

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 19th February AT 6.30PM

Unless either Michele or Rob are notified of any concerns regarding these minutes by Friday 8th March, 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, Becky Ellis, Gabrielle Wall (from 7.15pm) and Michele Stephens (Board secretary).</p> <p><u>APOLOGIES:</u> Kate Hodgins</p>	<p><u>ACTION:</u></p>
<p>Jo welcomed everyone back for 2019. Will shared a karakia and Jo shared a Nepalese mantra.</p> <p><u>MINUTES OF THE PREVIOUS MEETING:</u> The minutes of the meeting held December 11th 2018 were accepted as true and accurate. Jo/Rob</p>	
<p><u>FINANCE REPORT:</u></p> <ol style="list-style-type: none"> 1. Mike advised Solutions and Services need the budget in March. Mike will get together with Rob and Megan to go through a few things. 2. Finances all looking good, final surplus for 2018 was \$118K. Everything is strong, working capital is strong. 3. Banked staffing – ended approx. \$65K in positive. At beginning of the year, we had transferred the cheapest staff to Operations Grant. We applied for and received Special Reasons funding so paid all teachers including relievers from Teachers Salaries again. The student numbers rose and we qualified for Extraordinary funding. These factors combined assisted in the credit accumulated in Banked Staffing. The MOE will take back some of the credit but we will get something back between \$0 and \$65K. We started at \$0 at the start of the year instead of by Pay Period 26 so we are in a strong position. 	
<p><u>PRINCIPAL'S REPORT:</u></p> <ol style="list-style-type: none"> 1. School Organisation – In the new building there will either be all of the Year 7/8's with one Year 5/6 pod or vice versa. Bernadette is getting the teams to complete a PMI (Positive/Minus/Interesting) document and then Rob and Bernadette will look at their ideas and try to decide the best option. 2. Rob hopes the Board will have the opportunity to look through the new building in March. Manifestations will be needed on the windows and glass doors for safety. Some may have the Kowhaiwhai while others may 	<p>Rob and Bernadette</p>

<p>have names or other designs appropriate to the Cultural Narrative. Possibly a good project for the Whānau group to be involved in.</p> <ol style="list-style-type: none"> 3. Leaky taps – small stones have been found in the pipes and this is possibly the cause of the many leaking taps. Hann Construction said there does not seem to be a filter so Rob will go back to them to see what is needed. 4. 10YPP – this is funding provided for property maintenance/projects that may need to be done over the next 10 years. 5YA was a plan to show how a school would use funding from the MOE given for maintenance and minor capital works that might occur during the 5-year period. This has been suspended while the Canterbury Schools Rebuild project is in place. Anything that goes wrong while we are still in the CSR phase needs to be covered by the rebuild funds. 5. Constable Meg advised re possible signage for Road Patrol on Centaurus Rd. Board has given approval for Rob to request an application be made to the CCC for these signs. 6. Paid Union Meeting – NZEI have advised there will be more PUM's throughout the country but no dates have yet been given. They would be held early/mid-afternoon. <p>The meeting moved into committee at 7.12pm</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: 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. At 7.16pm the meeting resumed in open format. <u>Motion:</u> Moved by the Chair</p> <p>That the meeting resume in public session and confirm that the business discussed in the public excluded session remains confidential to the Board.</p> <p>Carried.</p>	<p>Rob</p> <p>Rob</p>
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<p><u>PRINCIPAL'S REPORT – continued:</u></p> <ol style="list-style-type: none"> 7. Gate Update – Bernadette has put a handbook together with rationale, guidelines, identification tools, nomination tools etc. Tamara is still looking at pull out enrichment programmes. Gate Update to be put on the BOT Drive under 'Diverse Learners 2019' 8. Variance Report – this has been added to the BOT drive and some hard copies given out at the meeting. 9. Strategic Plan – It is liberating that we can now look beyond what National Standards asked of us. Bernadette will start the process of collecting Staff, Student and Parent Voice. Building relationships and well-being will be a focus. Gabrielle asked that Bernadette document the consultation process. Rob will seek an extension from the MOE (Strategic Plan currently due 1st March 2019). Will request an extension to the end of March. The Variance Report can still go in. Gabrielle advised we are not obligated to do a full community consultation. She suggests we use this Strategic Plan as a 'stake in the sand' and use it to work on. We will use the BOT meeting on 19th March to go through the plan 10. Fridge in the hall is on its last legs. Rob will approach the S'Mart Community to see if they would like to fund it. <p style="text-align: right;">Rob/Jo</p>	<p>Bernadette</p> <p>Rob</p> <p>Rob</p>
<p><u>CHAIRPERSON'S REPORT:</u></p> <ol style="list-style-type: none"> 1. Jo shared that it was a great viewing of the new building today with the Admin staff and Management. She was impressed how cool it felt even though it was a very warm day. Lots of great outlooks from various windows and doors. 2. Jake Hann is working on quotes for landscaping so we will need to wait until these come through. 3. Build looks to be pretty well on budget at the moment. 4. The Welcome Back BBQ had a great feel to it and was a nice school community event. 5. Jo reminded everyone that it is an election year for BOT's. Jo will step down before June. 	
<p><u>WHĀNAU REPORT:</u></p> <ol style="list-style-type: none"> 1. Will brought in a full-sized mock-up of the Waharoa which some of the BOT members were able to see prior to the meeting. Will feels the size is good. He then showed the BOT the waharoa design that the Whānau Group have been working on. There will be sandstone bases that will be carved and the waharoa design will be metal (bolted to timber) that will rust over time. Pro Metal have quoted \$360 +GST to do a scan and design. From there they can then work on a quote for the actual work of the waharoa. Will has been given board approval for the \$360 +GST to go ahead with Pro Metal. 2. Manifestations – Will will talk to the Whānau Group regarding names for the spaces/rooms. Gabrielle will find out who Will should talk to for guidance. 	<p>Will</p>

<p><u>CORRESPONDENCE:</u></p> <p><u>Inwards:</u></p> <ol style="list-style-type: none"> 1. Letter from MOE re dual leadership for Te Mana Raupo 2. Letter from Bridget Hayes, school librarian, requesting compassionate leave for Terms 2 to 4. Rob recommended that this be approved and this was accepted by the BOT. <p><u>GENERAL BUSINESS:</u></p> <ol style="list-style-type: none"> 1. Board meeting dates have been confirmed for 2019. The Strategic Plan will be discussed at the next meeting on 19th March and the succession plan will be discussed at the meeting on 9th April. Both meetings will start at 6pm to give plenty of time for discussion without going too late. 2. Blessing for the new building – Will will find out what the protocol is and when this should be done. 3. Funding (Fiona Davidson) – do we want to fill this role? Fundraising received was lower than anticipated. Discussion re whether we employ someone or see if there is a parent who would be keen to do this for the school. Rob will put something out in the newsletter to test the water. 	<p>Will</p> <p>Rob</p>
<p><u>MATTERS ARISING FROM THE MINUTES:</u></p> <p>No matters arising.</p>	
<p>There being no further items the meeting ended at 8.30pm. The next full Board meeting will be on Tuesday 19th March, at 6.00pm. (Please note change of start time)</p> <p>_____ Approved _____</p> <p>Date</p>	<p>All note</p>