

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 10th MAY 2016 AT 6.30PM

Unless either Michele or Rob are notified of any concerns regarding these minutes by Monday, 23rd May, they will be available for staff, committees and parents to read online.

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| <p><u>PRESENT:</u></p> <p>Rob Callaghan (Principal), Nikki Tod, Richard Boon, Mel Opie, Jo Malcolm, Deirdre Richardson, Karaitiana Taiuru and Michele Stephens (Board secretary).</p> <p><u>APOLOGIES:</u></p> <p>Carole Clark</p> <p>Guests: Teachers and 4 students of Room 8 and 9 plus Alasdair (Engineer)</p> | <p><u>ACTION:</u></p> |
| <p><u>PRESENTATION FROM ROOM 8 AND 9 :</u></p> <p>Nikki Tod welcomed the students and teachers from Room 8 and 9. Cara and Sam then introduced their project which is to plan an obstacle course in the school grounds. Jessica and Grace introduced their project which is a Friendship Bus for the Junior School area.</p> <p>Questions were asked and feedback given. The students were not asking for funding, this is part of what they need to cover as part of their project plan. These projects are part of a nationwide competition and at this stage the students only require approval to go ahead with the planning stages rather than any physical implementation of the projects. The students left the meeting so the Board could consider their proposals. After some discussion and some additional information from Tamara Saxon the Board made a unanimous decision to support both projects.</p> <p>The guests then left and the Board meeting continued.</p> <p>Nikki will send thanks to teachers/students/engineer for their presentation.</p> | <p>Nikki</p> |
| <p><u>MINUTES OF THE PREVIOUS MEETING:</u></p> <p>The minutes of the meeting held 5th April were accepted as true and accurate.</p> <p>Nikki/Rob</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> <p>Reason for passing this resolution in relation to each matter:</p> <p>Good reason to withhold exists under Section 7</p> <p>Grounds under Sections 48 (1) for the passing of this resolution:</p> <p>7 (2) (a) 48 (1) (a)</p> | |

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| <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: To protect the privacy of natural persons. Carried. At 7.05pm the meeting resumed in open format.</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.</p> <p>Carried.</p> | |
| <p><u>FINANCE REPORT:</u></p> <p>Richard advised full year forecast on budget. Last year we received approximately \$100K more income – approx. \$76K from MOE for Mutukaroa etc and \$27K from Red Cross. Cash has held up well but dropping slightly each year. Hard to build up funds – something to be aware of.</p> | |
| <p><u>PRINCIPAL'S REPORT:</u></p> <ol style="list-style-type: none"> 1. First session of Mathemtacis PD with Bobbie Hunter and Trevor Bills held after school today. Teachers also came from Cashmere High School, Hornby High School and Paparoa Street School. A very powerful session. There will be some modeling in classes tomorrow. Teachers will teach and Bobbie and Trevor will mentor during these sessions. 2. Parents with valuable skills for the rebuild – we need to be respectful to the architects while still valuing the support these parents can give us. Rob will talk to Baldasso or MOE about how to use the support offered. <p style="text-align: right;">Rob/Nikki</p> | <p>Rob</p> |
| <p><u>CORRESPONDENCE:</u></p> <p>Inwards:</p> <ul style="list-style-type: none"> • School Docs – 06/04/16 • School Docs – 14/04/16 • NZSTA Health and Safety Act guides • Nicky Pateman – Notice of Parental Leave • AON Liability Insurance Renewal • STA News – March 2016 • Email from CES updating BoT election process – 02/05/16 • School Docs – 05/05/16 | |

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| <p><u>GENERAL BUSINESS</u></p> <ol style="list-style-type: none"> 1. Board approved continuing cover and payment for School Liability Insurance. 2. Board meeting dates – Pam had requested these be looked at and have them later each month. It was decided to leave June and July as they were, change August to the 16th (was 9th) – all other dates to remain the same. 3. Building design – discussed the current plans. Some issues that came through were around the number of toilets and access to these, the large building and the method of separating of classrooms if needed, moveable walls, sliding doors. Nikki will compile a list of issues/questions from the Board and send them to Baldasso and Rob will send through staff feedback. 4. Payment to Fiona Davidson – Richard suggests that allocation should come from Admin with its own sub code. 5. Google Drive – Mel has looked at Google Drive and feels it is a good option for the Board to use to send documents etc. It keeps everything in a central place and documents can be filed under different headings to make it easier to pull up previous papers when needed. School needs to set up an email. Mel will talk to Bernadette about setting up an email and then look at implementing Google Drive and giving ‘training’ if required. 6. Nikki thanked Deirdre and Richard for their wonderful contribution to the St Martins School BoT. Both Deirdre and Richard are stepping down and this is their last meeting. | <p>Nikki/Rob</p> <p>Mel</p> |
| <p><u>MATTERS ARISING</u></p> <ol style="list-style-type: none"> 1. Karaitiana is still to look at his review of school policies on School Docs through the lens of Cultural Responsiveness. 2. Swimming survey – Rob will follow up with Catherine and Jarad. | <p>Karaitiana</p> <p>Rob</p> |
| <p>There being no further items the meeting ended at 8.45pm. The next full Board meeting will be on June 14th 2016, at 6.30pm.</p> <p>_____ Approved _____ Date</p> | <p>All note</p> |