

**ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 19th MAY 2020**

Unless either Michele or Andrew are notified of any concerns regarding these minutes by Wednesday 27th May 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 (Chair), Andrew Mouat (Principal), Helen Norcliffe (Staff Rep), Ranui Calman (Whānau rep), Mike Greenslade, Mark Broughton, Gabrielle Wall, Solly Turner and Michele Stephens (Board secretary).</p> <p><u>APOLOGIES:</u> Becky Ellis</p>	<p><u>ACTION:</u></p>
<p>Meeting opened with a karakia and whakatauki.</p>	
<p><u>MINUTES OF THE PREVIOUS MEETING (MATTERS ARISING):</u></p> <p>1. Gabrielle's name missing from attendees.</p> <p>No matters arising. The minutes of the meeting held 31st March 2020 were accepted as true and accurate.</p> <p style="text-align: right;">Andrew/Gabrielle</p>	
<p><u>FINANCE:</u></p> <ol style="list-style-type: none"> 1. Net working capital \$304K (\$405 last year) 2. Cash/deposits \$487k (\$648K last year) 3. Cashflow YTD just over \$30K 4. Camp surplus? Mike will follow up with Megan to check coding 	<p>MG</p>
<p><u>PRINCIPAL'S REPORT:</u></p> <ol style="list-style-type: none"> 1. Covid-19 lockdown – staff responded well and each team adapted to the situation in an appropriate way for the age group of the students in their pods. 2. Liaison with the MOE over the lockdown period was not always successful. However, we were able to provide devices and some hard material to students from our school stocks. 3. Can we capture any information from parents re the lockdown? We have had a lot of positive emails and comments from parents. Greater Christchurch Schools Network are putting out a survey next week that we could use. 4. A good start to the week with students settling in well and happy to be back. Staff have been doing a great job to provide a relaxed feel to the school. 5. Break times – have swapped to eat/play at this stage to ensure good hygiene and handwashing prior to eating. 	

<p><u>CHAIRPERSON'S REPORT:</u></p> <ol style="list-style-type: none"> 1. Thank you to all staff for the hard work during the 7 weeks of Level 4 and Level 3 lockdown. The feedback has been very positive and it is a real testament to the school and how it is being run. 	
<p><u>WHĀNAU REPORT:</u></p> <ol style="list-style-type: none"> 1. Could we have a signpost that can be seen once you are through the waharoa? Pointing out the areas of the school. Whānau group is keen to be involved in this. Happy for this to be looked at. 2. School Values poster – translation to Te Reo. Just the values poster? Discussed and at this stage start with this. May look to do more in the future. Ranui will discuss translation with Heperi. Mike will ask Katrina where posters came from as she designed them. 3. Ranui explained the main points of the Entrance and Learning Space Cultural Narrative. 	<p>RC MG</p>
<p>The meeting moved into committee at 7.10pm</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 7.14pm 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>CORRESPONDENCE:</u></p> <ol style="list-style-type: none"> 1. School Docs 31/3/20 (emailed to BoT members) 2. Letter from Helen Murray – to discuss in General Business 	
<p><u>GENERAL BUSINESS:</u></p> <ol style="list-style-type: none"> 1. Rezoning – draft letter provided to board members to read. After some discussion it was decided to exclude the sentence “While our enrolment change will still allow for some overlap, in this case with Opawa School, we will carefully manage our school roll”. Board agreed to this and confirmed the letter could be sent to the MOE once this amendment was made. 2. Letter from Helen Murray re possibility of retaining old prefab currently used as Music Room. We do need to find a space for Music in the future but we have not had sign off from the MOE so at this stage the prefab remains. There will be a lot to sort through before we can even start to consider what is to be done. Initial thoughts are the board would not like the cost of the upkeep of an old prefab. Kate will reply to Helen. 3. Policy review – in order. 4. Camp/Cross Country – next camp is September. Will wait and see how things are panning out before making a decision on whether this will go ahead. Cross Country is to be run but it may be a closed event. Still working through the logistics. 5. Newsletter blurb – Kate will do this. 	
<p>There being no further items the meeting ended at 7.45pm. The next full Board meeting will be on Tuesday 16th June at 6.30pm.</p> <p>_____ Approved _____</p> <p>Date</p>	<p>All note</p>