

ST MARTINS SCHOOL BOARD OF TRUSTEES

MINUTES OF MEETING HELD TUESDAY 20th November 2018 AT 5.30PM

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

<p><u>PRESENT:</u> Rob Callaghan (Principal), Jo Malcolm, Mike Greenslade, Will Kereru, Mark Broughton, Gabrielle Wall, Kate Hodgins, Becky Ellis, Michele Stephens (Board Secretary)</p> <p><u>APOLOGIES:</u> Bernadette May</p>	
<p>Jo asked Rob to share some good news from the Ministry of Education. Rob has been able to confirm from the MOE that we will receive \$75,000 to pay for our heating/cooling system. This is Option 3 and is over and above our current rebuild budget.</p> <p><u>MINUTES OF THE PREVIOUS MEETING:</u></p> <p>The minutes of the meeting held 18th September were accepted as true and accurate.</p>	
<p><u>FINANCE REPORT:</u></p> <ol style="list-style-type: none"> 1. Still going very well, surplus still going up. At this time last year there was a \$40K deficit and currently a \$180K surplus. 2. Mike would like Megan to look further into some of the allocations. Possibly a coding issue. <p><u>PRINICIPAL'S REPORT:</u></p> <ol style="list-style-type: none"> 1. Gate – Bernadette will put something through re the Gate update. 2. School organisation – Rob put in a review which was successful. Able to not only increase the Year 7/8 syndicate to 6 classes but will also increase the Year 5/6 syndicate to 6 classes, have all Year 2 students in the Year 0/2 syndicate and have an additional New Entrant class. 3. Three resignations – Trudy Rowe (going overseas), Iona Rait (overseas and extending her stay), Sheryl Burgess (resigning from permanent position) 4. Appointments report tabled. 5. Principal Appraisal completed. Good goals have been set for next year including Student Voice for Mathematics and Staff Wellbeing. <p>Accepted Rob/Jo</p> <p>The meeting moved into committee at 6.55pm. <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>Mike/Megan</p> <p>Bernadette</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 6.57pm.</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>STRATEGIC PLAN:</u></p> <ol style="list-style-type: none"> 1. Gabrielle got a quote from a graphic designer for title page and Mike is going to ask Katrina if she would like to also have a look at doing this for us. 2. Areas in report highlighted that need to be looked at/reviewed. 3. Lead with wellbeing and pathways – no specific staff wellbeing goals. Gabrielle happy to work on this and include staff goal. 4. Culture and Identity – would like input from Whānau group to see if this strategic goal is suitable. 5. Ako – need to include a goal for literacy and numeracy. What is our focus for literacy? Jo would like to get input from Rob and Bernadette on this. We can have a broad goal with specific targets within this goal. Need to look at numeracy a bit more. Gabrielle will work on this and come back with ideas. 6. Once Gabrielle sends out the updated draft plan she will give everyone a week to comment. 7. Gabrielle asked for Board approval for her to share the document with a MOE person to get some direction to ensure we are heading the right way. BOT agreed to this and also thanked Gabrielle for all the work she has done to date on the strategic plan. <p><u>WHĀNAU REPORT:</u></p> <ol style="list-style-type: none"> 1. The Whānau group looked at the draft strategic plan at the last meeting but not many people came so he will take the plan to the next meeting for further input. 2. Will talked to Pro Metal and has also spoken with Katrina Greenslade re the design. It could be a wee bit tricky but Will thinks it can be done. He will do a cardboard mock-up of the design to see how it can be done. 3. Rob advised Will that an appointment had been made for a teacher who will be responsible for the Māori curriculum and liaison with the Whānau group. Although the new teacher will not initially be at the level that Carole was at, they have some previous skills and are very willing to be involved and learn. <p><u>YEAR 5/6 CAMP REPORT:</u></p> <p>A good report with a lot of positives. A successful camp.</p>	<p>Mike</p> <p>Gabrielle</p> <p>Rob Bernadette Gabrielle</p>

CORRESPONDENCE:

1. School Docs 12/11/18 (placed on BOT Drive)
2. STA News September and October issue (placed on BOT Drive) - Jo urged the Board to read an article in the October STA issue. A sobering read about behaviour issues in school and the high increase in issues nationwide. We need to be mindful of how this affects staff welfare and wellbeing.
3. Jo received a letter from a parent regarding term costs. She felt it was not in line with MOE guidelines. Parent works for Solutions and Services (our accounting provider) and said she has gained information while working for them. Wants term costs treated as donations. Much discussion around this. Jo will reply to the parent thanking her for the issues raised and will get back to her with more details once this has been looked into further. Jo will catch up with Michele to go through this.
4. St Martins Student Council Student Volunteer Army put forward a proposal to make Christmas hampers with second hand and new toys, clothes, food etc. Board not happy to collect second hand goods – would be happy to collect non-perishable food for an existing charity. Kate mentioned that City Mission give out details of the kinds of food they need for their food parcels. Will follow up with Nicky Pateman on Thursday.

Jo/Michele

GENERAL BUSINESS:

1. Succession planning – Jo advised she will stay on the board until the end of term 2. Good to have continuity. Mike and Becky are up for re-election in June 2019.
2. Community Landscape meeting - to be held this Wednesday 21st November. Kate is leading this for us with the Landscape architects. They will discuss the plan and talk about how we could possibly progress the plan. It will be all down to funding. The courts are about the only thing being budgeted for. The waharoa and entranceway are also non-negotiables and will be paid for.

There being no further business the meeting ended at 7.05pm. The next full Board meeting will be held on Tuesday 11th December.

_____ Approved _____ Date