

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 19th NOVEMBER AT 6.30PM

Unless either Michele or Andrew are notified of any concerns regarding these minutes by Tuesday 26th November, 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), Kate Hodgins, Andrew Mouat (Principal), Mike Greenslade, Becky Ellis, Mark Broughton, Solly Turner, Gabrielle Wall, Alice Denley, Will Kereru and Michele Stephens (Board secretary).</p>	<p><u>ACTION:</u></p>
<p><u>Additions to the agenda:</u> Succession planning School Credit card</p> <p><u>MINUTES OF THE PREVIOUS MEETING:</u> The minutes of the meeting held 29th October 2019 were accepted as true and accurate.</p> <p><u>MATTERS ARISING:</u></p> <ol style="list-style-type: none"> 1. Half day CRT release plus half day each Friday being suggested for team leaders instead of the current system. Team leaders are considering this option and will be coming back to Andrew with their decision on Friday. 2. BYOD – Navigators and High Fliers would both like more devices in the classrooms to enhance their learning programmes rather than looking at BYOD options at this stage. They would like 1 device per 2 students rather than the current 1 to 3 ratio. Would the board consider funding extra devices for next year - \$15k to lease Chromebooks. There is money in the budget to do this – board happy to approve this. 	
<p><u>FINANCE:</u></p> <ol style="list-style-type: none"> 1. Surplus dropped by \$6k but still in surplus \$19k. Working capital is \$349k. 2. Banked staffing still high. 2 staff members being moved back to Teacher Salaries from Bulk Grant from payday 2020-18. (4th December) Andrew applied for additional funding due to Roll Growth which should come through soon. 3. Do we need to look at our budgets and ‘re-jig’ them a bit? Andrew has been looking at them and there will be some budgets that will need to be adjusted – Professional Development being one of them. Draft budget will be available to look at, at the next meeting. 4. \$38k rebuild income from MOE – does this have an expiry date? Need to check to see if costs associated with this have been coded correctly. Andrew to follow up with Megan 5. Donations – some discussion on how this needs to be approached. Camps could be affected by the tightening up of the donation system. Need to think about this a bit more. 	<p>Andrew</p>

PRINCIPAL'S REPORT:

1. Evacuation procedures – we are having a planned drill this Friday. Will see what works in the planned drill before looking at having an unplanned drill. Statutory requirement is one drill per term and they can be planned or unplanned. Good to have drills at different times including break times and assemblies.
2. Lockdowns – review still in process. Some discussion about what provisions/supplies should be available. Non-perishable food etc. Jenny Wood is the school's main contact during emergencies. We will check to see what supplies we have available and who has access to them in emergency situations.
3. Risk Management – are there regular audits? We have a Google Doc register that staff can access and add issues that need to be addressed. There is also a book in Mike's (caretaker) tray for non-urgent issues to be addressed.
4. Teacher Registration – question asked about whether schools pay for this. Has been done previously but under legislation schools are not allowed to pay this cost.
5. Police Vetting – mandatory for all non-teachers and this is done through school. (Teachers vetting completed through Teachers Council). Discussion re vetting parents/caregivers going on school camps. Will look at following up on this for school camps from next year.
6. Classroom tours went well. Just a small number of parents. Stephanie Nixon did a wonderful job telling the Cultural Narrative of the school.
7. Staffing – 3 fixed term positions available. Happy to have a board member on the panel but not essential.
8. Learning spaces – looking at using the area tagged to be the library in the Whare Kūkūwai as a learning space for the 2020 school year, due to some additional buildings being demolished prior to new building work set to start around Easter 2020. We could then use Toe Toe as the new entrant roll growth area. We would need to establish a workable plan so books could be accessed while the library is still not up and running. This could also be a good time to think about how we want the library to look and be used in the future.
9. Two shade sails have been located and seem to be in good condition.

Jo/Kate

Andrew

The meeting moved into committee at 7.34pm

Motion: Moved by the Chair

That the public be excluded from the following proceedings of this meeting.

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:

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

<p>Grounds under Sections 48 (1) for the passing of this resolution: 7 (2) (a) 48 (1) (a) 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: To protect the privacy of natural persons. Carried. At 7.37pm 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>CHARTER/STRATEGIC PLAN:</u></p> <p>Draft Strategic Plan was worked on in March and is on the school website. There needs to be some thinking about how we progress this. Need to refresh ourselves before putting it out to the community. It was felt that we should go out with a targeted approach with questions for students, staff and parents – from there we can reflect, update, change as required. Gabrielle will come up with the questions and from there we will look to start the consultation process.</p>	Gabrielle
<p><u>CHAIRPERSON'S REPORT:</u></p> <ol style="list-style-type: none"> 1. Thank you to Kate for stepping up as Acting Board Chair while Jo was away and thank you to Andrew for his work to date. 2. Rebuild meeting last week – court space discussed as only one court space was going to be added to the upper playground area. Jo has email trails and minutes showing the MOE agreed to 'court spaces' up the top rather than one court, plus one court space down at the bottom playground. There has been numerous MOE personnel change, so some lines of communication may not have been passed on. Will need to follow this up to ensure the court spaces we were promised are installed. 3. Acoustic dividers – we need to continue to work through this, the screens we have been trialling are good for line of sight issues but not for the sound issues. 4. Co2 alarms – are we still having issues with these? This does not seem to be an issue at this stage. Unsure if this is due to the change of season or not so many students in the spaces. Andrew will follow up on this. 5. Jo will resign as Chairperson and her last meeting will be 17th December 2019. Discussion around role clarity, what kind of disposition the board is looking for. We would need to have an acting chair over the summer break. Kate would be interested. We could also look at co-opting. 	Andrew

<p>6. Staff end of year function – board would like to thank staff. Alice will look at a date and get back to Jo.</p> <p>7. Succession planning – Helen Norcliffe will be the staff rep for the board in 2020.</p>	<p>Alice</p>
<p><u>WHĀNAU REPORT:</u></p> <p>1. Will is resigning as Whānau rep with his last meeting being on 17th December 2019. He will approach a member of the Whānau group to see if they would be interested in taking over.</p>	
<p><u>CORRESPONDENCE:</u></p> <p><u>Inwards:</u></p> <p>1. NZSTA News October 2019</p> <p>2. School Docs 18th November</p>	
<p><u>GENERAL BUSINESS:</u></p> <p>1. Behaviour management – discussion around what is currently done at St Martins School and what could be done better. Communicate the process so parents are confident in knowing how this works and who to contact in the first instance and the following steps in the procedure. Good communication is the key. We will get feedback from students, staff and parents. Gabrielle will sort some questions and we will look to start with this in the new year.</p> <p>2. Final assembly – school hall is too small. Could we look at an evening assembly at Hillview? A feeling this could be too late for the juniors. The board would prefer a split level assembly in our own hall. Andrew and the team will discuss the options.</p> <p>3. Zoning – meeting held with Tom Scollard. Changes to the St Martins School zone are relatively minor. The actual impact based on current students is a reduction of approximately 37 students. The Board move that the proposed zone boundaries for St Martins school be approved in principal and agree that Tom Scollard manages the process on our community's behalf.</p> <p>4. The BoT approve for the credit card in the name of Bernadette May to be cancelled and a new card to be issued to Andrew Mouat with a limit of \$3000.00. The card in the name of Michele Stephens to continue. The school overall limit will remain at \$6000.00.</p>	<p>Gabrielle</p> <p>Andrew</p>
<p>The meeting moved into committee at 9.00pm</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</p>	

<p>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</p> <p>Grounds under Sections 48 (1) for the passing of this resolution: 7 (2) (a) 48 (1) (a) 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: To protect the privacy of natural persons. Carried. At 9.02pm 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>There being no further items the meeting ended at 9.10pm. The next full Board meeting will be on Tuesday 17th December, at 6.00pm. Please note change of start time.</p> <p>_____ Approved _____ Date</p>	<p>All note</p>