

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 16th SEPTEMBER 2016 AT 6.30PM

Unless either Michele or Bernadette are notified of any concerns regarding these minutes by Wednesday 21st September they will be available for staff, committees and parents to read online.

<p><u>PRESENT:</u></p> <p>Bernadette May (Acting Principal), Nikki Tod, Mike Greenslade, Mel Opie, Jo Malcolm, Becky Ellis, Carole Clark, Karaitiana Taiuru.</p> <p>Michele Stephens (Board secretary) away. Minutes taken by Mel Opie.</p>	<p><u>ACTION:</u></p>
<p><u>MINUTES OF THE PREVIOUS MEETING:</u></p> <p>The minutes of the meeting held 16th August 2016 were accepted as true and accurate. Mel/Nikki</p>	
<p><u>FINANCE REPORT:</u></p> <p>Actual budget deficit as at the end of August was \$63k, however after allowing for income received in advance, the effective budget deficit is currently \$93k. Essentially this is made up of a \$64K variance in staffing cost (banked staffing and relievers), \$26K Repairs and Maintenance (R&M) and caretaker salaries.</p> <ul style="list-style-type: none"> • Staffing costs – high sickness in staff. Bernadette has rejigged how PD is managed, to reduce amount of relief required while ensuring staff still have access to high quality PD. Bernadette has discussed this with Rob and they are confident that this will be back in balance by the end of the year. It was noted that the current Banked Staffing variance is smaller than at the same time in 2015. • R&M costs are a result of extra work required due to damage to fort, H&S Act requirements, drainage issues, hot water cylinder, heat pumps, handover to new caretaker. <p>Given the deficit, and high expenses with the rebuild, we need to be prudent with our expenditure and save where we can.</p> <p>Refer to Financial Reports for more detail.</p>	
<p><u>PRINCIPAL’S REPORT:</u></p> <p>Swimming – NAG 1 Curriculum Delivery</p> <ul style="list-style-type: none"> • Sport Team have proposed a programme that better meets the needs to all our students: 2 week, 10 lesson block. Swimming lessons, water safety, water confidence, life saving badges year 7-8. • Board discussed Swim Survey results; discussed our community’s needs/wants/feedback and how the proposed programme would fulfill those; costs and the opportunity cost of time out of the classroom. • <i>Board agreed that the focus for St Martins School will be Water Safety: the school will facilitate one week of water safety for all students. Cost to be covered by parents</i> 	

<p><i>and, if possible, Rotary funding (if available).</i></p> <ul style="list-style-type: none"> • Sport team to ask Aquagym and Pioneer what program they can deliver in one week and get a new quote. (Cost of Wharenui too high, fees and time). Bern will present this info at the next BoT meeting to ensure we can communicate the plan with parents early in Term 4. <p>ICT Purchases – NAG 4 Finance</p> <ul style="list-style-type: none"> • Fundraising by Fiona has covered the \$12K for the Teacher iPads. • Bernadette to ask the Smart Community (Jo Bethell) if it is ok if we spend the \$5K they allocated for “Library and Hall technology” on the Library computers and devices. <p>Variance Report</p> <ul style="list-style-type: none"> • Writing continues to be an area we need to focus on. This is interim data, and teachers tend to be cautious with their marking. • Discussed idea to employ a writing specialist teacher that could support writing across the school. Would work in a similar way to the accelerated learning program that Carole is running successfully for maths. The Board agreed this is a priority. Bernadette to follow this up. • Jo asked what impact Murray Gadd’s work has had on writing across the school. Bernadette explained his goal was to strengthen the capacity of our teachers to teach writing effectively and enable us to provide better quality writing programs across the school. Bernadette is confident that we have achieved that. Next step is extra support for the students ‘At Risk’. • Mel asked why ‘Above’ and ‘Well Above’ students aren’t itemized within the Variance Report. Bernadette advised that, while they aren’t itemized in the report, there is a register of these children and they are known by name. Most of these children are managed within the classroom, however when their learning needs cannot be met within the classroom, they have an Individual Learning Plan (ILP). • Nikki thanked Bernadette for her excellent leadership and open communication in Rob’s absence. Bernadette thanked Nikki and the BoT for their support. <p style="text-align: right;">Bernadette/Carole</p>	<p>Bernadette</p> <p>Bernadette</p> <p>Bernadette</p>
<p><u>GENERAL BUSINESS</u></p> <p>1. Rebuild</p> <ol style="list-style-type: none"> a. Rob would like to be involved in all communications about the rebuild. He has information he would like to share and as pedagogy leader he needs to be involved. b. Bernadette to advise Sonny that we will respond to his questions once Rob is back and we’ve had a chance to discuss the questions presented. c. Decision needs to be made about the roll issue. Are we going to accept it or not? If not, what are our next steps? d. Bernadette to update staff on where we’re at in process. e. Bernadette to talk to Sandy at Beckenham School about their blog and process for communicating with their community. f. Mel to draft update to community; send to Nikki, Jo and Bernadette for 	<p>Bernadette</p> <p>Bernadette</p> <p>Mel</p>

