

ST MARTINS SCHOOL BOARD OF TRUSTEES

MINUTES OF MEETING HELD TUESDAY 18<sup>th</sup> September 2018 AT 6.30PM

*Unless either Michele or Rob are notified of any concerns regarding these minutes by the start of Term 4 they will be available for staff, committees and parents to read online.*

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| <p><u>PRESENT:</u><br/>Rob Callaghan (Principal), Jo Malcolm, Mike Greenslade, Will Kereru, Mark Broughton, Gabrielle Wall, Bernadette May, Michele Stephens (Board Secretary)</p> <p><u>APOLOGIES:</u><br/>Kate Hodgins, Becky Ellis</p>   |            |
| <p>Gabrielle shared an opening Karakia and Jo shared a Whakatauki.</p> <p><u>MINUTES OF THE PREVIOUS MEETING:</u></p> <p>The minutes of the meeting held 21<sup>st</sup> August were accepted as true and accurate.</p>   |            |
| <p><u>FINANCE REPORT:</u></p> <ol style="list-style-type: none"> <li>1. Monthly surplus greater than previous year, year to date surplus greater than to the same date last year, working capital very healthy.</li> <li>2. Things to note - Year 5/6 camp income received at \$17k, but expense yet to come in, hence surplus partially exaggerated.</li> <li>3. Building maintenance, further costs to repair plumbing, now \$10k over annual budget.</li> <li>4. Māori resource – marae visit expenses coded here in error, need to be recoded. Megan to be advised.</li> <li>5. External grants – well under budget, are these grants getting harder to access?</li> </ol> <p><u>PRINICIPAL’S REPORT:</u></p> <ol style="list-style-type: none"> <li>1. Gate – Bernadette advised she is bringing it back under the full student achievement plan. Collating information on what students are currently receiving. There are about 60 students on the list but Bernadette needs to look at this closer. A big piece of work that Bernadette will continue to chip away at.</li> <li>2. Mana Ake – Rob advised that disappointingly, this meeting was supposed to have been held by now but it was postponed due to 4 schools pulling out at the last minute due to scheduling issues. Gabrielle advised that it would be best to have a 2<sup>nd</sup> date diaried after the MOE meeting. Rob will follow up on this.</li> <li>3. Banked staffing – looking good, we need to spend it or lose it.</li> <li>4. S’Mart Start meeting – Mark advised his wife was at the meeting today and wanted to feed back that the information was great and well explained so that it could be understood in ‘layman’s’ terms.</li> <li>5. Open Night – this went very well with a good turnout. There has been good verbal feedback from parents.</li> <li>6. Kowhaiwhai – Tim the architect is going to get a small mock up done in metal for the Board to look at.</li> <li>7. Colour schemes – Tim brought in colour boards for the Board to look at, showing colours for the new building and two storey building. The Board is happy with the colours but would like the staff to see and confirm.</li> </ol> | <p>Rob</p> |

The meeting moved into committee at 7pm.

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 7.27pm.

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:

Accepted

Rob/Jo

CHAIR'S REPORT:

1. Jo wanted to acknowledge the work done for the Teacher Only Day. Feedback from staff was very positive. Thanks to Bernadette for the work done to set this up. Focus was on wellbeing. Jo also acknowledged that there are a lot of stresses on the staff and there needs to be more of these types of times spent together.
2. S'Mart Committee – Jo met with Jo Bethell and Kate Hodgins. They discussed ideas to get more involvement. Floated the idea of a spelling bee within syndicates as one possible event. The S'Mart Community will come back with some ideas.

WHĀNAU REPORT:

1. A Whānau group meeting was held a couple of weeks ago. A parent brought up the issue of pronunciation of children's names. Rob advised it would be helpful if parents concerned spoke with Rob or Bernadette so we can discuss this to ensure children's names are pronounced correctly. Will to feed this back to the Whānau Group.

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| <ol style="list-style-type: none"> <li>2. Will mentioned the Strategic Plan to the Whānau Group. Gabrielle offered to go to a Whānau Group meeting to speak with them about the Strategic Plan and give them some assistance as to what they may want to look at.</li> <li>3. Farewell for Carole – Whānau group want to come along. Farewell to be held at final assembly on Friday 28<sup>th</sup> September.</li> <li>4. Will asked if there was a welcome package for new students. We do have one – Michele to give one to Will to take back to Whānau Group.</li> <li>5. Kowhaiwhai – Will sees it as being in two or three layers with steel, rusted metal and if the budget allows another layer with a pop of colour. We need to look at the mock up Tim is providing as well but the Board liked Will's ideas.</li> <li>6. Waharoa – the Whānau Group would like to build this. There could be the opportunity to have some students involved. Will asked where the funding was coming from for this – the Board would fund the waharoa. Will said he would get onto the costing for this.</li> </ol>   | Will              |
| <p><u>CORRESPONDENCE:</u></p>   |                   |
| <ol style="list-style-type: none"> <li>1. School Docs 12<sup>th</sup> September (placed on BOT Drive)</li> <li>2. STA News August issue (placed on BOT Drive)</li> </ol>  |                   |
| <p><u>GENERAL BUSINESS:</u></p>   |                   |
| <ol style="list-style-type: none"> <li>1. School Hall refurbishment – the S'Mart Committee have \$70k from fundraising, what is happening with this? This sits with Becky so Jo will speak with Becky to see what stage we are at.</li> <li>2. Year 8 yearbooks – in previous years the Board has funded half of the cost of the year books (approx. \$720.00) with the S'Mart Committee funding the balance. Approval given for this to happen again this year.</li> <li>3. CES have asked if we would like them to be the Returning Officers for the next BoT elections in 2019. Quoted just over \$4000 +GST. This is then usually covered by the MOE subsidy. Board gave approval for CES to continue this role for us. Michele to advise CES.</li> </ol>   | Jo<br><br>Michele |
| <ol style="list-style-type: none"> <li>4. Cooling option – Phil Hirst sent information through to Rob late Tuesday afternoon with 3 options – these options are 1)one unit, 2) two units or 3) one with piping installed for a possible second unit in the future. Costings were between \$58k and \$88k. Vikanda had suggested the 'future proofing' option. Rob asked if the engineers on the Board would be willing to look at this. Mark happy to follow this up – Michele to send information to Mark.</li> <li>5. Jubilee Trust – this was set up in 2006 to assist students with costs such as camps when their parents were having financial issues. It is a separate entity from the school. Some donations have been paid in by the S'Mart Community. The Board wondered if this is worth continuing as it does not have a huge balance of money and seems to be a lot of effort. Could there be a better system for this money to be used for students in need? Jo will write a letter to the Jubilee Trust chairperson, Ian Dalley.</li> <li>6. Next meeting – this was to be held on Tuesday 23<sup>rd</sup> October but both Rob and Bernadette will be away at NZPF Conference. It was decided to run the next meeting via email with a brief catch up if required on Saturday 27<sup>th</sup> October prior to the Strategic Planning Day.</li> </ol> | Jo                |
| <p>There being no further business the meeting ended at 8.30pm. The next full Board meeting will be held as per details in item 6 in general business.</p> <p style="text-align: center;">_____ Approved _____ Date</p>   |                   |