

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD TUESDAY 20th FEBRUARY 2018 AT 6.30PM
Unless either Michele or Rob are notified of any concerns regarding these minutes by Thursday 8th March they will be available for staff, committees and parents to read online.

<p><u>PRESENT:</u> Rob Callaghan (Principal), Jo Malcolm, Mike Greenslade, Kate Hodgins, Becky Ellis, Will Kereru, Mark Broughton, Gabrielle Wall, Michele Stephens (Board Secretary)</p> <p><u>APOLOGIES:</u> Bernadette May</p>	
<p>Jo Malcolm welcomed the new board members, Mark and Gabrielle, to their first meeting.</p> <p>Will shared an opening Karakia and Jo shared a Whakatauki.</p> <p>Nominations were called for the Board Chair. One nomination received – Will Kereru nominated Jo Malcom. No other nominations received. A vote was taken with a show of hands and Jo Malcolm was unanimously voted as Board Chair for 2018.</p> <p><u>MINUTES OF THE PREVIOUS MEETING:</u></p> <p>Amendment noted – Page 3, point 3 to state <i>'Deputy Chair – Kate Hodgins nominated as Deputy Chair. All were in favour of this - carried'</i></p> <p>The minutes of the meeting held 12th December 2017 were accepted as true and accurate.</p>	
<p>The meeting moved into committee at 6.37pm. <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.</p>	

Carried.

The meeting moved back to open format at 7.00pm.

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.

FINANCE REPORT:

1. End of Year deficit just under \$73000 – last year it was approx. \$167000. We have made ground but still some way to go. Deficit \$34000 for December but this is mainly due to payment of end of year annual leave for Support Staff.
2. Budget is a work in progress. Mike will circulate the budget via email to the board and will provide some commentary. We can come to an approval via email and ratify at the next meeting.
3. There have been significant cuts in terms of support staff – 3 support staff have left who have not been replaced and other teacher aides have had hours reduced.
4. Previous accounts were very difficult to work with and this has been made much clearer due to Rob, Mike and Megan going through and tidying them up. Banked Staffing model is being used to track the Banked Staffing – Rob briefly explained to new BOT (Board of Trustee) members what Banked Staffing was.

PRINCIPAL'S REPORT:

1. Charter/Strategic Plan will be up for review due to the change in government. MOE (Ministry of Education) liaison person is in agreement that we can resubmit current strategic plan and continue to work on it during the year.
2. Rob reiterated that we no longer need to use National Standards. For St Martins, this is not a big deal as we are already in a strong position.
3. Variance report will go in with our next charter. To read the Variance report and discuss any issues at the next BOT meeting. (Variance report handed out at meeting)
4. Maths survey handed out at meeting. Take time to go through it and any questions can be answered at the next meeting.

The meeting moved into committee at 7.28pm.

Motion: Moved by the Chair

That the public be excluded from the following proceedings of this meeting.

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:

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

Grounds under Sections 48 (1) for the passing of this resolution:

7 (2) (a) 48 (1) (a)

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.

The meeting moved back to open format at 7.30pm.

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:

5. FF & E (Furniture, Fixtures and Equipment) – when we did the prototyping it was hard to work in a flexible way so the BOT approved spending money for furniture prior to the rebuild. We have been fighting MOE ever since for this funding to be received. Finally receiving an initial payment of \$39000.
6. Paid Union meetings – these need to happen and schools cannot close due to these meetings. We need to advise parents that teachers will not be present and children will be released early however if children need to remain at school they would be supervised. Rob will select a day and then advise parents to advise if supervision is required so we know how many staff are needed. (Relievers may need to be employed)

Rob

Rob/Jo

CHAIR'S REPORT:

1. Good rebuild meeting today with MOE and OCTA. Tenders will be back mid-March and then it goes back to the MOE. QS is also involved. We will be fully involved in this process. Aiming for construction to begin in April holidays but this is dependent on no delays.
2. Before and during the rebuild we need to be mindful of Health and Safety aspects due to liability issues.
3. We feel that there is a lot of experience on the board that can be used throughout the rebuild process. There will be a monthly Project Control Group meeting. A lot of issues to consider but very exciting times are ahead.
4. Very proud of the ERO (Education Review Office) report. Some feedback has been given. Paragraph around mathematics does not fairly reflect the current data. ERO will get back to us with our recommended changes.
5. Positive start to the year. Teachers enjoyed the TOD's (Teacher Only Days). Play/Eat/Learn has been going really well.

WHĀNAU REPORT:

1. Rāpaki Marae trip Monday 26th February. There has been a good response to this.
2. New families have been joining the Whānau Group meetings and there is a good vibe within the group.
3. The Whānau Group are keen to carve the Waharoa themselves along with some of the students possibly. They want to know where it fit in the build. Is there money in the budget for it? Michele will find the contact details for the community board and pass onto Will so he can see if there is any funding available. Gabrielle noted that some of the rebuild budget may be earmarked for 'cultural items' Gabrielle will investigate.

Michele

Gabrielle

CORRESPONDENCE:

1. Letter from NZEI re Paid stop work meetings

GENERAL BUSINESS:

1. Board of Trustee meeting dates. Accept dates as stated at this stage. We will float the October meeting date at this stage as this might clash with another commitment.

There being no further business the meeting ended at 8pm. The next full Board meeting is at 6.30pm, Tuesday 20th March 2018.

_____ Approved _____ Date