

**ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 16th JUNE 2020**

Unless either Michele or Andrew are notified of any concerns regarding these minutes by Wednesday 24th June 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), Mark Broughton, Solly Turner, Becky Ellis and Michele Stephens (Board secretary).</p> <p><u>APOLOGIES:</u> Gabrielle Wall and Mike Greenslade</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. Whakatauki incorrectly spelt</p> <p>No matters arising. The minutes of the meeting held 19th May 2020 were accepted as true and accurate.</p> <p style="text-align: right;">Mark/Kate</p>	
<p><u>CORRESPONDENCE:</u></p> <p>1. Letter from Caitlin Ross – Maternity leave 2. School Docs 29 May – emailed to BOT members</p>	
<p><u>COMPLIANCE:</u></p> <p>1. Fire evacuation (#3) still to complete – delayed due to time away from school during Covid-19 lockdown. 2. Enrolment scheme annual review (#4) – we have been advised by Tom Scollard we do not need to do this while going through rezoning. 3. Student Physical restraint (#6) – Andrew will provide some information for board members.</p>	<p>AM</p>
<p><u>PRINCIPAL'S REPORT:</u></p> <p>1. Staffing – there is no ‘wobble room’ as the staffing is set. Will need to look at how this is managed for next year. 2. Permanent DP/Team Leader positions – advertise internally. 3. Cultural Festival will be held in term 4 4. Learning Conferences being held at end of term 2 with mid-year reports going out in term 3. 5. Cleaning – cleaners had a focus on surfaces prior to level 1, now back to standard daily clean. For an extra \$240.00 per day we can also have the surfaces cleaned. Board happy to do this at the moment. 6. Caretaker shed broken into. Mike checking prices for security camera options. Shed is not alarmed. Not sure why this is.</p>	

<p>7. Basketball hoops – MOE thought they were installing basic hoops. Quote from a parent builder to install is \$6800.00. MOE will give us \$6000.00. Board happy to pay the balance of \$800.00. Some moveable hoops have been purchased in the interim which can then be used for the younger students once the basketball hoops are installed.</p> <p>8. SIP – our allocation is \$393000.00. The most we can use for the hall would be extending up to 127sqm</p>	
<p><u>GENERAL BUSINESS:</u></p> <p>Jamie Billing and Tom Norman, representatives of the S’Mart Community joined the meeting at 7pm to share information they have put together for the hall redevelopment.</p> <ol style="list-style-type: none"> 1. S’Mart Community has been slowly accumulating funds for the hall redevelopment. \$84000.00 raised to date. 2. Tom has completed a comprehensive report. Please note pricing is QS pricing at this stage, still need to go out and get formal pricing but it gives us an idea of costings for the various areas. 3. Fire safety, staging, flooring, windows, toilets, seating and general untidiness are the main areas to concentrate on. 4. Out of S’Mart Community budget but ‘nice to have’ are a café and a hall extension. 5. Hall extension quoted as \$300000.00 – this is based on two bays. 6. What would it take to make it accessible for 600? Tom will check on this. Once this information is received the board will look at the options in detail. 	
<p><u>PRINCIPAL’S REPORT CONTINUED:</u></p> <ol style="list-style-type: none"> 9. New building – requested an update. Has been a tightening of the belt and a new business case. (Papers shared at the meeting) Google Doc to be set up for board to add questions, concerns, ideas etc. Also need a list of project priorities for the SIP fund. Michele to set up a Doc for board to add to. 10. Level 2 went well and good hygiene practices followed. There was a calm feel to the school. 	MS
<p><u>CHAIRPERSON’S REPORT:</u></p> <ol style="list-style-type: none"> 1. Rezoning – MOE have confirmed receipt of our submission however they are waiting on submissions from Beckenham and Thornington before making any decisions. Possibly sometime in July. It will be up to us to implement the new zone. Two terms may not be enough, may consider pushing this out further. 2. There could be more anxiety in the community. A reminder that if issues are presented then these are to be discussed at board level. 	
<p><u>WHĀNAU REPORT:</u></p> <ol style="list-style-type: none"> 1. Discussed Matariki at the last Whānau meeting. Alice Barakat attended. Looking to celebrate Matariki in some way in the first week of term 3. Whānau Group have shared resources with Alice. Andrew will add info 	

<p>from Whānau group to the school Facebook page during the holiday period.</p> <ol style="list-style-type: none"> 2. Heperi has provided the board with Te Reo for our school values. To be put on the school posters (ask Katrina Greenslade to do this) and website (Michele/Megan to do). 3. Mihi competition – look to expand out to Arts/Music for those not wanting to do a speech. 4. Ranui asked when Te Reo Professional learning was going to take place for staff. Was to be at TOD but did not go ahead due to miscommunication of dates. Lockdown has pushed everything out so look to have this later in the year, possibly before Te wiki o Te Reo. 5. Board to fund kai for the next Whānau group meeting as a thank you for Heperi providing Te Reo for the school values. Ranui said the easiest option was for the Whānau group to purchase and be reimbursed. 	<p>AM</p> <p>MS</p>
<p><u>HEALTH AND SAFETY:</u></p> <ol style="list-style-type: none"> 1. Camp – board agreed the Year 5/6 syndicate could go on their annual camp at Living Springs this September. RAMS to be provided at the next meeting. Pool is not to be used. 	
<p>The meeting moved into committee at 8.07pm</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 8.23pm 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>ACHIEVEMENT DATA:</u></p> <ol style="list-style-type: none"> 1. Data provided for Reading, Writing and Mathematics. 2. Reading and Mathematics currently stronger than writing. 3. Learning needs support provided – depends on the child. Look to the teacher first, TA support, assisted technology, groupings, IEP's. 4. Have made mathematics the focus for the last 3 years. Look at a focus on writing for next year possibly. 5. Ironing out how the levels are set. Some teachers had looked at what students had achieved while others look at what level they are working at. Need to all be working the same way. 6. It would be good to have lead teachers come to the board meeting to answer questions. Look to do this in the future. 	
<p>There being no further items the meeting ended at 9pm. The next full Board meeting will be on Tuesday 21st July at 6.30pm.</p> <p>_____ Approved _____</p> <p>Date</p>	<p>All note</p>