

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 19th MARCH AT 6.00PM

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></p> <p>Jo Malcolm (Chair), Rob Callaghan (Principal), Bernadette May (Staff Rep) Mike Greenslade, Mark Broughton, Will Kereru, Becky Ellis, Gabrielle Wall, Kate Hodgins and Michele Stephens (Board secretary).</p> <p><u>Visitor:</u> Julie Knowles</p>	<p><u>ACTION:</u></p>
<p>Jo welcomed everyone to the meeting with a special mention to Julie who is coming as a potential BOT nominee for upcoming elections. Jo then shared two messages to acknowledge the tragic events of Friday 15th March.</p> <p><u>ADDITIONS TO THE AGENDA:</u></p> <ol style="list-style-type: none"> 1. Discussion re a community event possibly this Friday in support of fundraising for our Muslim community. <p><u>MINUTES OF THE PREVIOUS MEETING:</u></p> <p>Gabrielle advised in Inwards Correspondence it should read Te Mana Raupō not Mana Ake. The minutes of the meeting held February 19th 2019 were accepted as true and accurate.</p> <p>Jo/Rob</p>	
<p><u>FINANCE REPORT:</u></p> <ol style="list-style-type: none"> 1. Mike said not to get too excited about the high surplus. There are still some expenses to come. Working capital is high which is good. 2. The main changes to the proposed budget are that \$25K has been added for principal recruitment and rebuild expenses. Mike is happy with where the budget is sitting. 3. There are revised figures for pathways/landscaping. Regardless of cost landscaping comes from monies left over at the end of the rebuild. There is likely to be some left but this is not guaranteed. 4. There will also be costs for a new communications system and two quotes have been obtained. 5. There was then much discussion on the issue of the MOE expecting the board to underwrite the landscaping costs which could be around \$150K. Surely the MOE should be covering wheelchair access, drainage and safe passage for children between buildings. Rob advised he will set up an urgent meeting with David Hobern as we need to resolve this asap as we want to be able to move into the new building at the start of Term 2. 	<p>Rob</p>

PRINCIPAL'S REPORT:

1. Unexpected resignation of Susie Keenan, plus Rob's resignation. Susie's position has been advertised and should be filled in early April.
2. Banked staffing is going well. Novopay made a couple of errors with holiday pay for staff who had left our school so a bit of extra money is coming back in to Teachers' Salaries. We have spent nothing yet on teacher release, sick leave etc and staffing is tracking very well. We are using Teachers' Salaries only, not our own money.
3. Manifestations – still working through this. Will look to have a meeting soon as we still need to have some korero on this. Need Rāpaki and Tuahiwi involvement. Will is to provide Rob with the design and story so Rob can set up discussion with the appropriate people. We also need to determine who will do the blessing when the new building is first occupied and then another blessing at the official opening.
4. Lockdown – in hindsight we may have done things differently, but in speaking with other principals some had the same information as we received and a few schools had late or no information provided. Our lockdown procedures were set up in 2015 in conjunction with the police. We will look to set up a committee to put together clear and specific lockdown procedures. We need to ensure parents are aware of what our lockdown procedures are. Rob will go back to other principals with more lockdown experience (such as Denise Torrey) to get some ideas and will report back to the board.

Will

Rob

Jo/Kate

STRATEGIC PLAN:

1. Gabrielle pointed out the main changes to the board.
2. Rob and Bernadette have populated some of the sections as requested by the board.
3. The strategic plan is showing a natural progression which should be helpful to the MOE.
4. The Cultural Identity section has been populated and the whānau group members have re-commented on it.
5. Added Personnel in light of Rob's resignation.
6. Will asked about how the Treaty of Waitangi was incorporated into the curriculum. Bernadette advised it is an integral part of the current curriculum.
7. Gabrielle wonders if our statement re responsiveness is enough or does it need a diversity statement up front?
8. Gabrielle feels we are probably able to approve the Strategic Plan. We need to confirm/agree on budget provisions.
9. Regarding the budget, Jo asked do we have enough Well Being support. Bernadette feels that at the moment we do.
10. Jo wanted to ensure the diversity statement needs to be more explicit so all can understand that the statement involves all cultures. Gabrielle will add to the diversity statement.
11. Bernadette suggested a Glossary of Terms at the end of the document. Gabrielle will put something together and Will can then look at it to see if anything is missed.
12. Jo moved the draft going forward and this was seconded by Becky.

Gabrielle

Gabrielle
Will

<p>13. Jo thanked Gabrielle for all the work she has put into the Strategic Plan and also thanked Rob and Bernadette for their input.</p> <p>14. Gabrielle sought board permission to have Rachel do something to the document – is this like making a pretty title page ?. Definitely need your help here Gabrielle as to how to word this 😊 Board gave permission for this to be done.</p>	
<p><u>CHAIRPERSON'S REPORT:</u></p> <ol style="list-style-type: none"> 1. Jo attended the staff meeting on Monday morning and said it was nice to be there. There was a real sense of caring and team. 2. We will have an appropriate farewell celebration for Rob at the end of Term 2. 	
<p><u>WHĀNAU REPORT:</u></p> <ol style="list-style-type: none"> 1. The sandstone for the waharoa has been delivered and is stored at Will's place. 2. Will has been speaking with Stephanie re naming of buildings and rooms which all sound great. 3. Waharoa design looking good so hoping to get it approved. 4. Will has asked Greg Ellis to tee up waharoa discussions with Tim the architect. This is underway. 	
<p><u>CORRESPONDENCE:</u> <u>Inwards:</u></p> <ol style="list-style-type: none"> 1. School Zones letter – Gabrielle explained the consultation process for the 7 co-ed high schools which are establishing school zones. Principals Association has contracted Gabrielle to facilitate and analyse. The aim is that all students would now be in zone for a co-ed school. St Martins School zone currently all sits within the Cashmere High zone but based on the zones being promoted we would have an overlapping zone to include Linwood College. Overlapping is occurring as there is potential in the future of overcrowding in some high schools such as Cashmere High, so Cashmere could reduce their zone in the area that overlaps with Linwood College, and students would still remain in zone for a co-ed high school. 	
<p><u>GENERAL BUSINESS:</u></p> <ol style="list-style-type: none"> 1. Term costs – A parent emailed us with concerns about how term costs were applied. If you look at how we advise our term costs against MOE guidelines they do not line up. Many are seen by the MOE as a donation. The school would not be able to cover the financial liability for costs especially camps. We can't have 60% of families paying for 100% of students. This is a tricky area. 2. Landscaping – Kate asked if we had any scope for irrigation. We need to wait and park this one. Kate asked if memorial trees are budgeted. Yes, these are in the budget. Kate advised she had a discussion with Katie Chilton, a parent and landscape architect, who did some ringing around 	

<p>and companies have advised they will supply wood, mulch and some plants.</p> <p>3. Budget – add in a provision for Strategic Planning. Can sign off provisionally then confirm via email once updates made.</p>	
<p><u>MATTERS ARISING FROM THE MINUTES:</u></p> <p>1. Signage at Centaurus Road – Kate advised the council are making enquiries to see if they could get some funding.</p>	
<p>There being no further items the meeting ended at 7.50pm. The next full Board meeting will be on Tuesday 9th April, at 6.00pm. (Please note change of start time)</p> <p>_____ Approved _____</p> <p>Date</p>	<p>All note</p>