

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD TUESDAY 22nd MAY 2018 AT 6.30PM

Unless either Michele or Rob are notified of any concerns regarding these minutes by Thursday 31st May they will be available for staff, committees and parents to read online.

<p><u>PRESENT:</u> Rob Callaghan (Principal), Bernadette May, Jo Malcom, Kate Hodgins Mike Greenslade, Mark Broughton, Will Kereru, Michele Stephens (Board Secretary)</p> <p><u>APOLOGIES:</u> Becky Ellis, Gabrielle Wall</p>	
<p>Jo opened the meeting and welcomed everyone, Will shared a welcome karakia.</p> <p><u>MINUTES OF THE PREVIOUS MEETING:</u></p> <p>The minutes of the meeting held 10th April were accepted as true and accurate.</p>	
<p><u>FINANCE REPORT:</u></p> <ol style="list-style-type: none"> 1. Surplus YTD \$123K - \$50K of that is the support grant. April surplus \$74K – last year was \$24K. In a healthy position. 	
<p><u>PRINCIPAL’S REPORT:</u></p> <ol style="list-style-type: none"> 1. Performing Arts – Trudy still away due to illness. Hopes to be back sometime next week. Report will be done on her return. 2. Appointment – Heather Owen appointed to the Maternity Leave position from 18th June until the end of the school year. 5 interviewed, a good range of applicants. The board ratified this appointment. 3. Banked staffing – moving teachers from Banked Staffing to Bulk Grant (and vice versa) to make the best of banked staffing. Currently about \$20K surplus. This will change as staffing needs change. 4. Fiona Davidson – fundraising contract to start again for 6 months from 14th May. 5. Support from MOE for rebuild successful. Received .2 staffing and \$50K to support students in break times etc. Syndicates have put together programmes for break times. Rob and Bernadette still have a bit of work to do around Kelly Sports costings. Megan will keep a spreadsheet to track the spending. 6. Chromebooks purchased. A much cheaper option for the low-level work that children often do. The iPads and Mac books are used for the more technical work. 7. Rebuild - Rob advised the decision to go with Hann Construction has so far been a good one. Jake Hann is very good to deal with. Will Rowson visited school. He is the brother of Sam Rowson for which there is a memorial tree. Rob was able to explain what was going to happen with the tree. Looking at taking a section of the trunk and making a carving which could possibly be a trophy. Will also move the plaque and look at the viability of taking a cutting to re grow. 8. Jenny Wood has updated the Evacuation Plan and is continuing to review this as required. 9. Paid Union Meeting for teaching staff – unfortunate timing as it is the day before school closes at lunchtime for school conferences. Meeting was unexpected. No idea if this will result in strike action. If an agreement cannot be reached then strike action can be taken. School would need to close if this happened. Contract expires in June. 	

<p>10. Minutes from OCTA – 4.5 states an incorrect time for contractors not to deliver/drive into the school. States 8.50am to 9am – should read 8.15am to 9am. Michele to advise Phil Hirst of this.</p> <p style="text-align: right;">Jo/Will</p>	<p>Michele</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 7.40pm.</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><u>CHAIRPERSONS REPORT:</u></p> <ol style="list-style-type: none"> 1. Jo wants to acknowledge Rob and Bernadette and all the extra work they have been doing with the rebuild. As a board we are incredibly lucky to have staff who go above and beyond. Thank you. 2. We need to ensure our communication with the parent community is thorough throughout the rebuild process. Brief discussion about getting large pictures of some of the plans set up in the hall – ‘have a cuppa’ drop in. Kate is happy to arrange this. 3. Happy to get the news from Cashmere High School that their zone recommendation was accepted by the MOE and St Martins School is within their zone. Kate asked about the roll/zone and as a COL should we approach the MOE together? Rob advised the MOE would engage us at some stage – there is a formal process to go through. This would be individual schools rather than as a COL. 4. Jo asked Vikanda for the rebuild budget updates. Reports are compiled monthly and they are happy to share this with the board. Jo is keen to get these to keep an eye on the build budget. The next meeting is 7th June so we should expect to get something back after that. 	

<p><u>WHĀNAU GROUP:</u></p> <ol style="list-style-type: none"> 1. Will, Rob, Tim (Architect), Claudia (Architect) and Katrina (Artwork/Parent) met re the Kowhaiwhai design and Waharoa. They are happy with how the design looks and where it will sit on the building. Will has been in touch with Corban to ask what he thought and to make sure we weren't 'standing on someone's toes' - Corban thought it looked good. (Corban is the Cultural Narrative person for the area). 2. Hoping to arrange funding for poi – this is ongoing. 	
<p><u>CORRESPONDENCE:</u></p> <ol style="list-style-type: none"> 1. MOE letter – banked staffing nil balance for 2017 2. Reply from ECan re long term submission (Obligatory standard response) 3. School Docs – 3 May 4. STA News – April Issue 	
<p><u>GENERAL BUSINESS:</u></p> <ol style="list-style-type: none"> 1. Cyber Liability Quote – do not wish to pursue this. 2. Sod turning ceremony – Michele to email the board the information from Vikanda so they can have a think about it. 	Michele
<p><u>MATTERS ARISING:</u></p> <ol style="list-style-type: none"> 1. Tree removal. Will and Greg managed to cut away about half of the tree – the rotten part has been taken care of. They need scaffolding or a cherry picker to be able to attack it from the top. Rob knows someone with a cherry picker so will follow up on this. Rob said that there had been a gale blow through recently and the trees were fine so there does not seem to be a health and safety issue. 2. Cashmere High School zone information – send this out to our parent community. 	
<p>There being no further business the meeting ended at 8.20pm. The next full Board meeting is at 6.30pm, Tuesday 19th June 2018.</p> <p>_____ Approved _____ Date</p>	