

ST MARTINS SCHOOL BOARD OF TRUSTEES

MINUTES OF MEETING HELD TUESDAY 20<sup>th</sup> MARCH 2018 AT 6.30PM

*Unless either Michele or Rob are notified of any concerns regarding these minutes by Thursday 29<sup>th</sup> March they will be available for staff, committees and parents to read online.*

<p><u>PRESENT:</u> Rob Callaghan (Principal), Bernadette May, Kate Hodgins (Deputy Chair) Mike Greenslade, Kate Hodgins, Becky Ellis, Mark Broughton, Gabrielle Wall, Will Kereru (from 7.40pm), Michele Stephens (Board Secretary)</p> <p><u>APOLOGIES:</u> Jo Malcolm</p>	
<p>Kate opened the meeting and welcomed everyone, Gabrielle shared a welcome karakia.</p> <p><u>MINUTES OF THE PREVIOUS MEETING:</u></p> <p>The minutes of the meeting held 20<sup>th</sup> February 2018 were accepted as true and accurate.</p>	
<p><u>FINANCE REPORT:</u></p> <ol style="list-style-type: none"> <li>1. Surplus to the end of February \$57000 – last year it was \$29000</li> <li>2. Building repairs up to \$10000 already. This is the budget for the year. There was a flood in the hall and an expensive bark purchase however unsure why so high so early in the year. Mike will check this to see if anything was coded incorrectly. We will put another \$5000 into this budget pending verification that everything has been coded correctly.</li> <li>3. Becky queried some items in the budget with large percentages (some were small costs) Does this need to be looked at further? Mike was not overly concerned and felt there might just be some coding adjustments.</li> <li>4. Depreciation expense higher than last year - \$90000, we had budgeted \$72000. We can adjust it but it will put the budget into deficit and Mike is not keen on this as it is not good practice. It was decided Mike would put depreciation up to \$88000.</li> <li>5. COL income questioned. Income will go out as costs such as transport is claimed.</li> <li>6. \$26000 5YA and \$39000 FF &amp; E are coming in so we are looking at heading for a surplus at the end of the year.</li> <li>7. Banked staffing explained. Megan is charting this. We are allocated X number of staff – if we use this number of staff only we balance, if we use more teachers we end up with a deficit and less teachers we have an excess. We want to be zero (balanced) by the end of the year as if we are in deficit we have to pay this back at \$71500 per teacher but if we have an excess we are only paid back at \$55500 per teacher. We currently have 2 teachers paid from Ops Grant and we are therefore banking some extra staffing that we can use in the future.</li> <li>8. Discussion re Fiona Davidson (fundraiser) – around \$5000 is budgeted. Jo B and Rob need to get together with Fiona to discuss where to from here.</li> <li>9. Mike will adjust the budget and circulate.</li> </ol>	<p>Mike</p> <p>Mike</p> <p>Rob</p> <p>Mike</p>
<p><u>PRINCIPAL'S REPORT:</u></p> <ol style="list-style-type: none"> <li>1. First meeting held today with Rob's appraiser and he is coming back again in June.</li> <li>2. Rob and Kate went to a meeting at the Ministry on Monday March 12<sup>th</sup> re Mental Health support in schools. The new government is to put in an amount</li> </ol>	

<p>of money which equates to about 80 staff. They will find pathways for students to be able to access assistance where needed at different levels of need. Some things we currently pay for may in the future be covered, but we still do not have full details yet. There is a fear that people we are currently using and paying for ourselves may be pulled out from us to be used in this programme.</p> <p style="text-align: right;">Kate/Rob</p>	
<p>The meeting moved into committee at 7pm.  <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 7.15pm.</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>	
<p><b><u>GATE REPORT:</u></b>  Gate report provided by Tamara Saxon. Bernadette will talk with Tamara about the report and will check how Tamara knows the majority of the students' needs identified in the Gate programme are being met through the classroom programmes. What is the evidence? What are the key factors that will help the students overall?</p>	<p>Bernadette</p>
<p><b><u>MATHS UPDATE:</u></b>  The plan this year is ongoing monitoring of student achievement. Each term Liana Kerry mentors staff. Kate Keenan and Bernadette do observations so we can see what development is needed. Maths teams are working on a draft of the St Martins mathematics programme. They are also looking at what the students are saying about the maths programme and how we can best meet their needs.  We still use PAT tests and E-Astle tests but are working with Grant Ritchie (Across Schools Mathematics Lead) and are looking at what type of testing we want to do. We need to ensure it gives us the information we need. We will be constantly taking snapshots of where the students are at.</p>	

<p><b><u>CHAIRPERSONS REPORT:</u></b></p> <ol style="list-style-type: none"> <li>1. There was an issue with Board membership. We did not have enough parent reps elected. This came about with Nikki Tod stepping down prior to the end of her term and Jo Malcolm (who's term was up) being co-opted into the Chair role. Co-opted members are not included in the count – the minimum number of elected/selected parent reps for St Martins School is 5. Gabrielle was co-opted to the board so we have advertised in the Public Notices that we are going to select a member if we do not have 10% of electors asking for a by-election by 4<sup>th</sup> April then we will be able to select Gabrielle as a parent rep and thereby meet the minimum numbers requirement.</li> <li>2. Kate met with John Dore from CCC Transport division. There may be some funding for safety around the school gate. He feels we may have a good case for it. Kate will follow up with the Community Board re funding. Kate also mentioned that what happens with the 'skirt' outside the school does not concern the Ministry, it is council land.</li> </ol>	<p>Kate</p>
<p><b><u>WHĀNAU GROUP:</u></b></p> <ol style="list-style-type: none"> <li>1. Will spoke with two staff from Cashmere High School and was forwarded a contact with regards to developing a story for our waharoa. He will look to invite this contact to the whānau group. No funding has been sorted yet for the waharoa but Will is confident that he will be able to source this.</li> <li>2. The Marae trip was awesome and an amazing success with great feedback. They have had a small discussion about the possibility of one day having a hikoi over the hill to Rāpaki.</li> </ol>	
<p><b><u>CORRESPONDENCE:</u></b></p> <ol style="list-style-type: none"> <li>1. Email from Emma Askey re discontinuation of 145 Bus Route</li> <li>2. School Docs – 14<sup>th</sup> March 2018 (also added to BOT drive)</li> <li>3. Card from Coralanne Child and Ministry team congratulating board and staff on ERO report.</li> </ol>	
<p><b><u>GENERAL BUSINESS:</u></b></p> <ol style="list-style-type: none"> <li>1. Discontinuation of the 145 Bus Route – we received an email from an ex parent highlighting the fact that this bus service will have a future impact on current St Martins students who will be attending Cashmere High School in the future. The bus route currently allows children in the eastern parts of St Martins and Hillsborough to access Cashmere High School by bus instead of a 15 to 25-minute walk to the Orbiter bus stop. Kate will put in a submission on behalf of the board. Submissions close Monday 26<sup>th</sup> March 2018.</li> </ol>	<p>Kate</p>
<p><b><u>TENDER DISCUSSION:</u></b></p> <p>Rob and Bernadette looked at the non-price based tenders independently and then discussed their results together. They both feel they need guidance from the board. Mark and Becky, with their vast experience with these matters relished the challenge and both gave their scores and opinions on the three tenders provided. After some discussion about the three tenders Mark and Becky both agreed that the top submission was from Hann Construction. (The other contenders were Brosnan Construction and HRS Construction). Mark and Becky will collate their scores and notes and email them to Rob so he has the information available for the meeting on Monday.</p>	<p>Mark and Becky</p>
<p>There being no further business the meeting ended at 8.20pm. The next full Board meeting is at 6.30pm, Tuesday 10<sup>th</sup> April 2018.</p> <p>_____ Approved _____ Date</p>	