

**ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 23rd FEBRUARY 2021**

Unless either Michele or Andrew are notified of any concerns regarding these minutes by Friday 12th March 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), Ranui Calman (Whānau rep), Mike Greenslade, Mark Broughton, Becky Ellis, Solly Turner and Michele Stephens (Board secretary).</p> <p><u>APOLOGIES:</u> Helen Norcliffe.</p>	<p><u>ACTION:</u></p>
<p>Meeting opened with a karakia and whakatauki</p> <p>Nominations were called for the Board Chair. One nomination received for Kate Hodgins by Becky Ellis, seconded by Andrew Mouat. No other nominations received. A vote was taken and Kate Hodgins was unanimously voted as Board Chair for 2021.</p>	
<p><u>MINUTES OF THE PREVIOUS MEETING (MATTERS ARISING):</u></p> <p>No matters arising The minutes of the meeting held 8th December 2019 were accepted as true and accurate.</p> <p style="text-align: right;">Mark/Andrew</p>	
<p><u>CORRESPONDENCE:</u></p> <p>STA News</p>	
<p><u>EOTC - Alice Denley:</u></p> <p>Alice shared with the Board the updated processes for EOTC. Made simple for staff, paperwork made clear and comprehensive. Andrew, Jarad and Alice have been on an EOTC course. Alice is the school EOTC coordinator. Google Doc for teacher to complete for trips. Andrew and Alice notified electronically. Info from initial form goes into the EOTC trip proposal. Permission letters etc can be attached. RAMS form link is included in the EOTC trip proposal. Becky is shared into these docs. In March we will be sharing more info with staff re RAMS On day of event printed form gives teachers a checklist, plus a crisis management plan for any issues that may arise. Teachers are asked to do an event review for class trips/camps (fill in as a team)</p> <p>Year 7/8 camp proposal – Wainui, May 2021 Andrew may go to Wainui. 4 parents per home class No free time for swimming – only coasteering and kayaking in organised groups</p>	

<p>Board is happy for Nicky to start sending info to parents, and for Nicky to follow up with all documentation and provide details to the board.</p>	
<p>The meeting moved into committee at 7.25pm</p> <p><u>Motion:</u> Moved by the Chair</p> <p>That the public be excluded from the following proceedings of this meeting.</p> <p>The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution is as follows:</p> <p>General subject of each matter to be considered: Reason for passing this resolution in relation to each matter: Good reason to withhold exists under Section 7 Grounds under Sections 48 (1) for the passing of this resolution: 7 (2) (a) 48 (1) (a)</p> <p>This resolution is made in reliance on Sections 48 (1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole of the relevant part of the proceedings of the meeting in the public are as follows:</p> <p>To protect the privacy of natural persons. Carried. At 7.36pm the meeting resumed in open format. <u>Motion:</u> Moved by the Chair</p>	
<p><u>CHARTER:</u></p> <ol style="list-style-type: none"> 1. Nothing stood out to the board, was what they were expecting. 2. Kapa Haka - tutors have put their price up – a review of Kapa Haka and how it would best work for the students could be timely. What do we want from Kapa Haka? 3. NZ Curriculum – being overhauled by 2025 - may want to leave reviewing some areas of the curriculum until the changes are known. 4. Board happy for Charter to go to the Ministry and to be placed on school website. 	
<p><u>COMPLIANCE REPORT:</u></p> <ol style="list-style-type: none"> 1. The board moves that relief teachers are paid out of Teachers’ Salaries Becky/Kate 2. Andrew is privacy officer and harassment officer – conflict of interest? – no 3. Annual report – available on school website and in school office. 	

<p>4. Delegation of responsibility when principal is absent from school goes to Alice Denley and then to Leanne Parnham in Alice's absence. Kate/Andrew</p>	
<p><u>FINANCE:</u></p> <ol style="list-style-type: none"> 1. December had a \$28K deficit – this was \$74k deficit the year before. There is always a deficit in December due to leave paid to support staff and this is budgetted for. 2. Covid related income and TA increase funding came in. 3. Doing better than budgetted at the moment. 4. At the end of 2019 we had a \$62k deficit for year and at the end of 2020 it was a \$4k deficit 5. Board overspent on elections, more than what we received. No election this year 6. Worth thinking about donation amount charged? Maybe for next year. 7. Thinking ahead – Mike happy to stay on at this stage. Maybe look to invite Tracy Taylor along to a meeting. Kate to give her a call to see if she is still interested. Tracy is an accountant 	<p style="text-align: right;">KH</p>
<p><u>PRINCIPAL'S REPORT:</u></p> <ol style="list-style-type: none"> 1. Going to be looking at structured literacy, reading programmes may change. May need some resourcing. May ask S'Mart Community if they would like to donate funds to the school in this area. Maybe ask for \$5k for this year which will benefit all students in the school. 2. Alice B has booked marae trips for the syndicates. 3. Finance Property Management Policy – Kate read it and is happy with it. 4. Community engagement – the Mihi Whakatau and other similar events - question was asked can we have a microphone? Ranui said it is not really tikanga for this type of event. 5. Request board approval to close early on two days for reporting conferences. Approval given. 6. Request board approval to close for 2 TOD's - one at Queen's birthday weekend and the other at Show Weekend. There may be one more as yet undecided. Board approved both dates put forward. 7. Jill Radcliffe (Teacher Aide) resigned after 18 years and farewellled on Monday. 8. Would the board be happy if Mark, Becky, Kate and Andrew took info from preliminary drawings of the new block? – rest of board happy with this. 9. Communication/Reporting - Dojo, Seesaw, Hero etc – Mark feels too much for families with multiple children. Hero is the main platform for school information. Dojo and Seesaw are a 'view into the classroom'. Teachers advised to put most info on Hero. Andrew will communicate this with parents. 10. Hall users to be notified of hall not being available to use in term 2 due to refurbishment. 11. Change of alert levels – had a meeting with teachers about being prepared should we go into level 3. Have teachers who will be 'bubble teachers' and working through plan to get info from parents re essential workers etc. 	<p style="text-align: right;">AM</p> <p style="text-align: right;">AM</p>

<p>12. Maintenance- painting etc. Waiting for pricing – seeing Wilson on Friday.</p>	
<p><u>CHAIRPERSON'S REPORT:</u></p> <ol style="list-style-type: none"> 1. Hall project – project manager Tracy seems to be working well, organised. Very fortunate to have Tom working with us too. Hall door needs to be changed to comply to enable us to have numbers in the hall. Hope for work to begin in the school holidays but may be more like the start of term 2. 2. Garden – caught up with Katie and Dave, working back from July to work out schedule of works. Landscaping to be done asap and then working bee possibly with parents. 3. Bark – looking at students assisting with this as part of their William Pike challenge. 4. Group of students to contribute ideas for the Lachie memorial garden. 	
<p><u>GENERAL BUSINESS:</u></p> <ol style="list-style-type: none"> 1. Papers over 7 years able to be destroyed. Board gave the go ahead for this. List of papers for destruction attached. 2. Kate met with Tim Scandret CCC re new preschool. It was discussed at a Local community board meeting. Preschool went ahead without consultation. Kate got back to Tim in January with suggestions of improvements. Tim wants us to create a paper trail. The roundabout has had quite a few car/bike accidents. There is some traction – still waiting to hear back from Tim. 3. Could we put values in Te Reo on our agenda. Yes. 4. Check mairangi – capitalised? Check website – should the 'm' be lower case? Ranui to check. 	RC
<p>There being no further items the meeting ended at 8.50pm. The next full Board meeting will be on Tuesday 23rd March at 6.30pm.</p> <p>_____ Approved _____</p> <p>Date</p>	All note