

**ST MARTINS SCHOOL BOARD OF TRUSTEES  
MINUTES OF MEETING HELD 25<sup>th</sup> FEBRUARY 2020**

*Unless either Michele or Andrew are notified of any concerns regarding these minutes by Friday 6<sup>th</sup> March 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), Helen Norcliffe (Staff Rep), Ranui Calman (Whānau rep), Mike Greenslade, Mark Broughton, Becky Ellis, Solly Turner and Diane Magon (for Board secretary).</p> <p><b><u>APOLOGIES:</u></b> Gabrielle Wall - arrived later.</p>	<p><b><u>ACTION:</u></b></p>
<p>Meeting opened with a karakia. Ranui and Helen welcomed onto the board. Each board member introduced themselves.</p> <p>Nominations were called for the Board Chair. One nomination received for Kate Hodgins by Becky Ellis, seconded by Andrew Mouat. No other nominations received. A vote was taken and Kate Hodgins was unanimously voted as Board Chair for 2020.</p>	
<p><b><u>MINUTES OF THE PREVIOUS MEETING (MATTERS ARISING):</u></b></p> <ol style="list-style-type: none"> <li>1. Fencing plan discussed. Fencing and opening gates at Waharoa to be started at end of term. Take down blue fencing by office – will try to re-use as much as possible. Gates have been accepted by the MoE, Whānau group would like to discuss again and make changes if needed.</li> <li>2. Hall concept plan – Will to reply regarding this.</li> <li>3. Umbrellas or shade for outside Rm 9 and 10 discussed. Shades preferable. Can't use part of the old shades. Kate asked if other quotes could be sought. AM to organise.</li> </ol> <p>The minutes of the meeting held 17<sup>th</sup> December 2019 were accepted as true and accurate.</p> <p style="text-align: right;">Kate/Becky</p>	<p>AM</p>
<p><b><u>FINANCE:</u></b></p> <ol style="list-style-type: none"> <li>1. Finances dropped in December – depreciation took most of that.</li> <li>2. Personnel \$40k higher than budget. Unsettled year.</li> <li>3. Staffing – paying 37 instead of 27 - \$25k overspent. Looking okay now.</li> <li>4. Questioned re cleaning/caretaker over budget. Andrew and Mike will work with current budget and Megan to ask Solutions and Services to look into this.</li> <li>5. Building maintenance overspent, working capital pretty good.</li> <li>6. Andrew and Mike will meet and 'tweak' the budget for 2020 for ratifying in March.</li> </ol>	<p>AM/MG</p>

<p><u>CHARTER/STRATEGIC PLAN:</u></p> <ol style="list-style-type: none"> <li>1. Three years from 2020 to 2022</li> <li>2. Strategic goals have not changed. Focus on wellbeing. All goals reasonable and fit in well with the vision.</li> <li>3. Staff to report to board throughout the year – either in person or written report.</li> <li>4. Culture and Identity - School logo and translation of S'Mart way, Mike to speak with Katrina Greenslade re graphics.</li> <li>5. Achievement target – Writing. All going well but more focus on writing as it is not quite up with reading and maths.</li> <li>6. DT curriculum – not where we should be with all the moving etc, but doing fine and digital technologies are going forward. Achievement Target area in 2020.</li> <li>7. Strategic Plan and Variance report to be sent to Ministry by 1<sup>st</sup> March.</li> <li>8. Strategic plan questions to the community in term 2? Not yet finalised and need to be signed off.</li> <li>9. Wellbeing/bullying feedback from community – is there a problem or not? Gabrielle has put questions together to get feedback from students/staff/parents. Suggested not to do this all at once. Wellbeing pathways end of term 2/beginning of term 3 for students and then parents in term 3 – maybe 2 questions. 4 key areas – 1 per term suggested. Both paper and digital – time with student led conferences.</li> <li>10. Key area questions discussed. Re-word 'bullying' sentence in Wellbeing and Pathways engagement questions.</li> </ol>	MG
<p><u>VARIANCE REPORT:</u></p> <ol style="list-style-type: none"> <li>1. Reading and Literacy – colour coded to show how well we are doing in each subject.</li> <li>2. Mana Ake – how many participated and was it beneficial. Information not readily at hand. We have an overview but need more data.</li> <li>3. Kiwisport – spent only half the budget. It has to be spent and is not to be used for other things. We have a fund to embrace sport so we need to use it.</li> <li>4. Whānau Group – Ranui to share with the board all the cultural names and meanings. How they represent our buildings and how we can embrace it.</li> </ol> <p>Kate thanked Andrew and the Management team for their work on this report. Approved.</p> <p style="text-align: right;">Gabrielle/Kate</p>	
<p><u>PRINCIPAL'S REPORT:</u></p> <ol style="list-style-type: none"> <li>1. Compliance report – green sections have been completed, white sections to be actioned. Teacher only day to be moved to day after school holidays (28<sup>th</sup> April) – agreed. <span style="float: right;">Solly/Kate</span></li> <li>2. Move that we use Teacher Salaries for teachers pay inclusive of relievers and offset a fulltime teacher(s) at some point through the year to Bulk Grant, allowing the Principal to move teachers/relivers as appropriate. Agreed <span style="float: right;">Kate/Mike</span></li> <li>3. Delegation of responsibility – in principle the board are happy with this document. Re discipline - Andrew to reword sentence for Deputy Principal to be in charge.</li> </ol>	AM

<ol style="list-style-type: none"> <li>4. EOTC – inclusive for all? Duathlon training needed. Cross country – all train for this.</li> <li>5. Week of swimming – change to be considered.</li> <li>6. Community Engagement – Helen advised we previously used blogs but now some teachers are using Dojo or Seesaw. Teachers who have signed up are loving it. By the end of the term it should be up and running for all.</li> <li>7. Review policies – board to look at online. Cultural Diversity, Staff leave, Separated parents. All to read and review.</li> <li>8. Build update – fencing, Phil to come back for sign off.</li> <li>9. Blinds - \$30k has been allocated. Does every window need blinds? Teaching and Learning will be the initial focus.</li> <li>10. Block A – not comfortable on a hot day. Go to the Ministry as they are responsible for heat and cooling.</li> <li>11. Student Led conferences – school to close at 1pm on the two dates.</li> </ol>	
<p><u>CHAIRPERSON'S REPORT:</u></p> <ol style="list-style-type: none"> <li>1. Kate advised new project manager, George replaces Vikanda.</li> <li>2. Rezoning – Cashmere High School zone approved and letter sent out.</li> <li>3. SMS zoning – information has gone out. Deadline to respond is 3<sup>rd</sup> April. Gabrielle advised we need to consult with other boards. Have zone letters been sent to boards to consider. Andrew to check on this.</li> <li>4. Good start to the year. The new courts are great.</li> <li>5. Meeting dates – we need to have a minimum of 6 and a maximum of 11. We will take out 28<sup>th</sup> April and the meeting on 8<sup>th</sup> December to just be a meeting with the end of year board dinner on another night. Michele to send out meeting dates to all board members.</li> </ol>	<p>AM</p> <p>MS</p>
<p><u>WHĀNAU REPORT:</u> Ranui gave an overview of the Whānau group. The first hui of the year is this Friday 28<sup>th</sup> February.</p>	
<p>The meeting moved into committee at 9pm</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 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. At 9.10pm 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. Carried</p>	
<p><u>GENERAL BUSINESS:</u></p> <ol style="list-style-type: none"> <li>1. Andrew went to S'Mart Community meeting. S'Mart Community have \$80k set aside. Look to take out stage and replace with moveable staging, take out carpet and sand floors, purchase moveable staging/mobile seating. Split assemblies are working well. Approval in principle for S'Mart Community to start on hall refurb project. Kate will talk with Jamie.</li> <li>2. Landscaping <ul style="list-style-type: none"> <li>• maintenance and work is more than volunteers can handle.</li> <li>• Work not done up the back yet.</li> <li>• Getting quotes for bark.</li> <li>• Can we look to employ a gardener?</li> </ul> Approval given in principle. Gabrielle to look at the budget to explore where it could come from. </li> <li>3. Newsletter blurb – Kate will do this.</li> </ol>	<p>KH</p> <p>GW</p> <p>KH</p>
<p>There being no further items the meeting ended at 9.55pm. The next full Board meeting will be on Tuesday 24<sup>th</sup> March at 6.30pm.</p> <p>_____ Approved _____</p> <p>Date</p>	<p>All note</p>