

**ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 21 May AT 6.30PM**

Unless either Michele or Rob are notified of any concerns regarding these minutes by Friday 31st May, 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, Becky Ellis, Will Kereru, Kate Hodgins and Michele Stephens (Board secretary).</p> <p><u>APOLOGIES:</u> Gabrielle Wall</p> <p>Will opened the meeting with a karakia. Jo acknowledged the hard work of all the board over recent times. Whakatau shared by Jo.</p>	<p><u>ACTION:</u></p>
<p><u>MINUTES OF THE PREVIOUS MEETING:</u> The minutes of the meeting held 9th April 2019 were accepted as true and accurate. Jo/Rob</p>	
<p><u>FINANCE REPORT:</u></p> <ol style="list-style-type: none"> 1. Jo felt it was useful to have another look at finance and working capital. Jo has had a good discussion with Mike to get a better understanding of the working capital and what costs are coming up. 2. Working capital is quite high and currently looks as it will remain high at this stage. 3. Mike looked at the working capital over the last few years. In one year, we had dropped from \$337k to \$160k but we have since regained ground on what was lost. We need to think about what we are comfortable with. There is a bit of 'crystal ball gazing' involved. It is hard to know what is enough of a buffer. Would like to release some funds for landscaping out the front. Rob advised within 5 to 6 weeks they hope to have a better indication of the costings for the second stage of the rebuild and what additional works are required which could mean we could claw back some money. Sunshade outside new block has not been factored into at this stage, but this is a must. 4. Doing adjustment for cash flow deficit Mike estimates about \$266k bearing in mind there are still a lot of unknowns. 5. We will hopefully have some money to do work on the admin areas as this needs a lot of work. 	
<p><u>PRINCIPAL'S REPORT:</u></p> <ol style="list-style-type: none"> 1. Bad news – banked staffing was read incorrectly. We didn't use Special Reasons funding so they have taken this back. Therefore, there is actually a \$17k deficit not a credit. However, we will receive \$16k in July plus \$7.2k extraordinary funding. We didn't get enough time to spend 	

<p>the Special Reasons funding as it took so long to get it approved. Have not yet spent any funds on sick leave, teacher release etc so we still have a lot of 'fat' in the system so there is no need for concern.</p> <ol style="list-style-type: none"> 2. Mike asked about the \$50k we received last year. We still have \$38k left and this does not need to be spent in any particular way. Some will be used for additional support staff who have been employed. 3. Today the two 'least expensive' teaching staff were transferred from Banked Staffing to Operations Grant funding to help balance Banked Staffing. Rob and Megan will continue to monitor the banked staffing spreadsheet to help keep a track of progress. 4. Performing Arts position has been advertised and closes this Thursday 23rd May at 3pm. 5. DMIC – Kate asked if this will be reported on. Bernadette confirmed this would be done. Jo asked if current assessment tools are keeping up with development. This is being looked at and there is also an individual assessment tool as you cannot get true data from group work alone. Pat and e-Astle testing are run alongside it. 6. Out of zone students – there are 61 out of zone students. At the end of 2019 this will reduce by 11 students and at the end of 2020 this will reduce by another 24 students. 7. At tomorrow's meeting with Vanessa, Vikanda and Averill from the MOE we need to discuss the amount of space/buildings required plus also discussion re the zone. However, the most important discussion is around the buildings needed to function well. Becky feels this is the MOE's problem but it is not as simple as this unfortunately. It was agreed we need to have the court area up the top so need to demolish classrooms up the top to ensure this is done. Caretaker shed – could there be an alternative? A new shed built? Something to consider. We want at least 26 classes by the end of 2020. MOE want to shrink us but we need to accommodate the students we have at the moment and for the next few years. 8. Jo acknowledged the work Bernadette has done with the staff as they adapt to the new spaces. 9. Bag storage – looking at different ideas to provide solutions for the current inadequate outdoor storage that has been provided. 10. Opening ceremony – Rob is meeting with Henare tomorrow. Will probably need to go back to Ngai Tahu to ask where we should seek representation. Aiming for a 9am start. Want the whole school to participate. The actual ceremony will be outside. Want it to be about our school community rather than dignitaries. Kapahaka will be involved. Looking at 30 minutes tops for the ceremony. <p style="text-align: right;">Jo/Will</p>	
<p><u>CHAIRPERSON'S REPORT:</u></p> <p>Nothing to report.</p>	
<p><u>WHĀNAU REPORT:</u></p> <p>Nothing to report.</p>	

CORRESPONDENCE:

Inwards:

1. Letter of resignation from Sonia Hocking
2. Letter from NZEI re teacher strike
3. Letter from NZEI re PUM's for support staff
4. Email from Phil Hirst re leaks in sandpit checked – no internal leaks. May be coming from further up hill.
5. Email from Phil Hirst re netball court – will be dual painted with netball and basketball lines. Court to be by current library.
6. Email from Phil Hirst re removal of posts – MOE will not find this. Will advised he is happy to look at removing them when he is at school on Saturday.

GENERAL BUSINESS:

1. Landscaping – Katie Chilton has done a fantastic job and has got plants, mulch etc donated. We will still need some cash - Kate estimates about \$2500 to pay for finishing the planting beds out the front and also finish off the bits out the back of the new block. They want to get as much done in the planting season (ie: before September) Katie Chilton had an idea of keeping the fence posts and painting the posts black but taking down the rails. MOE have agreed to paying \$1.5k towards the fence. We need to invoice the MOE to release the money. Jo moved that we approve the allocation of up to \$3k for landscaping. Seconded by Becky. Carried.
2. BOT elections – Becky has put in her nomination and Mike will do soon. Jo will follow up with Gabrielle to see if she is putting in her nomination. There are two other parents who have put their names forward for nomination.
3. Tony Simpson (parent) offered to do videos of all candidates to upload to a website. Discussed by the board but not keen. Michele to thank Tony for the offer but advise we would decline.
4. Please note: materials purchased on behalf of the board for the waharoa – invoice was paid by Will Kereru (board member) and reimbursed to Will by the board. There was no additional commission.

Jo

Michele

MATTERS ARISING FROM THE MINUTES:

Jo will follow up on the letter to Sue Gray thanking her for her 21 years of service as a Teacher Aide.

Jo

There being no further items the meeting ended at 8.40pm. The next full Board meeting will be on Tuesday 18th June, at 6.30pm.

_____ Approved _____
Date

All note