

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

Unless either Michele or Andrew are notified of any concerns regarding these minutes by Thursday 1st April 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, Helen Norcliffe and Michele Stephens (Board secretary).</p> <p><u>APOLOGIES:</u> Solly Turner.</p> <p><u>VISITOR:</u> Tracy Taylor</p>	<p><u>ACTION:</u></p>
<p>Meeting opened with a karakia and whakatauki Tracy welcomed to the meeting.</p>	
<p><u>ADDITIONS TO THE AGENDA:</u></p> <p>Camp update</p>	
<p><u>MINUTES OF THE PREVIOUS MEETING (MATTERS ARISING):</u></p> <p>Ranui followed up whether maiangi should have a capital m in the phrase used on the website and newsletter. It should probably be a lower-case m but Ranui is also looking at the spelling of the word as if we used Ngāi Tahu translation it should possibly be kaiangi. Ranui will continue to follow this up.</p> <p>The minutes of the meeting held 23rd February were accepted as true and accurate.</p> <p style="text-align: right;">Kate/Becky</p>	<p>RC</p>
<p><u>CORRESPONDENCE:</u></p> <p>No correspondence</p>	
<p><u>COMPLIANCE REPORT:</u></p> <ol style="list-style-type: none"> 1. Reporting on Special Needs register and GATE register and programme – (# 7 and 8). Leanne is settling into the role and will work towards providing the board with reports including the funding associated with Special Needs and GATE. 2. Roll count (#6) – question asked are we where we expected to be. Yes we are and at this stage we are tracking to end on about 510 to 520. 	
<p><u>FINANCE:</u></p> <ol style="list-style-type: none"> 1. Net working capital is \$3k higher than this time last year. 	

<ol style="list-style-type: none"> 2. Expenses are higher at the moment due to subscriptions/licences and uniform expenses but these will come down over time. 3. Cleaning costs are higher than budgeted. OCS have increased their staffing costs so we will be over. 	
<p><u>PRINCIPAL'S REPORT:</u></p> <ol style="list-style-type: none"> 1. Team targets have a focus on writing, moving 'below' students to 'at'. 2. Thanks to Matt Calman who will be attending most/all of the marae visits as a Whānau Group rep/support. 3. The school values are also a focus for each team. 4. The Implementation Team is looking at the SMS Curriculum to update and this will continue throughout the year. 5. Home Learning Policy review – link for parents to be added to the newsletter. 6. A New Entrant teacher will need to be employed from term 2. Fixed term position – have two of our current relievers in mind. One is a beginning teacher and the other is an experienced teacher. Discussing this with Charlotte to find the best fit. There is no requirement to advertise a position of less than one year duration. 7. There has been a wide variety of in and out of school professional learning. Helen and Chantal have been involved in IYT training. Training given on how to establish relationships with students to help bring their behaviour around to enable them to focus on learning. Targetted for 3 to 8 year olds. 8. Landscaping – the Lachie Memorial garden is slowly getting underway. Once the hard landscaping has been completed some dates will be arranged for students (past and present) and others to come and assist with the planting etc. Hope for this to happen around May. 9. Hall redevelopment – a few more companies have been in to look at the hall to express an interest in providing us with a tender. 10. Programme Maintenance (painting of buildings) – we have budgetted approx \$13k pa. Based on the quote provided the cost would be \$14692pa. However if the MOE agree to paint the top three classrooms which we then maintain this would reduce the cost to around \$10k. It would be good to have another quote. Andrew will approach some schools to ask if they are happy with Programme Maintenance. 11. Emergency Preparedness session was worthwhile – Was interesting to hear of the change with the Shelter In Place and Lockdown procedures. Currently considering options with communal or split evacuation assembly points. Alice D has prepared emergency folders which are now in each classroom. 	<p>MS</p> <p>AM</p>
<p><u>WHĀNAU REPORT:</u></p> <ol style="list-style-type: none"> 1. The Whānau group met at the end of last month and have their next meeting this Friday, 26th March. There was discussion at the meeting about Kapahaka but nothing is resolved at this stage. Alice B is looking at what the whānau group, staff and students want from Kapahaka before then going to the tutors to see how they can deliver this. 2. Stephanie Nixon has been coming to school and sharing the Cultural Narrative with students. She is keen to see some of the senior students taking this over. 	

<p>3. Gates for waharoa? Still being repaired.</p>	
<p><u>CHAIRPERSON'S REPORT:</u></p> <ol style="list-style-type: none"> 1. The Annual NZSTA conference is coming up in Rotorua. If anyone is interested please let Kate know. 2. National Education and Learning Priorities – Kate has had a read through this and would like someone else to have a look at it. Ranui happy to do this. Kate will send the link. 3. Kate will send out the link for the updated NZSTA booklet as there are some big changes to take note of. E.g.: Property will no longer sit with the board and there will be a new complaints and disputes panel. 4. Health and Safety – a suggestion that once a year (or more) some members of the board could have a walk around to check the school to see if there are any issues to be remedied. ERO also do this as part of their audit. 	<p>KH/RC</p> <p>KH</p>
<p><u>GENERAL BUSINESS:</u></p> <ol style="list-style-type: none"> 1. Kate asked if Leanne could come to the next meeting as it will be nice for the board to meet her. Andrew will invite her to come. 2. Complaint regarding the disabled toilet – has been resolved. Andrew spoke to the person who placed the boxes in the toilet area to reiterate it is not a storage area. When Mike and Andrew have their walk around they now check these areas. Some discussion regarding the parent who came onsite and into ‘non-public’ areas to take photos. 3. Camp – Nicky has been asking for more information and communication from Wainui camp but this has not been very forthcoming. 21 parents have been chosen to assist over the 2 camps. This is a couple more than required, to assist with any behaviour management. There will be about 7 or 8 students from Room 24 that will be asked to attend camp with Room 19 and 20 to help make the numbers in each group at a manageable level. Kate, Becky and Ranui have been provided with the camp information to look through and follow up if needed. Orienteering is run by our staff and the other activities are run by Wainui camp staff. 	<p>AM</p>
<p>The meeting moved into committee at 7.47pm</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</p>	

<p>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 8.13pm the meeting resumed in open format. <u>Motion:</u> Moved by the Chair</p>	
<p>BOT UPDATE – CLOSING EVALUATIONS:</p> <ol style="list-style-type: none"> 1. It would be a good idea for board members to visit the school in small groups during the day to meet and be visible to staff and for board members to get to know more staff than those in their children’s syndicate. 2. No board updates apart from link for Home Learning as noted in Principal’s report. 	
<p>There being no further items the meeting ended at 8.19pm. The next full Board meeting will be on Tuesday 25th May at 6.30pm.</p> <p>_____ Approved _____ Date</p>	<p>All note</p>