Martinborough School Board of Trustees

MINUTES Thursday 4 July 2019 at 7.30pm

	Action
Welcome	Kirsty
Meeting protocol Present: Kirsty Shepherd, Craig Nelson, Rachel Griffiths, John Kirkup, Mark Guscott, Megan Pentecost. Apologies: Grant Plumbley Declaration of interests: Elect Chair Kirsty elected unopposed to continue in the role of Chair. Governance Discussion for new Board members. Emphasised collective decision making, the code of conduct, and the Role of the Chair. All members signed the code of conduct and agreed to abide by the Governance Manual.	Kirsty
 Principal's Report Discussed Local curriculum development explained. Discussion re Liz Kane phonics programme in Rewa Hub and upcoming teacher PD in the holidays Decision to adopt School docs policy platform to simplify policy process of access and review, based on ERO comment that our policies were disorganised. Explanation for new Board members of stand downs and their place in the behaviour management process. EOTC forms presented and explained for Year 7 and 8 Activity week in August. Board approved plan and trip outline of risk and mitigation. Signed off Event Proposal form. Report moved Craig/Mark 	Craig
 Strategic discussions ERO – draft report due to Board. Not yet received. Election Report – Martinborough school returned 43% of voting papers vs the average of 16% across other schools who used the CES election service. School docs – Policy schedule adoption. 	
Finance report No items to report. John is making his way through the accounts and will have meetings with both Nigel and Ngahuia to discuss logistics and process as he learns the ropes in the next couple of months. Property Mark has already been involved in Property meetings as there is a lot going on at the moment.	John Mark

Ministry Property advisor has confirmed that LINZ will pay for the costs of insulating the School house before sale. Asbestos removal and repanelling of the Hall is confirmed and signed off	
for commencement. Removal and replacement of the asphalt outside the hall and office block	
has been approved and signed off for works also.	
Resene Colour consultant has been engaged to provide colour chart and proposals for painting the school. Painter quotes will be sought on a stage 1 – 5 basis, starting with the Hall, on assessed need, and moving to Junior block and then Rew Hub, Library and Senior Block.	
Drain outside the office has been approved for funding to fix before Turf installation project can begin.	
Turf Project – quotes have been sought and property manager engaged to run this process. Likely figure \$150,000 including ground works, lighting	
and fencing.	
Health and Safety Grant will continue in the Health and Safety portfolio.	
Personnel - Sarah Gadsby is going on Maternity leave from the end of Term II. Ali Welch has been appointed to a fixed term position for Terms III and IV.	Kirsty
 staffing in Principals Report. Notice of strike received from Primary Principals collective – 8 July – 16 August incl. 	Dealed
Community	Rachel
Rachel had to leave the meeting. No report or discussion required.	
Meeting Administration Professional Development reports – all new members registered for	
GOV101 and have signed up to Schedule 2 with NZSTA.	Kirsty
Minutes – May 2019 of previous Board provided for information.	
Matters arising:	
Correspondence. Nil	Kirsty
In- Committee N/A	Kirsty
Meeting Closure 9.10pm Confirm next meeting date – 22 August and 19 September	Kirsty

Next Board meeting: 22 August 2019 AT 7PM 19 September 2019 AT 7PM