

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.

<p><u>PRESENT:</u></p> <p>Nikki Tod (Chairperson), Rob Callaghan (Principal), Bernadette May (DP), Jo Malcolm, Mel Opie, Becky Ellis, Carole Clark, Mike Greenslade and Karaitiana Taiuru.</p> <p>Michele Stephens (Board secretary was away and the minutes were taken by Pam Greenslade.</p>	<p><u>ACTION:</u></p>
<p><u>ADDITIONS TO THE AGENDA:</u></p> <ul style="list-style-type: none"> • STA: Rob • Fiona Davidson – grants funding • S'Mart Community – cookbook • Date of Rebuild meeting to be confirmed. <p>Rob's Principal's report to be In committee.</p>	
<p><u>MINUTES OF THE PREVIOUS MEETING:</u></p> <p>The minutes of the meeting held 16 September 2016 were accepted as true and accurate. Nikki</p>	
<p><u>FINANCE REPORT (Mike):</u></p> <ul style="list-style-type: none"> • 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. • 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 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. 	<p>Rob</p>

<p>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.</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 2017 <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:</p> <p>To protect the privacy of natural persons. Carried.</p> <p>The meeting moved back to open format at 7.25pm. <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>Rob – other:</u></p> <ul style="list-style-type: none"> • 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, 	<p>Rob/Bern</p>

<p>(b) have the ability to force enrolment zones in schools (c) abolition of the NEG's and NAG's (d) the abolition of school charters Also changes on Communities of Learning (COLs), and Communities of Online Learning (COOLs).</p> <ul style="list-style-type: none"> • Rob has a series of questions regarding these proposals, for Katrina Casey. <i>The memo will be emailed to Board members.</i> <p>The Principal's report was accepted. Rob/Nikki</p>	<p>Rob</p>
<p><u>WHĀNAU REPORT (Karaitiana):</u></p> <ul style="list-style-type: none"> • 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 will check with Whānau that this date suits them, and Nikki will 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. <p>The Whānau report was accepted. Nikki</p>	<p>Karaitiana Nikki</p>
<p><u>OTHER BUSINESS:</u></p> <p><u>Rebuild Meeting:</u></p> <ul style="list-style-type: none"> • 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. <p><u>Green waste recycling:</u></p> <ul style="list-style-type: none"> • 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. • The Board passed this proposal back to school management to go to different groups. <p><u>Auditor's requirements:</u></p> <ul style="list-style-type: none"> • The auditor has recommended that the Asset register be renewed. • Board members are now required to keep a record of hours they spend on 	<p>All BOT note</p> <p>Rob/Bern</p>

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