

ST MARTINS SCHOOL BOARD OF TRUSTEES

MINUTES OF MEETING HELD TUESDAY 12TH DECEMBER 2017 AT 6.00PM

Unless either Michele or Rob are notified of any concerns regarding these minutes by Tuesday 19th December, they will be available for staff, committees and parents to read online.

<p><u>PRESENT:</u> Rob Callaghan (Principal), Nikki Tod, Jo Malcolm, Mike Greenslade, Kate Hodgins, Bernadette May, Becky Ellis, Will Kereru, Michele Stephens (Board Secretary)</p>	
<p>Will shared an opening Karakia and Whakatauki. Will suggested bringing Tikanga into the Board meetings in 2018. Nikki said we would really appreciate Will guiding us as this is an excellent idea.</p> <p>Nikki advised that we have a new board member Mark Broughton who will start with us at the first meeting of 2018. Congratulations to Kate Hodgins for being re-elected for the next three years.</p> <p><u>MINUTES OF THE PREVIOUS MEETING:</u></p> <p>The minutes of the meeting held 20th November 2017 were accepted as true and accurate. Nikki/Rob</p>	
<p>The meeting moved into committee at 6.05pm. <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 6.10pm.</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>	

FINANCE REPORT:

1. Deficit YTD \$38,000 – last year it was \$91,000 so we are in a better position.
2. Cash position similar to last year. Fixed assets purchased lower than last year.
3. Rob and Megan have started working on the budget. Rob advised they have amended the chart of accounts as requested. Regrouped to be more transparent. Will look to add things in to try and drive down costs. (ie: photocopying) Make syndicates accountable for their spending.
4. Megan and Rob need to sit down with Mike and go through the chart of accounts and they will be led by what Mike feels will be the best way to display and monitor the information.
5. Rob has put in a buffer of about \$30,000 in the budget to allow for any fluctuation such as roll numbers not being as expected.

PRINCIPAL'S REPORT:

1. In process of organising PLD for the COL. Quite a tricky piece of work but it is getting done.
2. Garden to Table appointment – support staff position. 3 applications received. A board member is not required on the panel but are welcome if they want to participate.
3. Extra-ordinary funding – continues to be frustrating.
4. Property tender – there are delays. Rob sent Sonny Sun an email re the delay and lack of communication from the Ministry. Stated his disappointment in the Ministry not communicating anything to us. Sonny replied apologising and advised Christmas time is not a good time for things to go to tender as prices are not always competitive. Looking to go out to tender January/February 2018. Becky advised there is no “Christmas Rush” for tenders and feels this is just an excuse. It is very frustrating as the major earthworks were to be done in the December/January school holiday break but we now need to wait until approx. end of Term 1 holidays. Nikki to send an email to Coralanne expressing frustration on behalf of the board re the delay and lack of communication.
5. ERO – Nikki thanked Rob and Bernadette for the effort they put into the planning for the ERO visit. Thanks also to the board members who were able to meet ERO on Monday.
6. Draft Variance report – Bernadette went through this and highlighted the many improvements in Reading, Writing and Mathematics for our students including Māori and Pasifica and priority students. In most areas we are above the National Data.

Rob/Jo

WHĀNAU REPORT:

1. Will reiterated his desire for tikanga to be introduced to the board meetings.
2. There is good support for Will from the Whānau group.
3. Will asked if it would be helpful for the board to give the Whānau group guidance but Nikki advised that it is not the board's place to instruct the Whānau group as we want the Whānau group to have ownership and to bring to the board the ideas they would like supported.

CORRESPONDENCE:

1. Resignation from Nikki Tod
2. Email from Sonny Sun re delays in rebuild (as mentioned in Rob's report)

GENERAL BUSINESS:

1. Nikki thanked everyone for their support while she was on the board as a parent rep, including her time as Chair. Jo took this opportunity to share a video with Nikki and the board to thank Nikki for her 10 years on the board.
2. Nikki Tod to stand down as Chair and Jo Malcolm to be co-opted onto the board for a fixed term. Jo nominated as Chair. All were in favour of this – carried.
3. Deputy Chair – Kate Hodgins nominated as Deputy Chair. All were in favour of this – carried.
4. Gabriella Wall was the third candidate for the BOT elections and was not successful. However her skill set would be a real asset to the board during the rebuild so the board agreed to co-opt Gabriella Wall onto the board from 2018.
5. Student Voice – Maths. Bernadette is still working on this.
6. S'Mart Community Wish List – Rob proposes that we do things differently as it feels like the tail is wagging the dog. Currently it feels that we advise the S'Mart Community what we would like funded and then they question our decisions. School management does the research and looks at what would be ideal for the school and it should be up to the S'Mart Community to decide if they have the funds available, not whether they think the school decisions are correct.

Jo Malcolm acknowledged the hard work of everyone on the board. It has been a very full and busy year and will continue to be the same next year. We are very fortunate to have very involved parents on the board and in our school community.

There being no further business the meeting ended at 7.25pm. The next full Board meeting is a date yet to be determined in February 2018.

_____ Approved _____ Date