ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 15th MARCH 2016 AT 6.30PM

Unless either Michele or Rob are notified of any concerns regarding these minutes by Tuesday, 29 March, they will be distributed to staff and committees, and be available for parents to read in the school office.

PRESENT: Rob Callaghan (Principal), Nikki Tod, Richard Boon, Mel Opie, Jo Malcolm, Carole Clark, Deirdre Richardson, Karaitiana Taiuru and Michele Stephens (Board secretary). Guests: Mike Gibbs, Paul Whare, Michelle Teller, Keegan Kereru, Kiara Kereru	ACTION:
WHĀNAU GROUP HANDOVER Mike, Paul and Karaitiana led the official handover of the Whānau representation from Mike Gibbs to Karaitiana Taiuru. Nikki Tod thanks Carole and Karaitiana for organising this. At 7pm the guests then departed and the meeting continued.	
MINUTES OF THE PREVIOUS MEETING: The minutes of the meeting held 16th February were accepted as true and accurate. Nikki/Rob	
FINANCE REPORT: Richard discussed his report in brief. Budgeting for a deficit. Mutukaroa funding also discussed. Rob moved that the budget that has been presented be accepted for 2016. Rob/Richard The following motions were passed for the school Financial Audit: 1. The Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2015 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed. 2. That the Board approves the inclusion of a budget for the 2015 Statement of Financial Position and a budgeted Cash Flow which are derived from the Board's 2015 operating and capital purchases budgets.	
PRINCIPAL'S REPORT: 1. Te Reo report – Nikki liked the format of the report. We are going to form a closer relationship with Rāpaki as it is our closest marae. Kapahaka group underutilised. Looking at using them more. 2. National Standards – CAP plan was developed by Bernadette. Individuals are highlighted and appropriate support given. (Individual Learning Plans) Rob will prepare something for a newsletter to share achievement levels with our parents. Modern New Zealand Learning Practice: Glossary – worthwhile downloading and reading. 3. Rob met Amanda Fitzgerald who is Simon Hampson's replacement. Baldasso Cortese have been signed off as our architect. Next meeting 17th March. 4. Health and Safety – Jenny Wood keeps a record of any H&S issues including Cultural Safety. Discussed at weekly Implementation meetings.	Rob

5. Swimming review – thanks to Mel for setting this up. Already over 120 responses so far. Rob/Jo	
WHĀNAU REPORT 1. Karaitiana wants to have the support of the board to review policies on School Docs. He will bring information to the board in approximately 3 months. Board happy with this. 2. Karaitiana wants to know if we can pull out Māori stats from National Standards report. Karaitiana to email Rob with specific details of what he wants.	Karaitiana
PROPERTY RENEWAL UPDATE: Insurance during the rebuild. We need to confirm with the Ministry that there is the appropriate insurance cover during this time.	Rob
CORRESPONDENCE: Inwards: 1. NZSTA - letter re AGM. 2. MOE- directed enrolment 3. School Docs x 2 4. STA News x 2 5. AON School insurance renewal Nikki pointed out some useful webinars and other information in the STA circulars.	
GENERAL BUSINESS 1. Fiona Davidson of Funding Solutions spoke with Rob, Nikki and Jo Bethell (S'Mart Community). Fiona has a rich knowledge of where to access funding. She can be contracted for 10 hours a week over the school year for $20000.00 or for an hourly rate. Discussed options and decided in principle to set up a contract for 5 hours per week with a review in 6 months. We would need to have a clear plan of what we need before starting this contract. Michele to set up appointment. 2. Homework Club Proposal – The HWC would like to use the school hall after school each day to run their HWC. St Martins School students use this facility therefore it would be good to have them onsite. In principle their proposal is good. Rob will meet with them to firm up the contract. 3. 'Meet with the BoT' meetings – there are two meetings, one on the morning of 31st March and the other at 6pm before the April BoT meeting. Jo, Mel and Nikki will be at the morning session. Rob has had a couple of parents showing an interest. Promote the meetings via School Links and newsletter. Michele to organize some food for the morning meeting.	Michele Michele
MATTERS ARISING 1. System for Cultural Safety (Karaitiana) – has been followed up.	

2. Once minutes for the previous month are confirmed at the BoT meeting they can go up on the website.	
There being no further items the meeting ended at 8.20pm. The next full Board meeting will be on April5th 2016, at 6.00pm. (Early start to meet with potential new members) _____ Approved _____ Date	All note