

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 25th May 2021

Unless either Michele or Andrew are notified of any concerns regarding these minutes by Thursday 3rd June they will be distributed to staff and committees, and be available for parents to read in the school office.

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| <p><u>PRESENT:</u> Kate Hodgins (Chair), Andrew Mouat (Principal), Ranui Calman (Whānau rep), Mike Greenslade, Mark Broughton, Becky Ellis, Helen Norcliffe and Michele Stephens (Board secretary).</p> <p><u>VISITOR:</u> Tracy Taylor</p> | <p><u>ACTION:</u></p> |
| <p>Meeting opened with a karakia and whakatauki Tracy welcomed to the meeting.</p> <p>Kate moved to co-opt Tracy Taylor until June 2022 to provide succession planning as Mike Greenslade hands over the overseeing of the board finance to Tracy. Becky/Ranui – carried.</p> | |
| <p><u>ADDITIONS TO THE AGENDA:</u></p> <p>Music programmes</p> | |
| <p><u>MINUTES OF THE PREVIOUS MEETING (MATTERS ARISING):</u></p> <p>Ranui has taken a look at the recent changes to the Education Act and the NELP- will go through the main points next meeting.</p> <p>BoT school visits – it was agreed that available board members would visit with morning tea in approx week 7 or 8 to meet with staff.</p> <p>Marae trip – thanks to Matt Calman for assisting. Matt enjoyed these trips and gained some further knowlegde. Trips were designed for the different age groups.</p> <p>Translation correction from previous minutes – maiaki not kaianga</p> <p>The minutes of the meeting held 23rd March were accepted as true and accurate. Becky/Andrew</p> | <p>KH/RC</p> |
| <p><u>CORRESPONDENCE:</u></p> <ol style="list-style-type: none"> 1. STA News 2. School Docs 3. Card of thanks from some Year 7-8 students (camp) | |

FINANCE:

1. Operating surplus \$45K however camp costs have not been paid and additional uniform stock has not been purchased at this stage
2. Net working capital is up on last year. School donations are also up.
3. Spending on literacy – S’Mart Community will contribute \$5k to this.
4. Banked staffing – pp 4 has taken a bit of a hit. Do we feel it is under control? Watching carefully. Approx \$7.5k of unexpected relief. Andrew will consider closing budgets if needed.
5. Later this year need to look at our numbers and decide on fixed term teacher contracts. If we cannot use fixed term teachers for fluctuating or dropping roll then do all teachers need to be permanent? Ranui to investigate.

Draft Annual Accounts:

1. Amendments to be made - Gabrielle was only co-opted to Dec 2020, Kate and Mark elected to 2023
2. Cyclical maintenance on page 17. Have not previously had cyclical maintenance. Presume this will be picked up by auditor.

Becky/Kate

RC

PRINCIPAL’S REPORT:

1. Curriculum Delivery and Achievement – each curriculum leader contributed a paragraph around PE and Inquiry Learning. The next focus will be on Literacy.
2. Technology 2022 – currently students go to 2 different sites. Andrew in contact with principals at Linwood College (Dick) and ChCh East (Mike) about this. Mike has a board meeting tomorrow night to discuss ChCh East releasing us as we are looking for all of our students to go to Linwood College. Would only be available from Term 2, 2022 for all students. Send year 8 students for the full year, year 7’s start from Term 2 when Linwood can take all students. Are we happy to continue with these negotiations? Yes.
3. EOTC – Reviews received from teachers. The Year 7-8 team had very successful camps. Great for High Fliers to have such a good experience. Lots of good activities. Well done to the staff.
4. Policies up for review – could these be done at the end of each term? Could we let parents know at start of term and then discuss them at the end once feedback is received? Yes, sounds like a good idea.
5. Reporting – in the past mid year reports have been handed out at learning conferences. This time reports will go home on the Monday prior to the conferences. There may be something that parents want to discuss from the reports. Will give it a go.
6. Juliet – TA, resigned at end of Term 1 to dedicate more time to her new venture. Liz Williamson has been employed for Term 2.
7. 2022 anticipated numbers are lower than expected. Would the board consider taking a few out of zone students. What is the benefit of taking out of zone students? Don’t get property funding but we do get teacher funding. Becky said we have been here before and the MOE was awful to deal with. MOE was clear we should not take out of zone students. If we are light on numbers it will impact on staffing. Were we not needing to

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| <p>reduce our numbers? Staffing ratios change once students are in year 3. If willing to take out of zone students we need to offer up a certain number of places. Thorrington's numbers have gone down and are taking out of zone. Unsure about Beckenham. Andrew will ask Beckenham and Opawa what they are experiencing. We do have families asking already. We can limit the areas we would like to take out of zone students – ie: which year level is available. Staff are not yet aware of the effect it may have on staffing numbers. When would be a good time to make a decision? To be discussed at the next meeting. Andrew could prepare a spreadsheet with numbers in classes etc. for the next meeting. Make a decision by July.</p> <p>8. Staff wellbeing – starting meditation course for staff. Staff can learn the art of meditation once a week after school.</p> <p>9. Property – painting. Have \$13k budgetted for cyclical maintenance. What do we paint? Can we take some buildings out? (Ones MOE may demolish) Two quotes and one of them did not come on site. Do we have \$38k in budget to do it ourselves or do we want to spread costs over 7 years? Drip feed or lump sum? With Programmed Property Service (PPS) you can add things in and take things out. All schools asked were positive about their dealings with PPS. May only be about \$10k per year depending on what buildings we decide to include/exclude. Board feel this is a good idea – Andrew will go back to PPS and ask them to take off 2, 9 and 13 and go into 7 year contract.</p> <p>10. Memorial garden – David has been doing a great job. Hoping to have group of ex Year 8 parents come to help. Currently ahead of schedule and under budget. Planting plans have come together. Some firms have donated materials. Hoping to be on track for a July opening.</p> <p>11. Hall – don't need a hearing assistance system so this will save some money. Consent release hopefully tomorrow. Tukutuku panels – Whānau Group to have a look and see how they need to be taken down and see what state they are in.</p> <p>12. Hall clearing working bee went well. HWC things still there until they need to move out. Some of Mike's stuff needs to be removed. We do not need to empty out the kitchen.</p> <p>13. Builders formally engaged. Waghorn Builders. Start date yet to be confirmed. The Board supports the expenditure and is willing to earmark \$20k to contribute if needed.</p> <p>14. Removing classrooms – have heard nothing from Diane. Andrew will ask Karren on Thursday if she has any updates.</p> <p>15. Compliance report – from last term we did a fire evacuation.</p> <p>16. Leanne put her apologies in – will bring reports to next meeting.</p> | <p>AM</p> <p>AM</p> <p>AM</p> |
| <p><u>CHAIRPERSON'S REPORT:</u></p> <p>Home Learning review – do we not give home learning while a student is stood down? It is not a requirement for us to do this. Kate feels we should supply this. Andrew does not agree. If stood down the child is the responsibility of the parent. Most stand downs are only for a day or two. Children with an in school standdown are provided with learning by the teacher.</p> | |
| <p><u>WHĀNAU REPORT:</u></p> <p>Whānau meeting this Friday – will discuss kapahaka, matariki.</p> | |

GENERAL BUSINESS:

1. Uniform review – supplier of our uniform. Can only buy uniform during school office hours. Can we free up space in the office? What if uniform could be offsite? Started having a wee look at other schools – usually Mainland and School Tex (Warehouse). Both have stores. Will have some information for the board to consider at the next meeting.
2. Extension of gardener contract. Philippa is paid 4 hours per week on average. Happy to extend another year.
3. Music programme – Susan is continuing with orchestra. There is junior choir, show choir, Strum, Strike, Blow, in-class programmes. There is a visiting performance next term, unsure if hall will be available. Alice B is looking at other venues – Hillview, Rudolf Steiner, Scout Den.

There being no further items the meeting ended at 8.40pm. The next full Board meeting will be on Tuesday 22nd June at 6.30pm.

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Date

All note