

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 20th AUGUST AT 6.30PM

Unless either Michele or Bernadette are notified of any concerns regarding these minutes by Tuesday 26th August, 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), Bernadette May (Acting Principal), Alice Denley (Staff Rep) Mike Greenslade, Mark Broughton, Becky Ellis, Kate Hodgins, Will Kereru and Michele Stephens (Board secretary).</p> <p><u>APOLOGIES:</u> Gabrielle Wall and Solly Turner</p> <p><u>VISITOR:</u> Andrew Mouat</p>	<p><u>ACTION:</u></p>
<p>Jo welcomed everyone to the meeting and shared a karakia and whakatauki.</p> <p><u>Additions to the agenda:</u> Cleaning Contract Zoning</p> <p>Jo welcomed Andrew Mouat to the board meeting and moved to grant Andrew speaking rights for the meeting. Approved.</p> <p><u>MINUTES OF THE PREVIOUS MEETING:</u> The minutes of the meeting held 30th July, 2019 were accepted as true and accurate.</p> <p><u>RESIGNATION:</u> Bernadette shared her letter of resignation with the board. The board acknowledged Bernadette's contribution to St Martins School and her impact on Student Achievement.</p>	
<p>The meeting moved into committee at 6.43pm</p> <p><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) of 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 Grounds under Sections 48 (1) for the passing of this resolution:</p>	

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.

At 6.57pm the meeting resumed in open format.

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:

1. July had a deficit of just over \$30K. This is starting to be a small concern.
2. Net operating surplus just over \$40K
3. Discussion re relief teacher budget. Seems to have 'blown out'. Maybe some incorrect coding? Bernadette will check this with Megan.
4. Mike is mindful that December is a deficit month due to holiday pay for support staff being paid in bulk.
5. Mike attended an MOE workshop. Cyclical maintenance was brought up and it was suggested schools should have this. We don't currently have a Cyclical maintenance budget. Something to consider for the future.
6. Andrew advised he did not wish to be a signatory on the school accounts. Preferred to be one step back in the process.

Bernadette

ACTING PRINCIPAL'S REPORT:

1. It is becoming more evident that there are issues that have arisen in Block A that we do not want to happen in Block 7. Phil and Jake have the defects list and Bernadette will be having a walk around tomorrow. Concerns that there seems to be a disconnect with the Project Manager.
2. The Acoustics report is very telling. We are currently under the MOE minimum guidelines for acoustics. It was found there is very poor intelligibility. If you are sitting on the periphery of a group you would not be able to hear what was going on. Vikanda has advised us to get the acoustic engineer in to help us select the right solution and David Hobern has given Jo his assurance that the MOE will fund this. We need to get onto this now and bill the MOE. Need to get a priority wishlist from James (Independent Acoustics Engineer).
3. Major move in October but a date is yet to be confirmed. This was possibly tagged for the second week of the Sept/Oct school holidays but it seems that it may now be a bit later than this.
4. Hann Construction want to start demolition up in the top area in Term 4. What would this look like in terms of health and safety? How much of the playground would be out of action? Does it need to be done in Term 4? Hann need to give us an actual plan of what this would look like. Becky will take the lead on this with Bernadette.

Becky
Bernadette

<ol style="list-style-type: none"> 5. S'Mart Community has committed \$5000 towards Wellbeing for Block A and \$5000 for Block 7. (Bean bags etc) Jodie, Jamie and Kate will meet monthly to make sure all are working well together. S'Mart Community have been setting up a plan of their ideas for the hall redevelopment that at some stage they will share with the board. 6. Bernadette will work with Megan on the finance/payroll spreadsheet. There are a few issues where things are not matching up. Mike will also contact Megan to see what can be done. 7. Bag storage – Bernadette has been looking at different options. Will go to MOE to fund it. 8. Ponding – there are still issues that need to be addressed. There are also puddles on new steps so the gradient is not right to enable the water to run off. There also seem to be issues with guttering leaking. These issues have been raised with Phil and Jake. 9. We need to communicate to the school community that we are aware of the sound issues in Block A and that we are fixing it. Jo will arrange a build update for the newsletter this week. 10. Cleaning contract – this had not been changed to accommodate the different cleaning needs in Block A. OCS have requoted and will do so again once Block 7 reopens. There is only a small difference in pricing. 	<p>Bernadette Mike</p> <p>Jo</p>
<p><u>CHAIRPERSON'S REPORT:</u></p> <p>Everything already covered within Acting Principal report.</p>	
<p><u>WHĀNAU REPORT:</u></p> <ol style="list-style-type: none"> 1. Will asked what was happening with the touch stone pounamu Rob gifted to the school. Currently in reception on Diane's desk. Look at possibly attaching to something rather than sitting on a desk. Pounamu to remain inside – probably in Reception when we move back. 2. Do we need a bollard under the waharoa? There has just been one vehicle drive in that way (a courier van) so it has not been too much of an issue yet, but it could be a good idea to install one. Could it be removeable? Will to discuss with Whānau group this week. 3. Stephanie has been working on the next stage of naming the areas in Block 7. This will hopefully be passed onto the school very soon as it is needed to enable Hann to add the details. 	<p>Will</p>
<p><u>CORRESPONDENCE:</u></p> <p><u>Inwards:</u></p> <ol style="list-style-type: none"> 1. Letter of resignation from Ruth Burry 2. Letter of resignation from Judy Davies 3. Letter from MOE re Learning Support 	
<p><u>GENERAL BUSINESS:</u></p> <ol style="list-style-type: none"> 1. Jack Vetcher – Skate ramp. Jo would like the board to consider giving some money towards this project. Will is happy to donate some steel 	

