Pioneer the better quote. 2. S'Mart Community has agreed on the \$5,000 funding allocated for library and hall technology be spent on Library computers and devices. 3. Funding for specialist writing/maths teachers: Rob and Bernadette looking Rob and Bern into. 4. Rebuild information to be considered at the Rebuild meeting. 5. Leasing v. purchasing: sub committee yet to meet to discuss. Mike, Becky and Bern/Rob 6. S'Mart Community was grateful for the \$500 funding from the Board for the 60th birthday celebrations.

7. Board annual reporting requirements: Rob and Bern are looking at.	
Reporting to the Community: the Board is excited about the coming community events; Fiesta/Cookbook etc. What did the Board do well: all participated with some good questions and discussions. There being no further business the meeting closed at 8.30pm.	
Approved Date	