

**ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 8th DECEMBER 2020**

Unless either Michele or Andrew are notified of any concerns regarding these minutes by Wednesday 16th December they will be distributed to staff and committees, and be available for parents to read in the school office.

<p><u>PRESENT:</u> Kate Hodgins (Chair), Andrew Mouat (Principal), Helen Norcliffe (Staff Rep), Ranui Calman (Whanau Group Rep), Becky Ellis, Solly Turner, Gabrielle Wall, Michele Stephens (Secretary), Mike Greenslade (late)</p> <p><u>APOLOGIES:</u> Mark Broughton</p>	<p><u>ACTION:</u></p>
<p>Meeting opened with a karakia (Ranui) and whakatauki (Kate)</p>	
<p><u>ADDITIONS TO THE AGENDA:</u></p> <p>No additions to the agenda</p>	
<p><u>MINUTES OF THE PREVIOUS MEETING (MATTERS ARISING):</u></p> <p>The minutes of the meeting held 17th November were accepted as true and accurate.</p> <p style="text-align: right;">Becky/Kate</p>	
<p><u>CORRESPONDENCE:</u></p> <ol style="list-style-type: none"> 1. STA magazine 2. Letter of resignation from Katelyn Hill 	
<p><u>COMPLIANCE:</u></p> <ol style="list-style-type: none"> 1. Fire evacuation today. Went smoothly. 5 ½ minutes. 2. Urgent Response fund – report showed where funding was able to be used. Good gains for the 8 weeks the 4 teacher aides were employed. 3. Fixed term units – will be focussing on Literacy, Digital Technology, Performing Arts and Well Being 	
<p><u>FINANCE:</u></p> <ol style="list-style-type: none"> 1. Mike shared the highlights of the finance for the month. 2. Working capital exactly the same as this time last year. 3. Donations – amount received seemed off – The transfer from Assembly to Hero lumped together all activities that were listed as donations with the school donation. 	

<p><u>PRINCIPAL'S REPORT:</u></p> <ol style="list-style-type: none"> Swimming surveys – some 2012 and 2016 survey information located. The majority were happy to continue with lessons. Discussion on whether we can make a substantive difference. Can we build on what is learnt with water safety rather than doing the same programme each year, or alternate between water safety and lessons. Will do a bit more investigation around what is available. Beach Ed, sailing, some camps etc all have components of water safety. Year 5/6 Fixed term position – 55 applicants. Alice, Hamish and Andrew will short list. Helen Murray is not taking up the CRT offer in 2021. Won't be able to plug the music gap without finding \$16k in the budget. Would have to cut other areas to pay this. Teachers will plan and implement a music programme There are also the itinerant music teachers. Need to look at making itinerant music more equitable to the students. Staff have had some PD around teaching music. We still have all the musical instruments. Andrew will find out what the free music hours are and how this works. Banked Staffing has gone back up a bit with CRT and Sick leave etc SIP – signed off and waiting to go into the bank. Health and Safety, Tech - 4 buses to two centres. Are we wanting to continue to have an adult on each bus? Do we still need to go to two centres or can we change to one? Andrew looking into this. Not able to change this for 2021 but hoping to see if this can be arranged for 2022. Could we use travel buses which hold 60 students instead of the smaller city bus. Teachers going to Tech and using their CRT- is this the most ideal working environment for teachers doing CRT? 	<p>AM</p> <p>AM</p>
<p><u>ACHIEVEMENT TARGETS REVIEW:</u></p> <ol style="list-style-type: none"> Two targets – Writing and Digital Technolgy curriculum. Good successes for writing. Teams have tried different things. Really happy with DT – Hamish and Helen have been trying things out in their spaces. 59 hours approved for DT PD next year. (Mandy Dempsey) 	
<p><u>DATA ANALYSIS – CORE CURRICULUM:</u></p> <ol style="list-style-type: none"> Reading, writing and maths. Very quick turnaround on this. Will add in cultural aspects next year. Some good results. 'Accelerated' means either the student was below and now at expected, or was at and now above. These reports are summaries– at TOD at start of 2021 will look at data to decide where to next. Maori students – a number went down between mid and end of year. These would become target children next year. 	
<p><u>ANNUAL TARGET REVIEW:</u></p> <ol style="list-style-type: none"> Will use 'Me and My School' next year. Used the lockdown data from GCSN this year. 	

<ol style="list-style-type: none"> 2. Marae visit next year. Alice B is talking with Tania and Willie about this and is now waiting to hear back from the marae. 3. Mana Ake being rolled out nationally next year – will be interesting to see how this will look and how it affects our current service. 4. Teaching as inquiry focus – focus on enhancing delivery. Would like to pick this up again. Had to let it go due to the lockdown. On return to school teachers focussed on rebuilding relationships and student wellbeing. 5. On the whole feel we have achieved a fair bit with the disruptive year we have had. 	
<p><u>UNIT HOLDER REPORTS:</u></p> <ol style="list-style-type: none"> 1. Transition to School – Charlotte is a regular face in the local preschools. Information packs are provided. Good feedback from preschool teachers. 2. Student Leadership – how well are they represented across the pods this year? Often seem to be within one pod. A variety of aspects are taken into consideration, school involvement, values, cultural aspects etc. Looks to be more even spread across classrooms for next year. 3. Maths – are we clear about the resources we already have? Report noted that they will do a check of resources next year. 	
<p><u>CHAIRPERSON REPORT:</u></p> <ol style="list-style-type: none"> 1. Thank you to the board for the work done during this very disrupted year. Kate has felt very supported. 2. Great to have the SIP funding. Tom has things moving forward for the hall redevelopment. Awaiting consent. Next step is to find a builder. 3. Landscaping funding has gone through and the new block build will hopefully be confirmed soon. Andrew has asked Phil/Tim to see if 72 metres would work in the classroom spaces by reducing the breakout spaces. 	
<p><u>BUDGET 2021:</u></p> <ol style="list-style-type: none"> 1. Mike went through the main points. 2. Budget figures for 2021 updated by looking at actuals for 2020 and adjusting where felt it was needed. 3. Cyclical maintenance - \$13k put aside each year. Advised this would be a good amount. How do we ensure future boards know what has been used and what has been built up? Mike said this should be shown on the financial balance sheet as a liability. Anything spent would come out of that code. Could ask Solutions and Services how they record this. 4. BYOD – previously 1 Apple device between 3. Now also leasing chrome books which gives us 1 to 2 in Year 7-8. Could we buy some devices and hire to parents? Want to get students ready for their next learning journey. Need to look at this on an educational basis not emotive. Advise the community what we are moving to and the possible scenarios to get to this goal. Currently under resourced with our IT. Next year the board 	MS

<p>will discuss further at the March BOT meeting. Prior to that meeting Andrew will ask local schools what they do.</p> <ol style="list-style-type: none"> 5. Andrew suggests we continue with CMM next year and wait to see what the Mana Ake roll out brings. 6. SIP funding – does it show in the budget or not? Ask Megan to follow this up with Solutions and Services. <p>Mike moved that the budget for 2021 be accepted. All agreed.</p>	<p>AM</p> <p>MS</p>
<p><u>WHĀNAU REPORT:</u></p> <ol style="list-style-type: none"> 1. Kī o Rahi was a fun night and a good way for everyone to be involved. 2. Talk to S'Mart Community group about having a game of Kī o Rahi at the Back to School BBQ in February 2021. 3. Brief discussion re gate yet to be installed. 	<p>RC</p>
<p><u>GENERAL BUSINESS:</u></p> <ol style="list-style-type: none"> 1. Thank you to Gabrielle – last meeting tonight. Been a real asset having Gabrielle on the board. 	
<p>There being no further items the meeting ended at 8.37pm. The next full Board meeting TBC in February.</p> <p>_____ Approved _____</p> <p>Date</p>	<p>All note</p>