Martinborough School Board of Trustees

MINUTES Thursday 23 May 2019 at 7.00pm

	Action
Welcome	Kirsty
Meeting protocol Present: Kirsty Shepherd, Craig Nelson, Nigel Broom, Amy Mason, Christine Barnett, Grant Plumbley, Megan Pentecost. Apologies: Marcus Sherwood Declaration of interests:	
Principal's Report (tabled at meeting)	Craig
Discussed	Craig
 Thinking and Learning Conference in Melbourne attended by Ron and Craig. Very worthwhile attending. ERO preparation for next week has consumed the last four weeks, they have four focus questions which we have prepared for and are also coming with a science focus this time. Report moved Craig/Nigel 	
Strategic discussions EDO Prop. Work beginning 27 May 2010	Kirsty/Craig
 ERO Prep – week beginning 27 May 2019 Charter discussion – strategic goals need to be measurable in order to track progress. Has to be a living document. Annual plan discussion. 	Craig/Kirsty
Monitoring	Nigel
Finance report - Nigel has written a paper on the GST implications which he has sought professional advice on. - Balance Sheet spreadsheet presented. - RTV accounts to be re-opened under the school accounts - April Accounts \$31k surplus. - Moved Nigel/Amy	Vinata
Property	Kirsty
 -Marcus is absent - Admin block re-roof has been signed off by Council and Ministry. - School House property manager has notified us that they can no longer manage the property if it is not insulated. They provided us with a quote for insulation in March or April but as the House was about to be sold, Kirsty asked if we could sell without insulating. We can. However we still have landlord's obligations to the tenant and now deadline for insulation has occurred before sale. - Kirsty will contact Ministry Property guy and see if we can get a reprieve. 	
-Kirsty will contact the Property manager and sort out a wash up of rent and fees.	
Health and Safety - Fire drill completed this term - Asbestos on the side of the Hall – action point to contact	Grant

Ministry to follow up.	
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. - staffing in Principals Report.	Kirsty
Community - No report.	Amy
Meeting Administration	
Professional Development reports – none	
Minutes – March 2019	Kirsty
Matters arising:	
Correspondence	Kirsty
In- Committee	
Entered 7.50pm until 8:17pm	Kirsty
Meeting Closure 8.50pm	Kirsty
Confirm next meeting date – New Board takes office 14 June	

Next Board meeting: TBC