

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 30th July AT 6.30PM

Unless either Michele or Bernadette are notified of any concerns regarding these minutes by Friday 9th 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, Gabrielle Wall, Solly Turner, Kate Hodgins and Michele Stephens (Board secretary).</p> <p><u>APOLOGIES:</u> Will Kereru</p> <p><u>VISITOR:</u> Andrew Mouat</p>	<p><u>ACTION:</u></p>
<p>The meeting started with Jack Vetcher, Year 8 student at St Martins School sharing a proposal to build and install a skate ramp at St Martins School. Jack presented a Google Slide presentation and spoke to the board about how he thought this could be incorporated into the school play area. Questions were asked by members of the board and Jack was advised the board would discuss his proposal and get back to him with their decision. The board was very impressed with Jack's presentation and his proposal and thanked him for his time in preparing and presenting.</p> <p>Jo welcomed everyone to the meeting and made a special thank you to Bernadette for all her hard work to ensure everything continued to run seamlessly into the start of Term 3.</p> <p>Gabrielle shared a karakia.</p> <p><u>Additions to the agenda:</u> Property update (Bernadette to share during principal's report)</p> <p>Jo welcomed Andrew Mouat to the board meeting and moved to grant Andrew speaking rights for the meeting. Seconded by Gabrielle. Approved.</p>	
<p>The meeting moved into committee at 6.47pm</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>	

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.

At 7.05 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.

MINUTES OF THE PREVIOUS MEETING:

The minutes of the meeting held 18th June, 2019 were accepted as true and accurate.

FINANCE:

1. June had a deficit of \$27K – last year at this time was a small surplus.
2. Net operating surplus \$72K
3. Recruitment surplus \$15K – all bills have been paid to our knowledge. Michele will check with Megan to confirm.
4. We are tracking over budget in a couple of areas but on the whole, we are not too far off.
5. Working capital is still healthy but will come down at some stage.

Michele

ACTING PRINCIPAL'S REPORT:

1. Summary given on outcome of Maths mentoring. DMIC PD has been very worthwhile but we need a holistic as well as problem solving approach as there has been a reduction in number knowledge/basic facts. Bernadette explained what changes were being made and that this would be delivered to teaching staff next week.
2. School Organisation – we have pushed for the MOE to strip out and remove classes so there is minimal delay in starting on the court area. The remaining buildings need to be made fit for purpose. Bernadette then shared some good news from the MOE. They have accepted us for build roll growth and will build two new classrooms. This is a really big win for us. Our persistence has paid off. We are hoping that Hann will be able to do this piece of work for us and we are looking at a 24 months' time frame. Kate, Mike and Gabrielle can start the rezoning process with Tom.
3. Personnel – Dani Boxall has started as our Performing Arts teacher and has settled in well with a warm and calm manner. Bernadette has spoken to Long Term Relievers about possible positions for 2020. These

<p>staff are happy to stay on however we cannot make full decisions until numbers are known, but we almost have staffing sorted for 2020.</p> <ol style="list-style-type: none"> 4. Health and Safety – Bernadette is meeting with Mike and Jenny W two times per week at the moment. Cleaning contract to be looked at as there have been changed cleaning needs for the new building. 5. Alarm system failed over the holiday break so a security guard needed to be employed until the system was repaired. Looks like it may have been due to a contractor cutting through a wire. Total cost to repair and to employ guard approx. \$3.5K. Still determining who is responsible. Meeting this Thursday. 6. We currently have 5 students, short term paying internationals from China with us for a few weeks. 	
<p><u>CHAIRPERSON'S REPORT:</u></p> <ol style="list-style-type: none"> 1. Strategic Plan – this is on the website and in term 4 we will consult with the school community asking them to engage and provide feedback. 	
<p><u>WHĀNAU REPORT:</u> - No report this month.</p>	
<p><u>CORRESPONDENCE:</u> <u>Inwards:</u></p> <ol style="list-style-type: none"> 1. Letter of resignation from Bethan Demspster 2. NZEI notification of PUM for principals in August 3. School Docs 18th June (Added to BOT Drive) 4. School Docs 25th July (Added to BOT Drive) 5. Email re FB page for BOT members 6. STA News July, 2019 	
<p><u>GENERAL BUSINESS:</u></p> <ol style="list-style-type: none"> 1. Landscaping – Kate has received confirmation that fences by the new block will be moved back. She has also talked to Jake about removing some of the clay and he is happy to do this. Need to look at the best ground cover solution – bark and grass both have their negatives. There are a few issues to work through. Need to ensure it is kid friendly as it is an area students like to use. There will be one more planting before the end of this term. Kate has Rob’s tree and will keep it alive at her place until next year! 2. Relocatable netball posts – is there money to purchase? Bernadette advised that next week Daniel (Hann) will be putting up the netball and basketball hoops onto the lower court area therefore the board will not consider purchasing relocatable hoops. 3. Acoustics – Jo and Bernadette have been working through the issue of acoustics in the new building. Teachers are finding it difficult. An independent sound engineer (James) has done some testing and will be sending through a report. He confirmed there are problems. The ceilings are unusually high and the Autex coverings are not adequate. The central area is a nightmare Architects have met minimum guidelines set 	

<p>by the MOE but acoustics have been made worse by putting hard shelving against the Autex. James does feel there are some simple fixes that can be done. Once all the recommendations are in then we need to look at who pays. The board pushed the architects around the sound issues before the build started but were basically told the architects knew what they were doing. There have also been some issues with heating and cooling which is now being monitored. There may be some more very robust discussions with the MOE about the sound issues and the money needed to fix these issues. Once Jo gets the Acoustics report she will share it with the board via email and have email discussions so we can get onto resolving this quickly.</p>	
<p>4. Bag storage – Bernadette has looked at some options but none so far have met our needs. There have been complaints from parents about wet bags. Bernadette has some short-term options in mind and has seen what Beckenham School have and feel it could be a good option, although an expensive one. Bernadette will continue to look at what other options may be available. Bernadette also noticed the whiteboards in the two storey block were being hung vertically instead of horizontally. Only the tallest staff members would have been able to write on the top half of the boards!</p>	Bernadette
<p>5. As we have some new board members it was raised that having an external group/person talk with the board about governance and the role of board members may be quite useful. We have different training needs as there is a core of very experienced board members. Maybe look at a 3-tier approach with the basics covered first for the newer members and bringing in other members for later sessions. Mark will investigate the options and email the board with the information.</p>	Mark
<p>6. Following on from this some board members felt they did not really know the staff and vice versa. Could we look at a BOT/Staff function? Bernadette suggested inviting the board to the Tuesday Wellbeing meeting held for teachers each term. This would give board members who are available the chance to chat with teaching staff over a drink and nibbles. Bernadette will send out an invite to the board.</p>	Bernadette
<p>7. Skate ramp proposal – the board discussed Jack Vetcher’s proposal. The board agree it is a cool idea but need some more information before a decision can be made. Some concerns are that it is a park facility rather than a school facility, what does it bring into the school after hours, how would the noise affect neighbours? The board is reluctant to have a skate ramp out in the open so would need to look at what area of the school would be most suitable. Being somewhat portable could be an asset. The following questions are to be emailed to Jack to provide the board with more information. Michele to email Jack.</p>	
<p>1. Who would the build team be? The board need to ensure the quality of the build so need to know you have 'experts' on the team. 2. This needs to be a ramp which can be moved if needed. Can you ensure the design of the skate ramp will accommodate this? 3. We would like you to talk to Hillview School to get feedback from them on how their skate ramp operates, any issues they have encountered etc. (We are aware Mrs May is arranging this with you) 4. Please confirm the size of the skate ramp. In your presentation you had used the dimensions of the Hillview skate ramp but advised us the one you envisaged for St Martins would be a bit smaller. 5. Please confirm costs of the amended size ramp and advise us how you feel this would be funded.</p>	Michele

<p>6. Are the proposed materials waterproof to ensure longevity of the skate ramp? 7. How do you see a roster working? What would your recommendations be?</p>	
<p><u>MATTERS ARISING FROM THE MINUTES:</u> No matters arising.</p>	
<p>There being no further items the meeting ended at 8.45pm. The next full Board meeting will be on Tuesday 20th August, at 6.30pm.</p> <p>_____ Approved _____ Date</p>	<p>All note</p>