

ST MARTINS SCHOOL BOARD OF TRUSTEES

MINUTES OF MEETING HELD TUESDAY 24th OCTOBER 2017 AT 6.30PM

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

<p><u>PRESENT:</u> Rob Callaghan (Principal), Jo Malcolm (Deputy Chair), Mike Greenslade, Kate Hodgins, Bernadette May, Becky Ellis, Michele Stephens (Board Secretary)</p> <p><u>APOLOGIES:</u> Will Kereru, Nikki Tod</p>	
<p><u>MINUTES OF THE PREVIOUS MEETING:</u></p> <p>The minutes of the meeting held 14th September 2017 were accepted as true and accurate. Jo/Rob</p> <p><u>FINANCE REPORT:</u></p> <ol style="list-style-type: none">1. YTD in deficit \$46,000 – it was \$95,000 last year so although we are in a better position we are still not where we want to be. The usual areas of concern are Banked Staffing and Teacher Aide hours.2. Rob advised Banked Staffing should not have a deficit by the end. He is not sure how the model he uses takes into account leave without pay but any effect it does have will be in a positive way.3. All teacher staffing is now coming from Teacher Salaries. Teacher Salaries goes up as we take on more staff and we do not get any additional funding for it – applications then go in to apply for more funding based on the student roll.4. Jo wondered about the Performing Arts budget. Seemed to have more going out than coming in. Could just be an allocation issue – follow up with Megan to see if we can check this out.5. Additional funding application for ongoing pastoral care has been declined. No explanation has yet been received. Once we have received a response then consideration could be given to sending a letter to the MOE from the Board. Mike/Jo <p><u>PRINCIPAL'S REPORT:</u></p> <ol style="list-style-type: none">1. 'Plight of the Bees' – led by Alice Perry. Alice has stepped up and led this programme, considering she is in her first year as a teacher, Alice has had a wonderful start to her teaching career.2. Collaborative teaching/rebuild – Rob spoke to staff after the item that featured on Stuff regarding large open classes. Rob reiterated to staff that the article did not relate to how we teach or how our new buildings will look and be used.3. We need to finalise a date with Baldasso Cortese regarding the Community meeting to tell everyone about the rebuild. Rob and Michele will follow this up tomorrow as we need to speak with parents before the tender/consent goes out. At this stage looking at in the week 6th to 10th Nov or 13th to 16th Nov. Will need to change the date Maureen comes to speak with parents.4. COL – not much change to how things will work for Kate and Chris as they have already been doing the work. Still to work out how Carole's role will go.5. School roll – we hope that the MOE will change Provisional Staffing based on our predictions to generate additional staffing.6. Teacher Aide hours – Rob has spoken with NZEI and STA re the process that needs to be followed with regards to reducing permanent hours. Rob has a meeting with the teacher aides' tomorrow. There will be less cover next year in certain areas. (ie: tech buses, road patrol etc)	<p>Rob/Michele</p>

<p>7. Budget – Megan has only started in her role as bursar, but soon will start to set up the budget and then Rob, Megan and Mike will go through it.</p>	
<p>The meeting moved into committee at 7.15pm. <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 7.30pm.</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><u>PRINCIPAL’S REPORT - continued:</u></p> <ol style="list-style-type: none"> 8. Term dates – there will be two ‘teacher only days’ before school starts, plus one additional teacher only day during the year. Jo said it would be preferable to have this additional day tagged onto a long weekend as parents find this easier to manage. 9. ERO – coming in December. Need to get information and give some ‘training’ to BOT so they can be prepared. Bernadette and Nikki went to a good session so can pass on this info. <p style="text-align: right;">Rob/Jo</p> <p><u>WHĀNAU REPORT (Becky):</u></p> <ol style="list-style-type: none"> 1. Meeting once a month and hope to build up numbers. 2. Sausage sizzle went really well. Huge thanks to Michael (caretaker) and Lucia (student) for their invaluable help. 3. Visit to Rāpaki Marae booked in. Looking at opening this up to more people. Also looking at doing another sausage sizzle, down at New World, to raise funds for this visit. <p><u>CORRESPONDENCE:</u></p> <ol style="list-style-type: none"> 1. Urgent email was sent via School links re dangerous activities on school roof after school hours. 	

<p><u>GENERAL BUSINESS:</u></p> <p>All general business was either covered in Principal or Whānau reports or in committee business.</p>	
<p><u>MINUTES OF THE PREVIOUS MEETING:</u></p> <ol style="list-style-type: none"> 1. Still following up on setting up a transparent chart of accounts. Megan and Rob to do this. 2. S'Mart Community were given the go ahead to promote 'Why Pay' for school donations. Has not been followed up yet but it would be better to kick this off in term 1. Kate will take this to S'Mart Community meeting. <p>The minutes were accepted as true and accurate.</p>	<p>Rob</p> <p>Kate</p>
<p>There being no further business the meeting ended at 8.00pm. The next full Board meeting will be on Tuesday 21st November, 2017</p> <p>_____ Approved _____ Date</p>	