

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 9th April AT 6.00PM

Unless either Michele or Rob are notified of any concerns regarding these minutes by Wednesday 8th May, they will be distributed to staff and committees, and be available for parents to read in the school office.

<p><u>PRESENT:</u> Jo Malcolm (Chair), Rob Callaghan (Principal), Bernadette May (Staff Rep) Mike Greenslade, Mark Broughton, Will Kereru, Kate Hodgins and Michele Stephens (Board secretary).</p> <p><u>APOLOGIES:</u> Gabrielle Wall, Becky Ellis</p>	<p><u>ACTION:</u></p>
<p><u>MINUTES OF THE PREVIOUS MEETING:</u> The minutes of the meeting held 19th March 2019 were accepted as true and accurate. Jo/Rob</p>	
<p><u>FINANCE REPORT:</u></p> <ol style="list-style-type: none"> 1. All looking pretty healthy. Last year we were \$50K surplus now \$137K surplus. Looks to be down to personnel. Rob explained it is due to Roll Growth and Extraordinary Circumstances funding. This has had a positive effect on last year's and this year's funding. 2. Mike does expect the working capital to be quite a bit lower by the end of the year due to costs coming up. 3. Banked Staffing – received an additional \$8K for Roll Growth which is a bonus. Have been tracking down with banked staffing. Last pay period about \$3K and now at about - \$10K which looks to be about \$14K paid back to us. We have not touched any budgeted funds for sick leave/teacher release etc in the first quarter of the year. We might be able to get through the first half of the year with the MOE covering all additional staffing. This is the best situation we have been in for a very long time. There is likely to be some cash surplus staffing in the budget. 	
<p><u>PRINCIPAL'S REPORT:</u></p> <ol style="list-style-type: none"> 1. PD with Kathryn Berkett – this was one of the best pieces of PD held according to feedback from staff. 2. Bernadette worked with staff who are moving into the new building. They looked at all the issues that may arise working in the new space. It was very beneficial. There will be a review after 5 weeks to see how things are working and if any changes need to be made. Jo asked what barriers were raised. Parents worried about noise levels, also mention re line of sight, respect of learning spaces. Need to look at careful placement of TV's etc so noise does not reach other learning spaces. Where is technology stored? How would assessments and conferences be held in these spaces? 	<p>Bernadette</p>

<ol style="list-style-type: none"> 3. Jo advised we needed to be able to show the new space to the parents to show them how it will work. We have already set up viewings for parents with children with special needs so they can get an idea of the space they will be in to hopefully reassure these students. 4. Library – eventually a Year 3/4 pod will be using the current library space as their current classrooms will be needed for New Entrant classes. Therefore, there is still some work to do on how the library will be utilised. Looking for some library resources to be stored in an area that teachers can access class sets. Senior student librarians will be used in some way but this is still being worked through. 5. Open Day – will need to look at holding an Open Day at some stage once the new building is up and running. 6. Strategic Plan is with the MOE. There was a wee glitch in the data which has now been fixed. 7. Personnel – Alice Barakat has been appointed to Room 13 (Year 7/8) Alice is a senior teacher with experience in the Year 7/8 syndicate. Four support staff have been appointed. Some of these appointments come from funding to provide support during the rebuild. While Janine Aertse is on leave in Term 2 Bella Shewan has been employed as her replacement for an ORS student. Bella is a qualified teacher. Juliet Aitken has been employed for Terms 2 to 4 and has come from St Peters where she has been a teacher aide. Heather West is a trained teacher (ESOL) and has been employed for Terms 2 to 4. Callum McLean has been employed in the Year 5-8 area for Terms 2 to 4. His background is as specialist support teacher working in East London. 8. Te Whare Kūkūwai – approval has been given for naming of building and spaces so this has been given to the build team. Saw a mock-up of the Kowhaiwhai. The blue looks too dark – looks black. Have sent them an alternative lighter, brighter blue. Blessing will be on Friday 26th April at 9am for the initial opening so staff and students can use the space. No date set yet for the official opening. This will be when the waharoa is ready. Hoping to have an official opening sometime in June. 9. Bike compound looking good Getting mulch in to stop issues with mud. Once fencing is down around the new building access to the bike compound will be easier. 10. Partitions – there will be a cost to the school for partitions in the temporary admin/staffroom space. However, there is a bonus that water will be added back into the library space. MOE will be picking up the tab for that. 11. Any old archived papers that have been held over the legal time required have been destroyed in accordance with guidelines. 12. Teacher Only Day on Monday 29th April – will be going through evacuation procedures, VOIP system etc. There will be a lot to set up. 13. RevIT have given a quote for VOIP – seems a little low (\$4600 plus GST). Rob will go over this with Dean to make sure all areas were covered. Phones run over the ethernet network (local network) Will look to get rid of fax line and can look at cutting phone lines into the school so there should be a saving there. 14. CCTV quote \$19K – Jo contacted them but they haven't got back to her. She was wanting a more detailed quote as it only showed the total cost, not a breakdown. Will ask Saul Leckey of Carbon Security for a quote. <p style="text-align: right;">Jo/Kate</p>	<p>Rob</p>
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<p><u>CHAIRPERSON'S REPORT:</u></p> <ol style="list-style-type: none"> 1. Jo asked Kate to share information about landscaping. Katie Chilton (parent and landscape architect) is helping with the landscape plan. Have offers of donated plants and materials so are now looking at what is actually available. Possibly do it in two stages – site prep stage and planting stage. Kate and Katie will work out the planting plan and tie in with the room names as much as possible. Will be good for Katie to have a talk with Bernadette about the learning spaces. Kate will send Bernadette a sketch plan. Once Kate knows what materials have been donated she will see if any further items need to be purchased and she will see if S'Mart Community would fund this. Treemendous Tree grant – Shelley Harford (parent) is getting the info together. Needs to be in by June. Bernadette will collect some student and staff voice for the application. 2. Bag storage – cannot be in the full sun. Not practical so need to look at where this should be. 	Bernadette
<p><u>WHĀNAU REPORT:</u></p> <ol style="list-style-type: none"> 1. Will is going to put in a plan and organise dates for the waharoa. Rob advised Hamish has been given some tasks including makes names for internal areas and QR codes with info on what the building has been called, korero around the story of each name etc. Part of the pathway journey around the school. 	
<p><u>CORRESPONDENCE:</u></p> <p><u>Inwards:</u></p> <ol style="list-style-type: none"> 1. Letter of resignation from Sue Gray. Sue has been a teacher aide at St Martins School for 21 years. Jo will write a letter of thanks to Sue. Sue is resigning at the end of term 2. 2. Letter from Bridget Hayes, Librarian requesting the library book budget that cannot be spent this year (due to the temporary closure of the library) be held over to next year. Board approval given for this request. <p><u>GENERAL BUSINESS:</u></p> <ol style="list-style-type: none"> 1. Succession Planning – looking for nominations. Three board members are up for re-election. Have had interest from some good possible candidates. Jo is happy to stay on until the end of the year but will be away for a month in Sept/Oct due to work commitments. It will be good to have continuity, knowledge and stability. We can also look at co-opting if we feel we need to maintain the current stability. 2. Zones issue – need to have people on the board who have a good knowledge of this and the historical context. 3. Rob wanted the board to note that a steady increase in the destabilization of students has been noticed since the March 15th tragic event. This is just something to be aware of at this stage. More Mana Ake support is being requested. More parents are making contact re children with anxiety. We have a Thursday morning Mana Ake drop in for parents. Parents are asking for help for themselves and their children, 	Jo

and how to help their children. It will ease off. Mana Ake is working well for our school. It is good support on top of what we have. We don't want to lose what we already have as Mana Ake enhances rather than replaces this.	
<u>MATTERS ARISING FROM THE MINUTES:</u> No matters arising.	
There being no further items the meeting ended at 7.45pm. The next full Board meeting will be on Tuesday 21 st May, at 6.30pm. _____ Date _____ Approved _____	All note