

**ST MARTINS SCHOOL BOARD OF TRUSTEES**  
**MINUTES OF MEETING HELD 14<sup>th</sup> SEPTEMBER 2020**

*Unless either Michele or Andrew are notified of any concerns regarding these minutes by Wednesday 30<sup>th</sup> September they will be distributed to staff and committees, and be available for parents to read in the school office.*

<p><b><u>PRESENT:</u></b>          Kate Hodgins (Chair), Andrew Mouat (Principal), Helen Norcliffe (Staff Rep), Mark Broughton, Solly Turner, Mike Greenslade, Ranui Calman (Whanau Group Rep)</p> <p><b><u>VISITORS:</u></b>          Literacy Team - Chris Sumer, Michelle Parsons, Nicky Pateman</p> <p><b><u>APOLOGIES:</u></b>          Gabrielle Wall, Becky Ellis, Michele Stephens (Secretary)</p>	<p><b><u>ACTION:</u></b></p>
<p>Meeting opened with a karakia (Ranui) and whakatauki (Kate)</p>	
<p><b><u>MINUTES OF THE PREVIOUS MEETING (MATTERS ARISING):</u></b></p> <p>SIP funding was to include landscaping and shade sail structure - Andrew Mark and Mike received and approved.</p> <ol style="list-style-type: none"> <li>1. Several documents are around but Mark has begun to combine all the information in a recruitment pack for future members. Suggestion was to have lots of links to information from the induction folder. There will also be a Governance pack which will contain formal information.</li> <li>2. FB page still to be created.</li> <li>3. Tom and Tracy liaising, maybe Phil to be project manager for hall redevelopment.</li> <li>4. Landscaping - quote required for bark.</li> </ol>	
<p><b><u>MID YEAR DATA ANALYSIS:</u></b></p> <p>Literacy team presented.</p> <ol style="list-style-type: none"> <li>1. Noticed a drop between syndicates particularly with Writing. Nicky said it was a national trend. However, SMS marks hard. Hamish and Nicky went to some PD where this was agreed. Andrew suggested we get a professional moderator to make a comparison. Students may be able to write well during writing time but this is not consistent across the curriculum. Lockdown may have had an impact.</li> <li>2. Board felt data was well presented and easy to follow. Good to see there is an action plan</li> <li>3. Concern about the male/female disparity. Some ideas were discussed to target the boys and these will be implemented next term.</li> <li>4. Are we challenging the talented writers? Yes.</li> </ol>	

<p><u>CORRESPONDENCE:</u></p> <ol style="list-style-type: none"> <li>1. Letter regarding zone information</li> <li>2. Mid-term elections</li> </ol>	
<p><u>COMPLIANCE:</u></p> <ol style="list-style-type: none"> <li>2. Fire evacuation to be carried out either later this week or next week.</li> <li>3. Admin staff appraisals have been completed and teacher appraisals are underway</li> <li>4. An incident of physical restraint occurred and all guidelines were followed and communication followed. Staff participated in a session of unpacking the Physical Restraint Guidelines. This is to be followed by a session on the MOE Understanding Behaviour: Responding Safely.</li> </ol>	
<p><u>FINANCE:</u></p> <ol style="list-style-type: none"> <li>1. Note - Year 5/6 camp no expenses yet/still to come</li> <li>2. Is there a receipt for camp donations?</li> <li>3. Bernadette's credit card- has it been cancelled?</li> </ol>	<p>MS MS</p>
<p><u>POLICY AND PROCEDURE:</u> All reviews completed and in order</p>	
<p><u>PRINCIPAL'S REPORT:</u></p> <ol style="list-style-type: none"> <li>1. 70 applicants for our 8 jobs. (3 permanent, 5 fixed term)</li> <li>2. We need to advertise for the DP/SENCO, .6 release with 4 or 5 management units.</li> <li>3. Classes for 2021 - reducing one class in the 7/8 team, could be some movement in teachers. Considering moving the majority of children.</li> <li>4. Granted \$20,000 Urgent Response Funding. This will be for Behaviour, Well-Being, Learning Support. To cover Teacher Aide costs for these areas.</li> <li>5. Copier contract remaining with BDL.</li> <li>6. Caring Value to be reinforced in the classroom before heading outside - language and physical.</li> </ol>	
<p><u>WHĀNAU REPORT:</u></p> <ol style="list-style-type: none"> <li>1. Thanks to the whānau group for coming in to help during Te wiki o te reo Māori.</li> <li>2. The whānau group have started a visioning discussion, what the goal of the group is and where they are headed.</li> </ol>	
<p>The meeting moved into committee at 8.00pm</p>	

Motion: Moved by the Chair

That the public be excluded from the following proceedings of this meeting.

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:

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)

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:

To protect the privacy of natural persons.  
Carried.  
At 8.26pm the meeting resumed in open format.

Motion: Moved by the Chair

That the meeting resume in public session and confirm that the business discussed in the public excluded session remains confidential to the Board.  
Carried

GENERAL BUSINESS:

1. January 1st rezoning is to take effect.
2. Elections coming up in November. Kate and Mark would like to continue.
3. Great start to landscaping. Lachie Memorial Garden is the next focus. Important that Year 8 have their contribution to the garden before they leave SMS.

There being no further items the meeting ended at 8.52pm. The next full Board meeting will be on Tuesday 20<sup>th</sup> October at 6.30pm.

\_\_\_\_\_ Approved \_\_\_\_\_  
Date

All note