

**ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 18th AUGUST 2020**

Unless either Michele or Andrew are notified of any concerns regarding these minutes by Wednesday 26th August 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), Mark Broughton, Solly Turner, Becky Ellis, Mike Greenslade and Michele Stephens (Board secretary).</p> <p><u>VISITORS:</u> Kate Keenan and Amy Kenel</p> <p><u>APOLOGIES:</u> Gabrielle Wall, Ranui Calman</p>	<p><u>ACTION:</u></p>
<p>Meeting opened with a karakia and whakatauki</p>	
<p><u>MATHS PRESENTATION:</u> Kate Keenan (Within School Maths leader) and Amy Kenel (Maths Lead Teacher) presented the updated maths programme. This has come from taking the best from various programmes to suit the needs of the students. DMIC had some good qualities but not all practices suited SMS. Using areas of DMIC along with basic facts and rote learning provides SMS with a well-rounded maths programme.</p>	
<p><u>MINUTES OF THE PREVIOUS MEETING (MATTERS ARISING):</u></p> <p>No matters arising. The minutes of the meeting held 21st July 2020 were accepted as true and accurate.</p> <p style="text-align: right;">Becky/Andrew</p>	
<p><u>CORRESPONDENCE:</u></p> <ol style="list-style-type: none"> 1. Letter of resignation from Danielle Boxall 	
<p><u>COMPLIANCE:</u></p> <ol style="list-style-type: none"> 1. # 1 and 3 noted. 2. # 4 regarding restraint. Much discussion on pros and cons around Teacher Aides not currently having the authority to restrain. Teachers can restrain if there is 'imminent danger to safety'. The board agreed that it trusts the school leaders will make the best decision as situations happen, and how they need to react and respond to these. 	

<p><u>FINANCE:</u></p> <ol style="list-style-type: none"> 1. July deficit \$10k – last year it was \$31K. Approximately \$20K of this last year was banked staffing. 2. Working capital has dropped. 3. Rebuild funds – basketball hoops need to be recoded to this fund. Michele to follow up with Megan. 	MS
<p><u>PRINCIPAL'S REPORT:</u></p> <ol style="list-style-type: none"> 1. Mid-year reports completed by teachers. Have been peer checked, Team leaders and being read by Andrew. These will be going home next week. 2. Positions vacant – discussed skills/strengths we are looking for. Positions to be advertised week 6. Interviews possibly first week of school holidays. Mark and Solly indicated possible availability to be on interview panel. 3. Banked staffing - \$1.5K overuse. However, staff sickness may start to affect this. CPPA has asked the MOE if there is additional funding/support to cover additional sick leave due to Covid precautions. 4. Digital Technology – Helen spoke about the visit made by herself and Hamish to Bromley School. A very valuable day. Framework has been developed and Andrew will go through this with Helen and Hamish. 5. Photocopiers– copier comparisons between our current supplier BDL and Ricoh. Numbers currently show BDL can provide us with a better contract to save us approx. \$38K over a 60-month contract. 6. Camp RAMS – updated and accepted. 7. SIP funding – agreed in principal to the triaging Andrew has proposed so we can start the process to access funding. Discussion around upgrade of alarm/safety systems in the hall to bring capacity up to 500. Adding another bay to be considered. Kate will ask Tom to price this up. 8. Thank you to the board for providing staff drinks. 	KH
<p><u>CHAIRPERSON REPORT:</u></p> <ol style="list-style-type: none"> 1. Succession planning – elections coming up in November. Kate and Mark's 3-year terms coming up for re-election. 2. Mark will look to resurrect the induction booklet that was started prior to lockdown. 3. Board Facebook page (closed page) – Andrew will look to set one up (closed). 4. Thank you to the staff for their preparation and positive manner to the Covid announcement. 	MB AM
<p><u>WHĀNAU REPORT:</u></p> <ol style="list-style-type: none"> 1. Tom attended to show the hall redevelopment ideas. 2. Visionary meeting this Sunday. 3. Te wiki o te Reo – all children will practice their Mihi. Mihi competition moved into week 10. 	
<p>The meeting moved into committee at 8.20pm</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 8.34pm 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"> 1. Landscaping – Thanks to Dave Smith who brought his digger and prepared the garden area. Working bee was held to cover the prepared area with bark. Katie Chilton can do design work for us pro-bono if company can mention our school. Board agreed to this. 2. Zone update – the MOE has advised us are unable to accept our proposal. Discussion around date this will take effect - term 3 2021 is the board's preferred option. Kate will phone Vanessa. We will advise the community of the MOE's decision no later than Wednesday next week. Hopefully the MOE will get back to us by then regarding the date. 3. SIP – Andrew to send Tom's hall plans to Karren (MOE) to see if it would come under the SIP's funding criteria. 	AM
<p>There being no further items the meeting ended at 9.02pm. The next full Board meeting will be on Tuesday 15th September at 6.30pm.</p> <p>_____ Approved _____ Date</p>	All note