

**ST MARTINS SCHOOL BOARD OF TRUSTEES**  
**MINUTES OF MEETING HELD 29<sup>th</sup> October AT 6.30PM**

*Unless either Michele or Andrew are notified of any concerns regarding these minutes by Tuesday 5<sup>th</sup> November, they will be distributed to staff and committees, and be available for parents to read in the school office.*

<p><b><u>PRESENT:</u></b>  Kate Hodgins (Acting Chair), Andrew Mouat (Principal), Mike Greenslade, Becky Ellis, Mark Broughton, Solly Turner, Alice Denley and Michele Stephens (Board secretary).</p> <p><b><u>APOLOGIES:</u></b>  Jo Malcolm, Gabrielle Wall and Will Kereru</p>	<p><b><u>ACTION:</u></b></p>
<p>Kate welcomed everyone to the meeting and shared a karakia and whakatauki. Andrew was welcomed to his first board meeting as principal of St Martins.</p> <p><b><u>Additions to the agenda:</u></b>  Students billboard  Teacher Board representative</p> <p><b><u>MINUTES OF THE PREVIOUS MEETING:</u></b>  The minutes of the meeting held 17<sup>th</sup> September, 2019 were accepted as true and accurate.</p> <p><b><u>MATTERS ARISING:</u></b></p> <ol style="list-style-type: none"> <li>1. Where is student achievement reporting at right now? Achievement testing is done in term 4. Teachers are underway with testing and reports. OTJ's are moderated.</li> <li>2. Access to upper area of school – Howard has asked for some access down the side but Andrew has not heard back from Daniel yet. There is no access up the driveway from weeks 2 to 4. Possible limited access from week 5.</li> </ol>	
<p><b><u>FINANCE:</u></b></p> <ol style="list-style-type: none"> <li>1. \$58k deficit for September.</li> <li>2. Banked staffing – do we need to take a couple of teachers off Bulk Grant? Andrew will have a look at this soon.</li> <li>3. We have approx. \$35k in sick leave balance untouched. Solutions and Services were asked to journal this to another area but they advised they needed specific payments to allocate it to. Mike is not sure what they mean by this.</li> <li>4. Discussion re simplifying some of the budget codes.</li> <li>5. Rachel from Solutions and Services suggests holding a budget in draft until the March roll return and finalise at that stage. Andrew has usually done this by December.</li> <li>6. Do we need all financial papers for the board meeting or would a summary suffice? Mike is working towards using a simpler worksheet.</li> </ol>	

7. Power – due to the rebuild Contact consolidated 2 accounts, decommissioned one but did not set up another account. We were being undercharged and were then sent a \$27k bill. Megan has been in touch with Contact on many occasions and has managed to get our discount from 10% to 20% and also reduce the bill to pay down to \$17k. Power does still seem to be very high based on previous years.
8. Asset summary: Mike went through the summary. \$44k left in the original capital expenditure budget. A few questions about what money is being spent on or has been spent on – blinds/chromebooks. Next year depreciation expense will be higher.

**PRINCIPAL'S REPORT:**

1. What are 'unit holders' – these are for teachers who take on additional responsibility for Te Reo, Literacy, Sports, GATE etc. Would the BOT like a one page summary from each unit holder stating what the plans were, what was put in place and recommendations for the future. Agreed that this would be useful for the board.
2. Strategic Plan – as per Andrew's report those with a leadership responsibility will lead the discussions.
3. Community Engagement – invitation will be sent to families to be guided through our new spaces. To be held in Week 5 during structured learning time.
4. School Docs – there is a review cycle for the year. Two policies and procedures are currently under review. These are EOTC and Sun Protection. EOTC – does this skip over safety as it seems to talk only in general terms? There are links specifically for safety that you can click on for more in-depth information. General consensus that this would be rated at about a 4. Sun Protection – General consensus is that the policy is good but what the school is doing needs to improve, especially around providing shade. Rated 4.
5. Behaviour Management – we will look at this in more depth at the next meeting. There is possibly a lack of clarity around procedures from a parent perspective.
6. Appraisal of Teaching staff – there is a document put out by Teachers Council with 12 indicators. Teachers need to provide documentation showing indicators have been met. Goals are set and reflected on during the year.
7. All teachers apart from Heather are fully certified.
8. Staffing 2020 – things may not be as tight as initially thought. Need to look at how additional teachers (such as music) are budgeted. Andrew would like the board to consider allowing the Team Leaders to get an additional ½ day per fortnight for CRT along with the ½ day a week they currently get on a Friday. Team Leaders need to have time to observe and give feedback. There is not the opportunity to do this on a Friday as much of this time is taken up with the Implementation team meeting. Andrew will work on some figures to see if this can be achieved. In principle the board supports this.
9. Appointments – the starting point will be to appoint an Acting DP. The panel would be Andrew, Jenny Wood and a board member. From there they would look to appoint a Team Leader if needed and would need to consider the needs of the team as a whole to have a good balance. With any other teaching appointments Andrew would usually look to have himself, a DP and team leader on the panel for a fixed term position.

Andrew

<p>10. Property – Andrew had an interesting meeting with Vikanda, Phil and Tim. Bag storage continues to be an issue. Options were discussed and at this stage we will go with light coloured doors plus a shade cloth. It is a grey area so to whether we finance this or not. There will also be more hooks installed.</p> <p>11. Fence – there is a child in the junior school who has learning support. This child will be moving to the Whare Kukuwai next year. MOE are looking at fencing, however this may not be the only option to ensure the child's safety. Do we want a fence or do we have a learning assistant outside with the child? The MOE will ask council about fencing right down to the park, but we feel this will be unlikely to be approved. The Whanau group has discussed the fence and the feedback was they were not in support of the fence. It is not appropriate for the fence to be built in front of the waharoa. If a fence was to be built it would need to be behind the waharoa and as far back as possible. Whanau Group are happy to discuss this further.</p>	
<p><u>CLUSTER UPDATE:</u></p> <p>There is a cluster meeting in November and next week there is a combined staff COL meeting.</p>	
<p><u>CHAIRPERSON'S REPORT:</u></p> <ol style="list-style-type: none"> <li>1. Thanks to the staff for their hard work in getting classes moved and set up. A special thanks to our caretaker, Michael for ensuring things ran smoothly.</li> <li>2. Mihi Whakatau on Monday 16<sup>th</sup> October went well. It was good to have a big group from Templeton share in this special occasion.</li> <li>3. Rezoning – Kate spoke with Tom Scollard. He has been trying to get the school lined up. Four schools so far are happy to join in the process. The zones for the schools affected have been established for quite a long time so it is a big deal to re-jig them.</li> <li>4. Kate is going to the Lock Down meeting at the MOE office tomorrow.</li> </ol>	
<p><u>WHĀNAU REPORT:</u></p> <ol style="list-style-type: none"> <li>1. Heperi is going to sort the Mihi judging.</li> <li>2. Whanau group can see that students are learning other languages at school but Te Reo does not seem to be a focus even though the Strategic Plan states that it is.</li> <li>3. Interested to find ways to share the korero of the new buildings. They would like Year 8 students to learn and then share with younger students.</li> </ol>	
<p><u>CORRESPONDENCE:</u></p> <p><u>Inwards:</u></p> <ol style="list-style-type: none"> <li>1. NZSTA – changes to subscription process</li> <li>2. NZEI – Notification of PUM's for Support Staff</li> </ol>	

3. STA News – September issue	
<p><u>GENERAL BUSINESS:</u></p> <ol style="list-style-type: none"> <li>1. MOE letter re donations – much discussion on this topic. Realistically, camps will not be able to go ahead if parents/caregivers do not pay for them. We cannot cover the cost of approx. \$60k per year for the Year 5 to 8 camps. Fundraising for camps puts a lot of pressure on staff and community and would likely not achieve the amount required to fund the camps. The board will put something together that could go out with newsletters sent by syndicates.</li> <li>2. Dates have been set for Board training with Al Fone. On 12<sup>th</sup> November there is Succession Planning which all board members are asked to attend, and on 26<sup>th</sup> November is Governance training which will be useful for ‘newbies’ or as a refresher. Thanks to Mark for arranging this.</li> <li>3. BYOD – quite a lengthy discussion on BYOD or 1 to 1 device use. Chromebooks a good option for students. Year 7-8 teachers seem keen to implement BYOD or 1 to 1 device use. Want to ensure we are preparing students for high school. Discussion on purchasing versus hiring or parents buying own devices. Would be a good idea to go back to staff to get their views on what they would like and how they see it working in the classroom. What would be the benefits and expected outcomes?</li> <li>4. Mini Macs - what do these do? Why does the main server not do it all? Re SNUP, Andrew will follow up on this.</li> <li>5. Student billboard – a group of senior students want to put up a school billboard. We have had plywood billboards previously which are currently inaccessible due to the rebuild. Alice has asked the girls to go and cost it up. If it is a front of house billboard it needs to be well designed. The Whanau group has previously mentioned having a storyboard.</li> <li>6. Andrew advised we had a break in early on Monday morning. A boxed TV was taken. Security camera picked up the offender. Police advised and fingerprints taken. Megan is following up with insurance.</li> </ol>	Andrew
<p>The meeting moved into committee at 9.18pm</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:</p>	

<p>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.</p> <p>At 9.20pm 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><u>OTHER BUSINESS:</u></p> <p>Staff rep – In recent times the staff rep has been one of the management team. It is preferable for the staff rep to be an independent member of staff. Alice came on as a staff rep but has been Acting DP since the start of term 4. Once the appointments have been sorted we will then open this up to staff if needed.</p>	
<p>There being no further items the meeting ended at 9.24pm. The next full Board meeting will be on Tuesday 19<sup>th</sup> November, at 6.30pm.</p> <p>_____ Approved _____</p> <p>Date</p>	<p>All note</p>