

**ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 17th NOVEMBER 2020**

Unless either Michele or Andrew are notified of any concerns regarding these minutes by Wednesday 25th November 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), Mark Broughton, Mike Greenslade, Ranui Calman (Whanau Group Rep), Gabrielle Wall, Michele Stephens (Secretary)</p> <p><u>APOLOGIES:</u> Becky Ellis, Solly Turner</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> <ul style="list-style-type: none"> • Email from Becky re succession planing • Property – items outside of SIPS funding • Health and Safety – Mark • Gift for Jenny Wood 	
<p><u>MINUTES OF THE PREVIOUS MEETING (MATTERS ARISING):</u></p> <ol style="list-style-type: none"> 1. Quote for bark received – gone to Tracey - \$25k landscaping, \$6 bark plus funds towards shade structure. 2. New reschool - traffic plan. Friday 8.30am Kate meeting with Tim Scandrett - CCC <p>The minutes of the meeting held 20th October 2020 were accepted as true and accurate.</p> <p style="text-align: right;">Mark/Mike</p>	
<p><u>CORRESPONDENCE:</u></p> <ol style="list-style-type: none"> 1. School Docs email – forwarded to all BOT members 	
<p><u>COMPLIANCE:</u></p> <ol style="list-style-type: none"> 1. We will continue with BDO as auditor. 2. Alice D will take over Health and Safety and EOTC next year. 	
<p>The meeting moved into committee at 6.45pm</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 6.51pm the meeting resumed in open format. <u>Motion:</u> Moved by the Chair</p> <p>That the meeting resume in public session and confirm that the business discussed in the public excluded session remains confidential to the Board. Carried</p>	
<p><u>FINANCE:</u></p> <ol style="list-style-type: none"> 1. Still have a surplus – tracking similar to last year. Deficit \$9k for this month. Had some big bills. Project management bill, should get this back through insurance. 2. Relievers line and bank staffing balance line – Mike thinks these should be renamed. Bank staffing line is a staff usage entitlement accrual. The relievers line is salaries paid from the bulk grant. Next year change names to better reflect what they are for. 3. Pub charity money – had to pay it back as we were not able to purchase the shade sails within the time required. 4. Rebuild funding –for lunch time activities and similar costs. \$8318 balance. Will make a list of costs that this fund should go towards. 5. Working on the budget – will circulate via email before the next meeting. 	<p>AM MG</p>
<p><u>PRINCIPAL'S REPORT:</u></p> <ol style="list-style-type: none"> 1. Block 8 – not confirmed. Asked MOE to go back and look at it. This has not happened yet. Lots of gaps in windows. Not suitable in winter. Does it meet the MOE heating and cooling requirements? Need to keep pushing MOE on this. 2. Hall – now waiting for Tracey from SSL to complete paperwork. Waiting to get asbestos report from Tom. Plans underway. Not realistic to expect anything before Christmas. 	

<ol style="list-style-type: none"> 3. Andrew met with Wilson from Programme Maintenance. He will put together a plan for January for cyclical maintenance. Need to put money aside for cyclical maintenance. 4. New DP – thanks to Kate and Helen for being on panel. Leanne previously worked at Waimairi School then most recently as DP in a school in the North Island. Official start date 27th Jan 2021 but will be down earlier to come and meet with people. 	
<p><u>UNIT HOLDER REPORTS:</u></p> <p>Digital Technologies Successes:</p> <ol style="list-style-type: none"> 1. Helen and Hamish participated in a range of PD to gain additional skills and knowledge to successfully lead the school in DT. 2. Drafting of SMS Digital Technologies Framework 3. Hamish and Helen able to use new learning in their own classrooms 4. Implementation of Jamf as a tool to manage school technology infrastructure 5. Two sessions delivered to staff in order to prepare them for delivering the curriculum to their students <p>Continue to develop:</p> <ol style="list-style-type: none"> 1. Upskilling teachers 2. Hamish and Helen to work with teachers in their classrooms 3. Continued PD opportunities 4. Visit other schools for ideas 5. Hamish and Helen to enter Digi Awards to model DT curriculum to the school <p>Cultural Responsiveness Successes:</p> <ol style="list-style-type: none"> 1. PD delivered by ARA provided staff with tools and resources to be able to deliver te reo Māori in their own classes. 2. Staff have started sharing their mihimihi at Monday morning meetings 3. School Kapahaka group has continued to grow 4. Alice Barakat attends most Whānau group meetings and involved in direction school is taking in cultural responsiveness 5. Matariki celebrated across the school and cultural narratives delivered by teachers and whānau group 6. Te reo o te wiki Māori celebrated including syndicate mihi competitions <p>Continue to develop:</p> <ol style="list-style-type: none"> 1. Marae visits, Māori Cultural day 2. Continued PD for staff 3. Continue using te reo in the classroom 4. Possible relationship with CHS Māori department 5. Development of curriculum delivery guidelines 6. Continuation of Kapahaka <p>PE and Sports Successes:</p> <ol style="list-style-type: none"> 1. Continue to achieve highly at zones and at Canterbury level 2. Many opportunities for students to engage in across the school. 3. Senior students planned and ran PE lessons for Year 0-2 	

<p>4. William Pike challenge – tramping, mountain biking, sailing, bush survival</p> <p>Continue to develop:</p> <ol style="list-style-type: none"> 1. Would like to see class teachers take classes out for more PE lessons 2. Senior students to continue running skill based lessons with Year 0-4 3. Major focus on swimming – look to increase numbers entering swimming sports. Competitive and non competitive events? 4. Continue school training for cross country 5. Focus on developing skill level of Year 0-4 so they are ready for competitive sports in Year 5-8. <p>Literacy Successes:</p> <p>Explorers/Discoverers: Updated reading resources, teams analysed data to identify and discuss student achievement, adapted class programmes to reflect needs, identified areas that need developing, held successful practice analysis conversations, useful discussions following observations.</p> <p>Navigators: Clear analysis of data, identified target students, clear goals, discussions on targetting boys’ achievement, some staff attended Asttle Writing workshop and Boys in Literacy virtual workshop, 3 classes had streamed groups for a 5 week period.</p> <p>High Fliers: Clear analysis of data, Initiated a Boys’ Writing Club, Trialled a Boys’ Writing group, sent 4 boys to a one day writers workshop, studied essay writing, syndicate storytelling competition, studied persuasive writing, providing students with choice resulted in higher motivation, purchased some AVAILL resources.</p> <p>Continue to Develop: For all - Review and update aspects of 2017 SMS Curriculum Plan</p> <p>Explorers/Discoverers: Explore Storytelling PD and Oral Language PD, purchase more reading resources at L18+ level, more across team moderation of writing.</p> <p>Navigators: Possibly have a school-wide focus on boys’ literacy.</p> <p>High Fliers: PD of boys in literacy, school-wide spelling programme?, investigate structured literacy approach, Look at Seven Plus as a possible reading intervention, look into discrepancies with asTTle data.</p>	
<p><u>CHAIRPERSON REPORT:</u></p> <ol style="list-style-type: none"> 1. Thanks to S’Mart Community for all the work for the Fiesta. 2. Thanks to the admin team for working through the admin restructure. 3. Elections happening now – Kate is up for election so may need to consider succession plan. 4. Had auditor in last week – Kate met with him. Will be some time before we get the report. 5. Landscaping – may not be much more to do at this stage, will pick up again in the New Year. 	

<ol style="list-style-type: none"> 6. Network meeting (MOE) – Kate and Andrew attended. Looking at school populations, predictions for the Greater Christchurch area. 7. Kate has recently been at ecentcs at CHS – noticed many of the students receiving scholarships/in music groups were from SMS. A real testament to SMS. 	
<p><u>WHĀNAU REPORT:</u></p> <ol style="list-style-type: none"> 1. Cultural festival went well. 2. Some new faces at whanau meeting. 3. Heperi keen to share some maori games. Alice is going to open it up to the community. 	
<p><u>GENERAL BUSINESS:</u></p> <ol style="list-style-type: none"> 1. Email from Becky re succession planning. Asks if Kate is not re-elected would the board consider co-opting Kate onto the board as the Chair. There are some points of procedure that need to be followed. Cannot make any decisions until the December meeting. Not best practice to co-opt the Chair role without a specific role/strength in mind. 2. SIP funding - Shade structures, bark, repairs for shade sails. Go ahead with umbrellas and repair but maybe ask MOE about the bag storage covers. 3. Lots of scooters, bikes not being walked down path– safety issue. Will send out reminders, stand there at 3pm etc to remind students of what they need to do. 4. Gift for Jenny Wood – Pounamu. Ranui will follow up on this. 	
<p>There being no further items the meeting ended at 8.15pm. The next full Board meeting will be on Tuesday 8th December at 6.30pm.</p> <p>_____ Approved _____</p> <p>Date</p>	<p>All note</p>