

Martinborough School Board of Trustees

MINUTES Thursday 28 March 2019 at 7.00pm

	Action
Welcome	Kirsty
Meeting protocol Present: Kirsty Shepherd, Craig Nelson, Nigel Broom, Amy Mason, Marcus Sherwood, Christine Barnett, Grant Plumbley, Megan Pentecost. Apologies: Megan Pentecost Declaration of interests	
Principal's Report (<i>tabled at meeting</i>) Discussed ERO; SLT; Performance Appraisals; Banked staffing; Health and Safety – “lock-down” scenarios; and the number of people and success of RTV.	Craig
Strategic discussions <ul style="list-style-type: none"> • ERO Prep – week beginning 27 May 2019 • Cleaning – Blue Bucket cleaning currently School. School cleaner employee Sharlina is considering her options in terms of school cleaning work. • WIFI Share – Kirsty and Craig will be contacting Whizwireless to determining contract rates etc. • Board Elections 2019 – Board elections coming up; so next meeting may be the last for several members of BOT. We need to get some advice as to the appointment of a Returning Officer. Looking at getting a couple of quotes; as well as considering previous Returning Officer – Toby Sutherland. Once information is gathered Kirsty will email for decision from BOT. 	<p style="text-align: center;">Kirsty/Craig Craig/Kirsty</p> <p style="text-align: center;">Kirsty/Craig</p> <p style="text-align: center;">Kirsty</p>
Monitoring Finance report – Only recently received December Financials. \$23,000 surplus. This will be subject to audit. Auditor questionnaire sent to Craig and Kirsty. - RTV <i>Round the Vines</i> over 1500 competitors. \$43,000 profit. Total income \$69,000. Nigel has written a paper on the GST implications which he will circulate. Property - Staff Room – internally ok and painting underway however progress on the roof has been delayed; will be finished by the end of Term 1. - Walls of the school - some damage has been noted – holes. Paul Patel has been contacted and the MOE for advice. - SWDC has contacted the school regarding Heritage Trees on the grounds of the school. Carol White will be contacted by Christine Barnett. Also Ron Harley with regard to the Himalayan Oaks. Health and Safety - Alarms all in working order. - We have Building Warrant of Fitness.	<p style="text-align: center;">Nigel</p> <p style="text-align: center;">Marcus/Craig</p> <p style="text-align: center;">Craig</p> <p style="text-align: center;">Christine</p> <p style="text-align: center;">Grant</p>

<p>- Grant has suggested students have ‘falling practice’. That is learn how to fall safely with control. May be initiated in the Winter Terms.</p> <p>Personnel - see above with Sharlina; - staffing in Principals Report.</p> <p>Community - RTV see above. People overwhelming positive support. 25th Anniversay coming up next year.</p>	<p>Kirsty</p> <p>Amy</p>
<p>Meeting Administration Professional Development reports – none</p> <p>Minutes – February 2019 to be presented at meeting (delayed until next meeting)</p> <p>Matters arising:</p>	<p>Kirsty</p>
<p>Correspondence</p>	<p>Kirsty</p>
<p>In- Committee Called 8:32 until 8:56pm</p>	<p>Kirsty</p>
<p>Meeting Closure Confirm next meeting date – 23 May 2019</p>	<p>Kirsty</p>

Next Board meeting: 23 May 2019