

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD TUESDAY 10th APRIL 2018 AT 6.30PM

Unless either Michele or Rob are notified of any concerns regarding these minutes by Thursday 26th April they will be available for staff, committees and parents to read online.

<p><u>PRESENT:</u> Rob Callaghan (Principal), Bernadette May, Jo Malcom (Chair), Kate Hodgins Mike Greenslade, Kate Hodgins, Becky Ellis, Mark Broughton, Will Kereru, Michele Stephens (Board Secretary)</p> <p><u>APOLOGIES:</u> Gabrielle Wall</p>	
<p>Will opened the meeting with a karakia and Jo shared a whakatauki.</p> <p><u>MINUTES OF THE PREVIOUS MEETING:</u></p> <p>The minutes of the meeting held 20th March 2018 were accepted as true and accurate.</p>	
<p><u>FINANCE REPORT:</u></p> <ol style="list-style-type: none"> 1. Mike has made the changes to the budget as discussed at last month's meeting to amend the depreciation. 2. Mike also advised the FFE grant is not treated as income, it is seen as equity so it needs to be taken out of the budget which means we are now budgeting for a \$21K deficit. Mike is not too worried about this as we will still have the FFE money even if it is not technically called 'income'. 3. Slight deficit for March - \$6K – last year it was \$53K deficit so we are tracking much better this year. 4. Mike checked the high maintenance costs. We just had a bad run of essential repairs that had to be done. The delay in the rebuild has not helped. 5. ICT repairs of \$3K – this was actually a purchase of a new laptop to replace an old one that had 'died' so this should be listed as an asset. Will advise Megan so she can make adjustments. 	Mike/Megan
<p><u>PRINCIPAL'S REPORT:</u></p> <p>The meeting moved into committee at 6.45pm. <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</p>	

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.

The meeting moved back to open format at 7.05pm.

Motion: 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.

PRINCIPAL'S REPORT - continued:

1. Fiona Davidson – Kate confirmed that the S'Mart Community will set aside \$2000 towards employing Fiona to fundraise for specific items. They will then see whether it is worthwhile increasing this in the future. The board will contribute \$5000 to employing Fiona. Rob will get back to Fiona to discuss how we will manage this.
2. Tender Selection process – Hann Construction has been chosen for the rebuild. Rob attended a meeting to go through the process and there was nothing negative about Hann, whereas there were some negative aspects with the other two tender companies. Rob has asked the Ministry for support during the rebuild. Fencing should be going up in the second week of the holidays. We will advise parents to be prepared and to look out for emails as we continue to update.
3. Cashmere High School zone – Cashmere High School (CHS) have given us details of their proposal for the zone area which includes all of St Martins School. The Ministry has a different zone proposal called 'Scenario T' which cuts our school zone in half so that students will either be zoned for Cashmere High School or Linwood College. The Board will put in a submission in support of CHS's proposed zone. St Martins School is a 'pathway' school and has a long tradition of students going onto CHS. We are also part of the COL with CHS and have very strong ties. Jo will write a letter on behalf of the board and Rob will email Jo some thoughts/ideas. Kate will send Jo the article with the 'Scenario T' information.
4. International Students – Rob has been approached by an agent who would like to bring students from China for a 'taster' experience. 1- to 15 students for 2 weeks at a time. They could then possibly consider coming back at a later date as an international student. This would be a big piece of work if students were billeted and we would need to look at how this would pan out – agent would manage that side of things. We would just host them as visiting students. Health and Safety would just be the same as our current students. It would be an income source but some of this would be used to provide support for these students. Rob will look into this further to see how it could work.
5. New reporting format – Bernadette spoke about the redesign of the reporting system incorporating progress and achievement. Bernadette will load examples onto the BOT Google Drive so we can have a look at them. There are clearer micro steps so parents can see growth. Going to obtain feedback from parents. Personalised, plain language. Students and parents can have a voice. Bernadette is very happy with how this have come together.

Rob

Jo
Rob
Kate

Rob

Bernadette

Rob/Bernadette

<p><u>WHĀNAU GROUP:</u></p> <ol style="list-style-type: none"> 1. Another person came to the last Whānau group meeting which was great. 2. Kapahaka don't have poi. Going to look at doing a workshop to make poi one Sunday. Rob will check with Steph Nixon with regards to funding this. Will advertise in newsletter once set up. 3. Hangi – looking at the possibility of having a hangi for Matariki. Will is going to follow up on this. 4. Waharoa design – came up with a cost-effective plan. Will feels we should not have to pay someone to come up with a story as it should be our story. Will has been in contact with Katrina Greenslade re design and has invited her to their next Whānau meeting. Could look at steel rather than wooden carving. A more modern interpretation. Whānau group will continue to work on this. 	<p>Will</p>
<p><u>CORRESPONDENCE:</u></p> <ol style="list-style-type: none"> 1. Caitlin Ross – maternity leave 2. NZEI Education Leave – funding available for 5 days 3. Treemendous application – can win \$10k for landscaping 4. Quotes for removal of trees at back of school. 	
<p><u>GENERAL BUSINESS:</u></p> <ol style="list-style-type: none"> 1. Tree removal – Will said he will have a look at the trees to see if it is something he can do and if not, we will consider the three quotes obtained. 2. Transport report – Kate Hodgins has met with John Dore from CCC. Discussed speed restrictions – as we are not on a busy main road Albert Terrace does not qualify for a reduction to 40km speed zone around school hours. John has come up with a number of changes – moving the bus stop on Centaurus Road to provide more parking spaces, no parking lines on corners, active school signs. School signs activated for 35 minutes in the morning and 20 minutes in the afternoon. 8.15am to 8.50am in the morning and 2.55pm to 3.15pm in the afternoon. Kate will follow this up with John. There is no money to do anything about the roundabout. John can see this is an issue but unfortunately CCC do not see this as a priority. John suggests we should go to the Community Board with a recommendation. Kate is happy to do this on behalf of the board. Worthwhile revisiting the Transport Plan – hoping we can use the old one and update it. Kate and Jenny Wood will go ahead with this. 3. Select member – no response from Public Notice so we can select Gabrielle Wall as a select member (parent rep) for the board. Therefore, the board puts forward a resolution to select Gabrielle Wall to the Board of Trustees, replacing Nikki Tod's position which is due for re-election in June 2019. <p style="text-align: right;">Becky/Will - Carried</p>	<p>Will Kate</p>
<p><u>MATTERS ARISING FROM PREVIOUS MINUTES:</u></p> <ol style="list-style-type: none"> 1. Bernadette had half a day with Tamara Saxon going through the Gate Programme and reporting of this. A full review is going ahead. Questionnaire given to students on the Gate programme. This is a continuing piece of work. 	
<p>There being no further business the meeting ended at 8.05pm. The next full Board meeting is at 6.30pm, Tuesday 22nd May 2018.</p> <p style="text-align: center;">_____ Approved _____ Date</p>	