ST MARTINS SCHOOL BOARD OF TRUSTEES MINUTES OF MEETING HELD TUESDAY 21st AUGUST 2018 AT 6.30PM

Unless either Michele or Rob are notified of any concerns regarding these minutes by Thursday 30th August they will be available for staff, committees and parents to read online.

PRESENT: Rob Callaghan (Principal), Jo Malcolm, Mike Greenslade, Kate Hodgins, Becky Ellis, Will Kereru, Mark Broughton, Gabrielle Wall, Bernadette May, Michele Stephens (Board Secretary)	
Will shared an opening Karakia and Jo shared a Whakatauki.	
MINUTES OF THE PREVIOUS MEETING:	
The minutes of the meeting held 19^{th} June 2018 were accepted as true and accurate.	
The meeting moved into committee at 6.35pm. <u>Motion:</u> 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 6.42pm.	
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. Healthy surplus – last year we had a deficit, this year surplus \$113K. A good

position to be in.

2. Another \$39K came through in July for F&E grant, plus MOE income higher at this stage than the same time last year. Spending less on assets. We can look at what fixed assets are required for the new building once completed.

PRINCIPAL'S REPORT:

- 1. ECO Action there is great work being done. Credit to the team who are running it, they are making it something quite special.
- 2. Strategic Planning Jo feels it is too much to expect to get through at a standard board meeting. It was decided that the BOT would meet on a Saturday early in Term 4 to start the process with Gabrielle Wall facilitating and guiding us through the process.
- 3. Banked Staffing Rob is keeping a good eye on this and it is tracking well. We need to use it up by the end of the year so the MOE do not take it back.
- 4. Bernadette and Rob meet with MOE to discuss Special Reasons Staffing due to the current building situation and additional pressures this puts on staff. Rob has now been advised we have been granted .5 staffing for the rest of the year which is great news.
- 5. Discussion re the issue of some parents not starting their children at school when they turn 5. This is often at the recommendation of the ECE. Rob feels that the majority of students coming to St Martins have had high quality ECE's so transition well into school when they turn 5. It can be frustrating when children do not start school when we are expecting them to as class teachers have been employed for the increase in students that sometimes don't turn up.
- 6. Kowhaiwhai Michele to ask Tim for samples of what the Kowhaiwhai would look like in the metal and acrylic options. Unsure that acrylic would look good.
- 7. Term Dates presented a Teacher Only Day (TOD) is predicted to be needed in Term 1 to facilitate the move into the new building. Therefore, the start and end dates have been calculated with this TOD in mind. School to start back on Monday 4th February and end on Friday December 20th 2019.
- 8. Bernadette went through the Achievement Data. She is working with teachers around the learning progressions linked to the curriculum. Bernadette explained that the Overall Teacher Judgements (OTJ's) need 5 points of evidence and are then moderated within the Pod and across teams. The overall aim is to have 80% of students meeting the levels. Reading levels are strong and this has always been the case at St Martins. Writing is at 78% so we still have some work to do, however some students are just below and only need a boost. Maths is at 79.9% as at June so there is still 6 months to move children up in their achievement levels. Bernadette is working with some teachers from St Martins School and Cashmere High School problem solving assessment tools. Will be trialling this soon. Have had good feedback from Bobbie Hunter.
- 9. Bernadette gave an update on the GATE programme. Looking at the current GATE register and what each teacher is doing for these children. Gathering up research to look at what is needed. There will be some Professional Development needed. Bernadette is also looking at the guidelines and policies. It is a big piece of work so this will take some time. There are a range of things happening at the moment but it is a bit hit and miss which we are actively trying to change. Bernadette will update and add to BOT drive as alert the Board as she does this so everyone can be kept up to date with the progress.

Bernadette

Rob/Jo

CHAIR'S REPORT:

 Well done to Rob and Bernadette for their continued strong leadership. All seems to be settling down well with the rebuild with lots of good things happening for the students during break times. Michele

2. Jo, Rob and Bernadette went to the MOE meeting regarding zones. The bottom line was that it was going to be left up to us to sort out zones with the other schools. There seemed to be no engagement from the MOE on this. Rob mentioned that he is attending a meeting with other principals tomorrow, where Minister Chris Hipkins will spend 30 minutes with them. This seems insulting as 30 minutes is not enough time to discuss the issues including zones and the inequities between full primary schools and intermediate schools.

WHĀNAU REPORT:

Will had nothing to report as he was unable to attend the last Whānau Group meeting. Rob mentioned the very successful hangi as part of the Matariki celebrations.

CORRESPONDENCE:

- Letter from Chris Hipkins congratulating the board and principal and staff on a good ERO report.
- 2. Notice of Strike from NZEI (strike held 15th August)
- 3. School Docs 25th July and 14th August (placed on BOT Drive)
- 4. STA News June and July issues (placed on BOT Drive)

GENERAL BUSINESS:

- 1. Landscaping (Kate) Kate has spoken with Jenny Wood, Garden to Table and Eco Action to see what is high on their agenda. From these discussions it came to light that there will be a lack of storage. Kate wondered if Room 3 was the best place for the caretaker to use as his shed as this could possibly be used by the other groups for storage. Rob said it was not impossible to change but we need to have another option for the caretaker shed. We do not have the funds to build a new one so would have to look at converting an existing building. Kate advised that two schools who are landscape designers would be happy to look at the designs. There is a Landscape meeting this Thursday at 2.30pm that Kate will be attending.
- 2. Smart Community (Jo) Jo Malcolm has had discussions with Jo Bethell who is very keen to step down asap. There is a concern S/Mart Community will grind to a halt. It feels like there is no engagement. Those on fundraising are finding it hard to get support feeling worn out. Not sure how we can help but maybe have a summit meeting to work on the issues.
- 3. Roadworks/Traffic Management (Kate) things are much more chaotic at the moment with the roadworks as well as our rebuild creating a lack of parking space. We currently do not have a drop off zone while the roadworks are taking place. CCC and the contractor need to be made aware of the issues and look at reviewing their traffic management plan.

There being no further business the meeting ended at 8.30pm. The next full Board meeting is at 6.30pm, Tuesday 18 th September 2018.	
Approved Date	

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