

**ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 18 JUNE AT 6.30PM**

Unless either Michele or Rob are notified of any concerns regarding these minutes by Friday 28th June, 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), Mike Greenslade, Mark Broughton, Becky Ellis, Will Kereru, Kate Hodgins, Solly Turner and Diane Magon (Stand in for Board secretary). Gabrielle Wall arrived later.</p> <p><u>APOLOGIES:</u> Alice Denley, Bernadette May, Michele Stephens</p> <p>Jo welcomed Solly Turner, newly elected parent representative and welcomed back Becky and Mike who were re-elected.</p> <p><u>BOARD CHAIRPERSON NOMINATIONS:</u> Diane called for nominations for the election of board chairperson. Kate Hodgins nominated Jo Malcolm, seconded by Will Kereru. Carried. Jo Malcolm re-elected as Board Chairperson.</p> <p>Kate Hodgins to remain as Deputy Chairperson.</p>	<p><u>ACTION:</u></p>
<p><u>MINUTES OF THE PREVIOUS MEETING:</u> Accepted as read. Jo/Rob</p> <p><u>SUCCESSION PLANNING:</u> Mark Broughton is keen to put his name forward when Jo Malcolm leaves. Kate Hodgins to be Acting Chair while Jo is away. Mark is happy to work and learn from Jo and to be Acting Deputy Chair during Jo's absence.</p> <p>Jo is happy to stay with the new principal and help the board through if need be. Rob is also happy to provide assistance if required.</p> <p>Rob suggested we could have NZSTA come and give training re the operation of a board and to ensure everyone is on the same page.</p> <p>Jo wishes to co-opt Gabrielle Wall for 18 months as Gabrielle has an incredible wealth of knowledge to assist with Strategic planning. Agreed by the board.</p>	
<p><u>FINANCE REPORT:</u></p> <ol style="list-style-type: none"> 1. Mike ran through an update of the finances. The current year to date surplus of \$108,000 is expected to fall as committed expenses are realised during the remainder of the year. 2. Rob discussed the banked staffing spreadsheet he has been working on with Megan and has shared with Bernadette. Discussed how it works 	

<p>and needs to be managed. Cheaper teachers to be put into bulk grant to bring banked staffing back to \$nil.</p> <ol style="list-style-type: none"> 3. Mike explained the results for the previous three years (two years of deficits, and one surplus) 4. Waharoa spend was \$5600, we had budgeted up to \$15000 so were well within the spend limit. 	
<p><u>PRINCIPAL'S REPORT:</u></p> <ol style="list-style-type: none"> 1. Rob advised Bernadette will put the review of the Maths programme in the next meeting. 2. Danielle Boxall is the new Performing Arts teacher appointed who will be starting in term 3. 3. Work Bernadette has done is pioneering and is being taken on board by other schools who visit. 4. Health and Safety: -4degree morning caused a power outage. Rob explained what happened. Need to find copper line up in the old block so an analogue phone can be plugged in during an emergency. Dan from RevIt looking into battery back-up options. Walkie talkies were suggested by Jo but these would not be suitable. 5. Heating getting better in new building and blinds in Raupo are helping. 6. MOE admitted dropping the ball regarding the build size. Discussion re having enough buildings for this year but not next year. MOE Initial build size was 400 and the Master Plan was 450. Robust meetings re roll amendment process and planning but won't help for the next 8 years. Keeping Rooms 22,23, 8 and 9, the BOT would need to ensure they are fit for purpose. Build increase proposal has been moved to 450 but Network waiting to hear back from Head Office. BOT view is that all students need to have warm and fit for purpose classrooms. Gabrielle said many schools are the same as us in regards to classrooms needed. We need to be pro-active with neighbouring schools regarding the change of enrolment zones. Our board has played ball all this time but it hasn't helped us to date but Gabrielle advised playing hard ball won't really help. There was a lot of robust discussion regarding this issue. We will work with Tom Scollard who will facilitate on behalf of the board with the community regarding rezoning. We need to think strategically and work with other schools. Jo and Becky do not feel comfortable with reducing the zone. We do have overlapping zones so these need to be sorted. 7. Rob thanked the board for their support over the last 10 years. <p style="text-align: right;">Jo/Will</p>	Bernadette
<p><u>CHAIRPERSON'S REPORT:</u></p> <ol style="list-style-type: none"> 1. Strategic plan is on our website. Look to hold consultation re zone and get new principal's input. 2. Triennial plan needed. Old one expired. Gabrielle will send through a template to re-start or we could roll over the one from 2016 to 2019. 3. Principal group is working well. 4. Jo thanked Rob for his work and leadership in his time as principal at St Martins School. 	Gabrielle
<p><u>WHĀNAU REPORT:</u></p>	

<ol style="list-style-type: none"> 1. Opening/blessing went well. Need a bollard to stop vehicle access. 2. Will said there was interest expressed from the community re learning Te Reo. It could be a good opportunity to have basic Te Reo for parents, via the Whānau Group. Hamish Lancaster-Whillis could possibly help. 3. There is a whānau group meeting at Matt Calman's this Friday. 	
<p><u>CORRESPONDENCE:</u> <u>Inwards:</u></p> <p><u>GENERAL BUSINESS:</u></p> <ol style="list-style-type: none"> 1. Nikki Tod – “Promise Kete” read by Will and Kate. Nikki and her family would like to donate a tree to the school. Jo will thank Nikki. 2. ASB credit card – The BOT approve for the credit card in the name of R Callaghan to be cancelled and a new card to be issued to Michele Stephens with a limit of \$3,000 and to Bernadette May with a limit of \$3,000. The school overall limit is to be increased to \$6,000. 3. A date for the July meeting has been set as Tuesday 30th July at 6.30pm. 4. Subcommittee of Kate, Mike and Gabrielle to prepare our point of view with Tom Scollard. 5. Rob advised the 2 storey block may be ready for term 4. Perhaps we could note in the Build Update that things are progressing well as parents like to know what is happening. 6. Landscaping – Kate need to negotiate re planting. This needs to be done no later than term 3 so the plants can settle in and survive. We need to work on getting this underway. Jo to talk with Jake Hann. 	<p>Jo</p> <p>Michele</p> <p>Jo</p>
<p><u>MATTERS ARISING FROM THE MINUTES:</u> No matters arising.</p>	
<p>Solly's feedback from his first meeting, he will enjoy the challenge. Wonders what he needs to do.</p> <p>There being no further items the meeting ended at 8.52pm. The next full Board meeting will be on Tuesday 30th July, at 6.30pm.</p> <p>_____ Approved _____ Date</p>	<p>All note</p>