

**ST MARTINS SCHOOL BOARD OF TRUSTEES**  
**MINUTES OF MEETING HELD 17<sup>th</sup> September AT 6.30PM**

*Unless either Michele or Bernadette are notified of any concerns regarding these minutes by Tuesday 24<sup>th</sup> September, they will be distributed to staff and committees, and be available for parents to read in the school office.*

<p><u>PRESENT:</u>          Kate Hodgins (Acting Chair), Bernadette May (Acting Principal), Mike Greenslade, Mark Broughton, Gabrielle Wall, Solly Turner, Will Kereru and Michele Stephens (Board secretary).</p> <p><u>APOLOGIES:</u>          Alice Denley and Becky Ellis</p>	<p><u>ACTION:</u></p>
<p>Kate welcomed everyone to the meeting. Gabrielle shared a karakia and Kate shared a whakatauki.</p> <p><u>Additions to the agenda:</u>          Acoustics and landscaping/drainage update</p> <p><u>MINUTES OF THE PREVIOUS MEETING:</u>          Correction – stated acoustics did not meet MOE requirements; however, this should have stated acoustics did not meet speech intelligibility.</p> <p>The minutes of the meeting held 20<sup>th</sup> August, 2019 were accepted as true and accurate.</p>	
<p>The meeting moved into committee at 6.40pm</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:          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</p>	

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 7.15pm 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.

FINANCE:

1. Surplus YTD has gone up by \$43K. Net working capital has gone up.
2. Mike met with Megan and Bernadette last week. Getting more clarity on expenses including Bank Staffing. Income for music teachers etc should have been coded to Bulk Grant. Megan is going back to Rachel at Solutions and Services to find out what instructions they had to do the recodes as this is something that Megan has not previously been advised to do.
3. Bank Staffing balance directly relates to the SUE report. Represents the liability we would have to pay back if we went over our staffing entitlement. We will get Andrew's perspective next term.
4. It would be good to have budget realigned with the Strategic Objectives.

ACTING PRINCIPAL'S REPORT:

1. Kate asked about reporting for Student Achievement has this was often done in Term 3. Data for Variance report not available until Term 4. Bernadette will work on this with Alice.
2. Finance – capital expenditure: This will be reviewed on Friday and Mike can send an update after this.
3. Bernadette met with Dean from RevIT. He wanted the board to be aware of what was coming up in the next year or so, so that planning could begin. Replacement of 2 Mac mini servers cannot be held off too long. One cannot be upgraded past 2020 and the other one past 2021. These will be about \$2k each. Ruckus has about 12 months life left. There may be another SNUP upgrade where the MOE will pay, so we may want to hedge our bets and wait for that to happen but can't guarantee it won't happen when we need it.
4. Lease versus self-owned – lease allows us to continue to upgrade, owning is a false economy.
5. We have high use of Tech in the Year 7-8 syndicates and poor management of the equipment (ie: damage to equipment) BYOD could reduce the cost to the school as parents will have more of a say in how children use/look after equipment. Something to think about.

PROPERTY UPDATE:

1. Fit out of Block 7 – appliances to be delivered on 23<sup>rd</sup> Sept and will be installed that week. Bernadette had a walk-through last week and it was

<p>looking good. Floor levelling needed to be done. This took \$30K from contingency.</p> <ol style="list-style-type: none"> <li>2. Hann are working through the faults. Work on the bag racks is underway.</li> <li>3. The shift date is currently the 7<sup>th</sup> October for the top level of Block 7 and then the bottom level will be available a couple of days later. Hann do need to get council compliance. Jake had said he could not confirm the dates but Bernadette has since had an email from Phil Hirst saying all go for the 7<sup>th</sup>. Bernadette is going to talk to Phil tomorrow.</li> <li>4. Access to the back of the school – Hann doubt they will be able to give us reasonable access. Bernadette will forward the email to Kate. Bernadette advised Andrew has been cc'd into all the build emails.</li> </ol>	
<p><u>CLUSTER UPDATE:</u></p> <p>Community of Learning (COL) focus on wellbeing. The COL has already contacted Andrew.</p>	
<p><u>CHAIRPERSON'S REPORT:</u></p> <ol style="list-style-type: none"> <li>1. Kate acknowledged Bernadette and thanked her for tying up loose ends and handing over to Alice. Bernadette has made a great difference to the school.</li> <li>2. Kate also acknowledged all the staff who have done a great job this term. The 'Meet the Leadership' evening also went well. Not a huge attendance, but it was felt from this that most parents are happy with how the change in leadership is being managed.</li> <li>3. Kate was part of a meeting with the project group last week. Also had a meeting re acoustics. It was quite a positive meeting. The MOE jumped on board and are willing to pay for it. Had a report back and given a list of recommendations. We will try the recommendations and see how they work. It is a flexible plan. The MOE need to take information from our struggles when looking at rebuilds for other schools.</li> <li>4. Still waiting to hear back about our other new classrooms. Phil Hirst is waiting to hear from the MOE.</li> <li>5. Rezoning process is well underway. Had another call from Tom Scollard. He has met with Beckenham, Thorrington and Somerfield and will soon be meeting with Opawa. Talks have been very open so far. It is a very big process to be unpicked. Hope to have a meeting with all schools involved early next term. Tom's role has expanded and he will manage in a hands-on way.</li> </ol>	
<p><u>WHĀNAU REPORT:</u></p> <ol style="list-style-type: none"> <li>1. Manifestations for Block 7 completed. Bernadette confirmed these have now gone to Lyn from Ngai Tahu to check.</li> <li>2. Bollard – Whānau group will sort this at some stage once they have the time.</li> </ol>	

<ol style="list-style-type: none"> <li>3. Pounamu – gifted by Rob. To be set on a plinth at some stage once they have the time.</li> <li>4. Mihi Whakatau – 14<sup>th</sup> October. Andrew will come with the Kapahaka group from Templeton and be welcomed to St Martins. Bernadette will then go to Tai Tapu with our Kapahaka group to be welcomed to her new school.</li> </ol>	
<p><u>CORRESPONDENCE:</u> <u>Inwards:</u></p> <ol style="list-style-type: none"> <li>1. STA News August 2019 issue</li> <li>2. School Docs 6<sup>th</sup> Sept 2019 – Emergency Planning and Procedures</li> <li>3. NZSTA Constitution booklet</li> <li>4. Letter (email) from parent 26/08/19</li> </ol>	
<p><u>GENERAL BUSINESS:</u></p> <ol style="list-style-type: none"> <li>1. Skateboard ramp – this was discussed in detail and it was decided that due to management of the ramp, health and safety, lack of space at the moment and the ongoing maintenance, that it was not viable at this stage. Kate will write a letter to Jack and Will is happy to go and talk to Jack and his dad.</li> <li>2. Landscaping/drainage – we are waiting on the drainage to be rectified. Can't do any planting until issues resolved, hopefully next term. Students raised approx. \$600 for plants.</li> <li>3. \$5000 each for Block 7 and the Whare Kūkūwai that have been given from S'Mart Community. It was to be used this term but Jamie has been advised that teachers want to get into the spaces first before deciding what to purchase.</li> </ol>	
<p><u>MATTERS ARISING FROM THE MINUTES:</u></p> <p>No matters arising.</p>	
<p>There being no further items the meeting ended at 8.30pm. The next full Board meeting will be on Tuesday 22<sup>nd</sup> October, at 6.30pm.</p> <p>_____ Approved _____ Date</p>	<p>All note</p>