

**ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 22nd JUNE 2021**

Unless either Michele or Andrew are notified of any concerns regarding these minutes by Monday 5th July 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, Tracy Taylor, Helen Norcliffe and Michele Stephens (Board secretary).</p> <p><u>APOLOGIES:</u> Solly Turner</p>	<p><u>ACTION:</u></p>
<p>Leanne Parnham welcomed to the meeting – will be updating the board on Learning Support. Meeting opened with a karakia and highlighting the school values and board code of conduct.</p>	
<p><u>ADDITIONS TO THE AGENDA:</u></p> <p>PD on Wellness (Kate)</p>	
<p><u>MINUTES OF THE PREVIOUS MEETING (MATTERS ARISING):</u></p> <ol style="list-style-type: none"> 1. Email from Jill about removing classrooms – will discuss in property 2. Andrew is in contact with Wilson from PPS re timeframes. Probably term 4 – but still to confirm. 3. Ranui – fixed term contracts - has not had a look at this yet. <p>The minutes of the meeting held 25th May were accepted as true and accurate. Becky/Mark</p>	
<p><u>LEARNING SUPPORT:</u></p> <p>Leanne introduced herself to the board. Leanne has been at St Martins for 6 months. The first term was spent meeting children and families. The second term Leanne has starting to put programmes in place.</p> <ol style="list-style-type: none"> 1. A big focus on Structured Literacy, therefore a big part of the learning support budget is used in this area. 2. ESOL students are split into junior and senior groups as well as being seen individually. 3. ‘Fringe kids’ – Structured literacy captures these children. Student Management System has now captured 3 lots of data so we will be in a better position to see how students are tracking. 4. Parent reading programme captures students who are reading just under – this has been running for about 2 years. 5. Teachers are coming to Leanne with students they would like to add to the register. 	

<ol style="list-style-type: none"> 6. Does the budget cover the needs? At the moment it is covering the needs but we understand it is not an endless budget. 7. Extreme behaviour needs – MOE has provided some extra money but the school has topped this up to cover teacher aide support. 8. Funding is split between learning and behavioural needs – SMS money is going more towards learning than behaviour needs at this stage. 9. If it keeps tracking as for the first half of the year we are looking at about \$20k school contribution. 10. Feedback from children on Structured Literacy - not direct feedback but children are making comment about how they are able to work things out themselves. 11. Reading Recovery is looking at adopting some aspects of Structured Literacy in its programme. 12. Do we let parents know if the school does not have the funding to support their child? We do need to do this but we also try to provide advice on what they can do to support their child's learning. 	
<p><u>CORRESPONDENCE:</u></p> <ol style="list-style-type: none"> 1. MOE regarding permanent appointments in 2021. 2. Letter from Suzy O'Hara – Resigning from full time fixed term position. 	
<p><u>COMPLIANCE REPORT:</u></p> <ol style="list-style-type: none"> 1. Leanne will provide the board with a GATE report at the end of the year. 2. There will be a fire evacuation drill before the end of term 	
<p><u>FINANCE:</u></p> <ol style="list-style-type: none"> 1. Income is sitting slightly better than the previous year – S'Mart Community contribution has assisted with this. 2. Expenditure is sitting at 38% - some of this may be timing. 3. Cash position has changed a bit but not unexpected. 4. Banked staffing – explained why it has reduced rapidly from -\$19 k to -\$9k 5. Michele to check to see if any further costs are coming in for camp 6. Mike provided a graph to show EOY Equity – Working Capity (PPE) and Surplus – MOE Capital – Assets Purchased. Information rom 2016 to 2021 to show the board how the financial position changes through the years. <p style="text-align: right;">Kate/Becky</p>	MS
<p><u>PRINCIPAL'S REPORT:</u></p> <ol style="list-style-type: none"> 1. Literacy team leaders in each syndicate have provided information to show what has been done and what they have noticed with the students' learning. Helen and Andrew explained how the programme works. 2. Technology – we will confirm to Linwood College that we would like all students to go to them from Term 2, 2022, with Year 8's continuing Term 1. 3. Staff changes – From term 3 Suzy O'Hara will be job sharing with Caitlin Ross who is coming back from Maternity leave. 	

<p>4. Mike pulled neck muscle – off work this week and light duties for the next 2 weeks. Adrian, a relief caretaker is here for 3 weeks to support Mike.</p> <p>5. Roll growth classroom – received demolition scope. Demolition of Blocks 9, 10 and 11 to start mid 2021. Block 5 and 6 retained with block 12 and transition classes (library) to be removed at a later date. Andrew will go back to Karren re classroom at top of drive. BoT states this is owned by the school.</p> <p>6. Hall – still waiting for sign off.</p> <p>Policies:</p> <p>1. Visitors – could we put in a line ‘visitors who refuse to comply with guidelines may be asked to leave.’ Will do a cross check of the policies. Parents picking up children for appointments etc. What is the procedure? Could this be put in the visitor policy?</p> <p>2. Protected Disclosure – no comments. All straight forward</p> <p>3. Reporting to Parents on Student Progress and Achievement – some favour the current set up of children being involved while others would prefer to go back to the parent/teacher interview model. There was a suggestion of an informal session where parents can drop in to see what their children are doing – we already do this with Celebration of Learning. There are opportunities for parents to meet with the teacher if there are issues they would like to discuss without their child there.</p> <p>4. Reports will be going home prior to the conferences this term.</p>	<p>AM</p> <p>AM/MS</p>
<p><u>CHAIRPERSON’S REPORT:</u></p> <p>1. Staff morning tea tomorrow from 11am then a quick wander around the classes.</p> <p>2. Landscaping going well – \$47k funding for landscaping, shade sails, bark. About \$20k already spent. About \$17k will go on hard landscaping, another \$2-3k on plants. So far keeping well in budget. Planting day possibly on Sunday weather dependent. Men’s shed helping making seats.</p> <p>3. Alice D and Kate working on school travel plan together. This has been ongoing with the CCC since 2011. In 2018 some signs went up and lines were painted. Will re-engage with the council again. Hopefully the council can put additional measures into place to improve safety for our students. We need community support. Get kids involved to put together some short videos to take to community board. Questionnaire will go out to school community.</p>	
<p><u>OTHER REPORTS:</u></p> <p>EOTC:</p> <p>1. Bus and camp – these should be two smaller docs rather than being lumped together as issues that may happen on a bus are different from issues at camp.</p> <p>2. Also need a Conical Hill walk doc separate from the hot pools doc.</p> <p>3. What responsibility do Hanmer Pools take while students are at the pool? What are the rules of supervising kids in groups? Do they have to stay together? Andrew will come back with clarification at the next meeting.</p> <p>Staffing:</p>	<p>AM</p>

<ol style="list-style-type: none"> 1. Andrew and Kate had a meeting on Monday – Kate asked Andrew to put together numbers for this year and next year. 2. Staffing still to be confirmed – info provided in report is a possible scenario that we may have. Things may change as the year progresses. 3. Usually pre-empt staffing and advertise positions in September but this year are looking to hold off until we receive our entitlement in October. 4. If we wanted to fund a teacher there are items in the budget we would need to take out. <p>Uniform:</p> <ol style="list-style-type: none"> 1. Looking at workload, taking it from the budget, change of supplier? Argyle can offer online but this adds a cost to our parents. A retail outlet in Rutland St has been offered as an option however it is not in our community. Neither option is great. 2. Do we want to look at another supplier? Can we look at other options? Uniform shop run by volunteers? Keep status quo and look to change polar fleece price? <p>Internet Incident:</p> <ol style="list-style-type: none"> 1. A child took some time to try to find sites. 2. Children were unsupervised for some time, this is not usually a concern. 3. With a guest log in you cannot trace where they have been. Guest log in can no longer be used. Children need to sign in themselves. 4. Talked with the children, reiterated guidelines. There is a session for parents being run at school in August on online safety. 	
<p><u>GENERAL BUSINESS:</u></p> <ol style="list-style-type: none"> 1. One of Kate’s work colleagues has offered to do some wellbeing work with staff. Resilience etc. Pause, breath, smile. Positive education. Kate to pass on information to Susie. 	
<p>There being no further items the meeting ended at 9pm. The next full Board meeting will be on Tuesday 24th August at 6.30pm.</p> <p>_____ Approved _____</p> <p>Date</p>	<p>All note</p>