

**ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 30th MARCH 2020**

Unless either Michele or Andrew are notified of any concerns regarding these minutes by 14th April they will be distributed to staff and committees, and be available for parents to read in the school office.

<p><u>PRESENT: (via Zoom)</u></p> <p>Kate Hodgins (Chair), Andrew Mouat (Principal), Helen Norcliffe (Staff Rep), Ranui Calman (Whānau rep), Mike Greenslade, Mark Broughton, Becky Ellis, Solly Turner, Gabrielle Wall and Michele Stephens (secretary).</p>	<p><u>ACTION:</u></p>
<p>Kate welcomed everyone to the meeting and Gabrielle shared a karakia.</p>	
<p><u>MINUTES OF THE PREVIOUS MEETING (MATTERS ARISING):</u></p> <p>1. One correction to minutes in General business – “Approval given in principle. Gabrielle to look at the budget” This should be “Kate to look at the budget”</p> <p>The minutes of the meeting held 25th February 2020 were accepted as true and accurate.</p> <p style="text-align: right;">Kate/Becky</p> <p>Kate asked everyone to read and consider the code of conduct that is on the righthand side of the BOT agenda. Please engage with it and let us know your thoughts. There is often a fine line between board member and parent and we need to ensure this line is not crossed.</p>	
<p><u>FINANCE:</u></p> <p>1. Working capital \$280k – same time last year \$484k. On a brighter note staffing entitlement is much healthier than the same time last year.</p> <p>2. Draft budget – landscaping currently has \$3k allotted. Discussion on increasing this to cover hard materials, someone to maintain the landscaping to ensure newly planted areas don’t die off etc. We do hope to receive some more donations and have some volunteers to do some initial work but we cannot rely on just this. It was agreed to increase the landscaping budget to \$13k. The rest of the budget was accepted and ratified.</p> <p style="text-align: right;">Kate/Mark</p>	
<p><u>PRINCIPAL’S REPORT:</u></p> <p>1. Question asked about the staff leave form on School Docs. This is an old one and Andrew will ask for it to be removed. Staff now use an online form.</p> <p>2. Positive feedback received re Goal Setting conferences – more clear, focused and useful.</p>	<p>AM</p>

<p>3. Update on Alice Perry who had gone on LWOP from the start of Term 2 to teach in Thailand. We had appointed Emma Shine to replace Alice for the rest of the 2020 school year. Andrew has been talking with Alice re NE Roll Growth position (Term 3 possibly) and in the meantime use her as much as possible as a reliever for Term 2. Alice wants to stay with SMS.</p>	
<p><u>COVID-19:</u></p> <ol style="list-style-type: none"> 1. Thanks to everyone for all they have done in the days prior to and during the lockdown, especially to the teachers for reaching out to their students and families. 2. There will be a large variance in the community as to what learning will be wanted. Some will want minimal learning provided as they spend this time focussing on play and being together while others will want a full day's planned lessons. Information is being collated and put online for parents to use as they wish. 3. It is important for teachers to stay in contact with families. Teachers are doing this in various ways such as Google Meet, email etc. Some teachers are going through their contact lists to see who has not connected with them and if this is their choice not to connect or are there other issues? 4. We need to be mindful of teachers who are also parents with children at home. 5. Students without online access – we will have some affected students. The MOE had advised they would be making up physical learning packs. We don't want to ask the question of who would need these until we know that they will be made available. We have offered devices to families that need them and about 30 families have collected devices to borrow during the lockdown period. 6. How have we been reaching out to families we know are at risk? ie: poverty/social challenges. We have been reaching out online and next week will start to reach out via phone. We still have the Methodist Mission and Mana Ake and they are reaching out to families they already work with. 7. Any idea from MOE how long offsite learning will continue? At this stage we only know we have 2 weeks holidays then 2 weeks offsite learning. MOE will be taking the lead from MOH. 	
<p><u>HEALTH AND SAFETY:</u> (Becky)</p> <ol style="list-style-type: none"> 1. Two things to consider – the report regarding the incident and the governance review. 2. General comments that came back was the policies were fit for purpose but it was unsure how well they were implemented. 3. There were 12 recommendations in the report – largely re clarity on how EOTC happens. 4. It will be good to have a wider review going out to staff and parents. 5. What support, training, resources are required? There is an EOTC course that is free for up to three people to attend – two staff and one BOT member? 6. RAM's – are they sent around with enough time for all concerned to read and understand them? Recommend RAM's available 2 months before event. Some discussion on this. May miss out on some opportunities if 2 	

<p>month rule applies to all events. Could we look at low risk vs high risk events, with high risk always needing the 2 month lead in while low risk could have some leeway?</p> <ol style="list-style-type: none"> 7. What would be considered low/high risk? We already have information re this on School Docs. Andrew is happy to assign trips/activities as high/low risk and bring to the board to see what they think. 8. Post event reviews – are these happening? We need to capture the outcomes. 	AM
<p><u>WAIPARA INCIDENT: (Andrew)</u></p> <ol style="list-style-type: none"> 1. There were 3 incidents at Waipara Camp but this report is specifically regarding the waterhole incident. 2. It needs to be noted that teachers and parent helpers did a wonderful job throughout the camp and in dealing with this and other incidents. 3. Andrew read through the report (including recommendations) stating what happened at each stage while at camp and continuing through to support provided once the child was back at school. 4. Discussion on risks and how to reduce/eliminate these risks in the future. 5. Parent of the child has requested assistance for herself to deal with this traumatic incident. 5 free options were offered that were not suitable to the parent who provided another alternative that had a cost associated to it. It was agreed by the board to offer a one off payment due to the exceptional circumstances of the event. Kate to write to the parent. 	KH
<p><u>ACTIONS TO CONSIDER / IMPLEMENT:</u></p> <ul style="list-style-type: none"> • Update the parent information form we have used for at least the past five years <ul style="list-style-type: none"> ○ Incorporate a specific section on water confidence / ability in the child information prior to camp ○ Identify children that must wear a life jacket in water • Ensure that the provider has an appropriate number of life jackets <ul style="list-style-type: none"> ○ These are suitable for purpose • Assign a teacher / adult to a group of children specifically using life jackets during free time <ul style="list-style-type: none"> ○ Possibly assign a specific group of children for adults to watch rather than a general group • Ensure children removing life jackets notify an adult • Look at further opportunities to strengthen children’s understanding of the water <ul style="list-style-type: none"> ○ Surf life safety programme ○ Surfing instruction ○ Directed water activities while on camp • Review policies and procedures as appropriate 	
<p><u>REZONING:</u></p> <ol style="list-style-type: none"> 1. Submissions for rezoning close 3rd April. To date the main issue has been the non-inclusion of the Prossers Road ‘loop’. 	

<ol style="list-style-type: none"> 2. Once the consultation process has finished we do not need to make a decision immediately. 3. Discussion on whether the board would recommend bringing back the Prossers Road loop in the school zone. It was decided that we would support this request. 4. The MOE is looking at removing the ability for boards to set their zones so this may be our last opportunity to have the 'power' to set our zone. 5. Kate, Mike, Andrew and Gabrielle will meet again at some stage after the 3rd April deadline and Kate will update Tom Scollard. 	KH
<p>There being no further items the meeting ended at 8.53pm. The next full Board meeting will be on Tuesday 19th May at 6.30pm. (TBC)</p> <p>_____ Approved _____</p> <p>Date _____</p>	All note