

Martinborough School Board of Trustees

MINUTES Wednesday 18 September 2019 at 7.30pm

Welcome	Kirsty
<p>Meeting protocol Present: Kirsty Shepherd, Craig Nelson, Rachel Griffiths, John Kirkup, Mark Guscott, Megan Pentecost, Grant Plumbley. Apologies: Declaration of interests:</p>	
<p>Principal's Report Discussed</p> <ul style="list-style-type: none"> • Ministry and KPMG debrief of lockdown procedures following 15 March Christchurch events – staff meetings on this subject and the findings and how we implement them to continue. This will be an ongoing topic of discussion for staff and schools. Management will bring to the Board a proposal for policy and lockdown drill proposal. • Discussion re Health and PE consultation document circulated for information. Required every two years consultation with community. Will be sent out late Term 3 or early Term 4. • School docs policy platform live and available to BoT members to review by link distributed. Further discussion on this per policy schedule for review. • Debrief of Hilary Outdoor Pursuit Centre EOTC Year 7 and 8 Activity week in August. Board discussed options for feedback from children and their parents. <p>Report moved by Craig</p>	Craig
<p>Strategic discussions</p> <ul style="list-style-type: none"> • Health and PE consultation, purpose and media discussed in order to achieve effect and reach as many of school population as possible. Discussion of other survey techniques and fora in order to capture student voice as well as parent views, • In concert with this - Me and My School Survey of students will be undertaken in Term 4. • ERO – draft report to Board. Now received. Some of our recommendations were taken on board. • OPS Grant Funding – initial indication that calculations by the Ministry had been mistaken – OPS Grant looked significantly lower than last year – we have sought a review based on our projected roll figures. The results of review are yet to be known. This will obv effect the budget preparation as we get ready to review and prepare for 2020. 	
<p>Monitoring Finance John will meet with Craig to discuss budget prep early in term 4. OPS grant will inform this.</p> <p>Property</p>	<p>John</p> <p>Mark</p>

<p>Asbestos removal and repanelling of the Hall is confirmed and been signed off as complete.</p> <p>Removal and replacement of the asphalt outside the hall and office block has been approved and signed off for works also. When will this commence?</p> <p>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. For commencement in Summer holidays.</p> <p>Drain outside the office has been approved for funding to fix before Turf installation project can begin.</p> <p>Turf Project – drawings approved for quotes. Ministry property advisor engaged to project manage turf project. Paper work to be coordinated by Craig with Ministry property adviser.</p> <p>Health and Safety Discussion in relation to Health and PE consultation – is mental health component sufficiently captured in the survey and also how children feel about school and about relationships. Further discussion about reviewing KIVA programme at the end of 12 month cycle – end of term 1 next year in order to survey staff and student reaction and evaluation.</p> <p>Personnel Confidential memos issued to staff to ask their intentions for 2020. No staff understood to be moving on.</p> <p>Community Discussion regarding methods of community engagement tried and tested before. In the wider context of what we want to achieve as a board, and as trustees, the Board discussed engagement with the Marae and how that might best be achieved, and also which media and fora would be useful in community engagement. Further discussion about legacy and trusteeship will be had as we move through the term and understand our roles and responsibilities.</p>	<p>Kirsty</p> <p>Rachel</p>
<p>Meeting Administration Professional Development reports – all new members have now attended GOV101</p> <p>Minutes – July 2019</p> <p>Matters arising:</p>	<p>Kirsty</p>
<p>Correspondence. Nil</p>	<p>Kirsty</p>
<p>In- Committee N/A</p>	<p>Kirsty</p>
<p>Meeting Closure 9.15pm Confirm next meeting dates – 6 November 7 November Leavers Dinner 5 December last BoT meeting of 2019</p>	<p>Kirsty</p>

**Next Board meeting:
6 November 2019 AT 7PM**

5 December 2019 AT 7PM