

**ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 21st JULY 2020**

Unless either Michele or Andrew are notified of any concerns regarding these minutes by Wednesday 29th July 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, Gabrielle Wall, Mike Greenslade and Michele Stephens (Board secretary).</p>	<p><u>ACTION:</u></p>
<p>Meeting opened with a karakia</p>	
<p><u>MINUTES OF THE PREVIOUS MEETING (MATTERS ARISING):</u></p> <p>No matters arising. The minutes of the meeting held 16th June 2020 were accepted as true and accurate.</p> <p style="text-align: right;">Becky/Andrew</p>	
<p><u>CORRESPONDENCE:</u></p> <p>1. School Docs 18th June – emailed to BOT members</p>	
<p><u>COMPLIANCE:</u></p> <ol style="list-style-type: none"> 1. 1 July roll return (#6) – 533 children, currently staffed for 545. Estimate to finish on 550 to 560 and to start next year on approx. 490. Preschools seem to have more 3 year olds than 4 year olds at the moment. 2. Physical restraint (#7) – Use of physical restraint last resort. Advised to use de-escalation techniques. Teachers have authorisation to use restraint but Teacher Aides do not. Does the board want to authorise Teacher Aides? Discussion on whether this would be suitable. Training came up as the main issue/requirement. Board agreed to UBRS training with some interim information provided to staff in the meantime. No authorisation for Teacher Aides to use physical restraint at this stage. 3. Discussion on when to contact parent of a disruptive child. If disruption is within school, contact parent if unable to get disruptive child back on task within 45 minutes. Ask if parent would be able to come to school and take child home. If a child leaves the school grounds parent to be contacted immediately. 	<p>AM ST</p>
<p><u>ACHIEVEMENT:</u></p> <p>1. Thanks to Helen for putting together an example for the board of class review data.</p>	
<p><u>FINANCE:</u></p> <p>1. Used zero banked staffing.</p>	

<ol style="list-style-type: none"> 2. Working capital \$54k less than last year. Last year much was tied up in rebuild programme. Still about \$8k left of money provided by MOE for support with staffing/programmes during the rebuild. Additional basketball hoops purchased for \$11k – board agreed to put the remaining \$8k to this cost. 3. Grounds equipment and maintenance spend both very high. Budget for the year \$1.5k but \$12k already spent to July. Plumbing issues has been a high contributor. Water main was hit while installing basketball hoops. Cost in excess of \$3k – bill to be sent to MOE. 4. Discussion re cyclical maintenance. We technically need to start putting money aside now the rebuild has finished. \$13k for painting and \$23k for general maintenance is paid each year as part of the Ops Grant. This was allocated during the rebuild. It is up to the MOE to let us know when we are back to 5YA and 10YPP. 	
<p><u>PRINCIPAL'S REPORT:</u></p> <ol style="list-style-type: none"> 1. Matariki – activities in classes. Assembly to celebrate Matariki on Friday 31st July. 2. Hero – new Student Management system. Moved to this over the break. Going well so far. 3. Learning conferences – how did the board (as parents) feel they went? Positive response. 4. Staffing usage – quite a lot at the end of the term for sick leave and catch up CRT. Also, the additional .2 given for staffing while Andrew and Alice settled into their new leadership roles has now come to an end. 5. First Aid course – successful course for 16 staff members during the holiday break. Kate asked Andrew to get some staff to give a one-liner feedback to let us know how this PD went. Would like this for all PD. 6. Mihi competition to be held during Te Wiki o te Reo. Will this coincide with camp? Andrew will check with Hamish and Alice B. 7. Covid 19 Lockdown survey – Generally good feedback from parents, students and staff with people feeling well supported. Reflected very well on the school and staff. Will be interesting to look at the wider Christchurch feedback once available. 	<p>AM</p> <p>AM</p>
<p><u>WHĀNAU REPORT:</u></p> <ol style="list-style-type: none"> 1. Ranui passed on thanks for the awesome Matariki activities provided. Teachers have done a great job putting resources together. 2. Long meeting last month with the main issue being the fence. 3. S'Mart Community spoke to Whānau group re the Fiesta. Hangi suggested but may be too difficult. Looking at options such as Māori bread. 4. Te Wiki o te Reo – looking at the possibly of whānau group members helping in classes. Not much response yet. 	
<p><u>HEALTH AND SAFETY:</u></p> <ol style="list-style-type: none"> 1. Had a meeting recently – please see reports attached. Nothing of note to go over. 2. Camp RAMS – Becky caught up with Hamish, Ranui, Andrew and Alice D. There are two parts to the RAMS – the school response and the camp response. Both have good information, there just needs to be an 	<p>BE</p>

<p>overarching part to link the two together. Becky will put something together and get in contact with Hamish.</p>	
<p><u>GENERAL BUSINESS:</u></p> <ol style="list-style-type: none"> 1. Rezoning – MOE are awaiting Thorrrington School’s response before they will make decisions and advise. 2. Rebuild meeting held Tuesday 21st July with 5 MOE staff, Andrew and 3 Bot members. Interesting meeting with robust discussion – much of which was around rebuild numbers. David Hobern is going back to Coralanne and Vanessa to have another look at the numbers. We could have transitional spaces for quite a few years. It is frustrating that we had agreed to a plan that is now off the table completely. We have been asked to consider keeping E1 and E2 and adding two more teaching spaces next to it. After some discussion board will advise MOE we will keep E1 and E2 (brought up to standard by MOE), build 2 classes by E1/E2 and request accessway to the top to be improved/widened. 	
<p>The meeting moved into committee at 7.40pm</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 8.02pm 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. Carried</p>	

GENERAL BUSINESS: (continued)

3. SIP funding – the MOE advised this cannot be used for painting/maintenance. Hall fits nicely into SIP funding criteria. We are still waiting to hear back from Tom Norman regarding what can be done to make hall accessible to greater numbers. Kate will follow up with Tom. Other areas brought up for funding were shade sails, bag storage. Kate would like Andrew and the leadership team to triage the SIP response form and come back to the next meeting with a list of priorities so the board can decide.
4. Hall fire safety requirements – as per above, waiting to hear back from Tom Norman. Keep assemblies split in the meantime.
5. Teacher Only Day – we were to have a TOD during lockdown for report writing and then another one on Monday 20th July for Kahui Ako but these were cancelled. Andrew requested a TOD for Friday 4th September to look at and analyse mid-term data. Board agreed to this date.
6. Landscaping update – Katie Chilton has put together a nice plan. Looking for someone to implement this. Gardener was advertised in newsletter but no response yet. Looking to contract someone 4 hours a week (on average) for 12 months. Kate does have someone in mind so will sound them out. Final advert to be put in this week’s newsletter. Some jobs will also require a working bee.
7. Fencing – Email from parent with a set of questions regarding the fencing. Andrew will respond to the questions.
8. Support for staff/students – Mana Ake is coming to do group sessions on loss and grief. 3 Mana Ake staff came at the end of last term and were available to chat with students and staff.
9. Memorial garden for Lachie – it would be good to have the involvement of year 8 students.
10. Landscaping – there is an idea to remove white fencing and replace with benches. Andrew would like to look at the design again before any decisions are made.

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There being no further items the meeting ended at 8.58pm. The next full Board meeting will be on Tuesday 18th August at 6.30pm.

_____ Approved _____
Date

All note