

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 7 DECEMBER 2021

Unless either Kate or Andrew are notified of any concerns regarding these minutes by 21 December 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, Andrew Mouat, Mike Greenslade, Ranui Calman, Tracy Taylor, Solly Turner, Helen Norcliffe, Kate Thomson, Leanne Parnham.</p> <p><u>Absent with apologies:</u> Mark Broughton, Becky Ellis</p>	<p><u>ACTION:</u></p>
<p><u>MINUTES OF THE PREVIOUS MEETING (MATTERS ARISING):</u></p> <p>Edits to make to previous minutes:</p> <ul style="list-style-type: none"> - Gardening costs are just allocated-not going up/only the cleaning costs are rising - Next meeting was held 7 Dec/not 23rd Nov (this was the BOT xmas dinner) - Spelling correction – Heperi not Hepari <p>All other aspects of the October meeting minutes approved as true and accurate. Signed off by Kate Hodgins/seconded by Ranui Calman.</p>	
<p><u>ADDITIONS TO AGENDA</u></p> <ul style="list-style-type: none"> - gardener update - Mike Greenslades last BOT meeting tonight (7th December 2021) 	
<p><u>CORRESPONDENCE:</u></p> <p>2022 BoT meeting dates Confirmed and agreed to by all members. Kate T to email this list to members for their records.</p> <p>2022 BoT elections delayed</p> <ol style="list-style-type: none"> 1. Elections delayed until July 2022. 2. This means a September date for the actual election. 3. Wayne from CES to keep in touch regarding the process and will advise the next step to Kate Thomson who will advise the BoT. 4. Kate to email members latest correspondence from CES <p>SchoolDocs review Feedback</p> <ol style="list-style-type: none"> 1. No public feedback to report on the current SchoolDocs up for review. (Harassment, Maori Educational Success) 2. BoT member feedback: Ranui Calman on the Maori Educational Success review. 3. Discussion about how SMS can more thoroughly integrate Maori culture into the curriculum to support learning of Maori students. 4. Members have agreed that Ranui will facilitate a Hui between the BoT members and the Whanau Group, possibly mid-February 2022 (possibly a Sunday afternoon 1pm-5pm) to continue this discussion. 5. A survey may be created to pinpoint the main subjects/issues to cover during this Hui 	<p>KT</p> <p>KT</p> <p>RC</p>

<p><u>EOY LEARNING SUPPORT & GATE</u></p> <p>St Martins School DP/SENCO Leanne Parnham joined the meeting at 6.35pm to present the EOY Learning Support & GATE reports to the BoT members and answer any questions:</p> <p>Refer to the reports that are included in the meeting BoT papers.</p>	
<p><u>COMPLIANCE REPORT:</u></p> <p>Andrew Mouet presented Compliance report, with focus on the following:</p> <p>HEALTH & SAFETY REPORT:</p> <ol style="list-style-type: none"> 1. Fire evacuation will be completed in week 9 when caretaker Mike H is back on board. 2. Andrew and Kate T to begin SOY payroll in week 9. 3. One student has been taken off the role due to absenteeism. 	
<p><u>FINANCE:</u></p> <ol style="list-style-type: none"> 1. Capital looks healthy-up on this time last year. 2. There are a few more hall renovation payments to come – such as re-sanding/painting the floor <p>Key points:</p> <ol style="list-style-type: none"> 3. At the end of October 2021, we were at 86% of the budget – looking good. 4. Some EOY expenses are yet to come through 5. Variable spend on Capital expense due to the ups/downs Covid lockdowns has created = good surplus. 6. Learning budget is under 7. Relievers fund over by 7K currently. Has been high due to a lot of catch up teacher CRT needed to be completed in Term 4. This should be able to be partially supplemented by MOE funding, still to come through. 8. A reminder that every December there is a slight deficit, this is expected for this time of year 9. Smart Community funding/EOY report to be added to the next Newsletter (Thursday 16th December) 	KH
<p><u>PRINCIPAL'S REPORT:</u></p> <p>School role: Currently fluctuating, focus is on steadying numbers.</p> <p>NAG 1: Refer to Principal's Report included in BoT Papers</p> <p>NAG 2:</p> <ol style="list-style-type: none"> 1. Reporting: Discussed the trialing of sending class placements via HERO and if a class list was added would this breach individual privacy. <p>NAG 3:</p> <ol style="list-style-type: none"> 1. Learning support: Leanne covered in her Learning & GATE reports (see BoT papers) 2. Staffing: Learning assistance (Teacher Aide hours) have been adjusted to meet student requirements. <p>NAG 4:</p> <ol style="list-style-type: none"> 1. Pub Charity application was accepted and we have 10k coming through to fund IPADs for the school. 2. NZCT Grant: Application for a donation of approximately 25k for 50 x IPADS was discussed & motioned. 	

<p>On this date 8th December 2022 a Resolution Motion was passed by Kate Hodgins and Andrew Mouat on behalf of the SMS BoT to apply for the NZCT grant.</p> <ol style="list-style-type: none"> Hall: Not much change since last meeting. Builders were currently down to 1 due to PHO restrictions. Painting still being completed. Floor: waiting on costs to be completed/payment in early 2022 <p>NAG 5: Covid-19</p> <ol style="list-style-type: none"> Graduation live stream cost = \$1800. We have had correspondence questioning the legality around asking parents to be vaccinated to attend the Junior School Christmas Concerts. It is with much sadness the BoT have decided these concerts will not be able to have parental viewing. 12 year old vaccination requirements for events: Communication to go in the start of year newsletter and HERO community email to advise parents of changes to come in 2022. Ventilation in classrooms: Teachers are aware of this and opening doors/windows in classrooms. <p>Draft Budget (for more details see report in BoT paper)</p> <ol style="list-style-type: none"> 2022 staffing: Implication of covid in the community on our sick leave/relievers budget. The November budget is still to come through from Solutions and Services. Will be included in the February 2022 meeting. <p>Draft budget for 2022 was passed by Kate Hodgins/Seconded by Tracy Taylor, on behalf of the BoT members.</p>	<p>AM/KH</p> <p>KT</p>
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<p><u>CHAIRPERSON REPORT:</u></p> <p>Principals appraisal:</p> <ol style="list-style-type: none"> Board Chair has met with Peter Mitchell who has completed the management appraisals. Everything appears to be moving in a positive direction. <p>Traffic proposal:</p> <ol style="list-style-type: none"> Awaiting update from council. Student video garnered positive feedback from the council. Community board is 100% behind the plans. <p>Gardener update:</p> <ol style="list-style-type: none"> Phillipa would like to continue to do the gardening for SMS in 2022. Kate H to follow this up with her. <p>This was Mike Greenslade's last meeting for the SMS BoT. Many thanks to Mike from all of us at St Martins School and the BoT for all the hard work, guidance and support you have provided to the BoT members and St Martins School over the years. We all wish you well.</p>	<p>KH</p>
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<p><u>WHANAU REPORT:</u></p> <p>Ranui opened with thanks to Alice Barakat for her work with the Cultural Unit in 2021. Thanks to Heperi for his facilitation of the Te Reo speech competition and language teachings for the Whanau Group.</p> <p>Farewells and thanks extended to Mike Greenslade from the Whanau Group on his last meeting for the BoT.</p> <ol style="list-style-type: none"> Congrats to Aroha Reihana for gaining a CHS scholarship. Will be meeting with Heperi to plan the hangi for Matariki in 2022 	
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<p>3. School Waiata is on Ranui's list to follow up</p> <p>4. Looking at changing the time of the Whanau group Hui's in 2022 to capture more people.</p> <p>Kapa Haka:</p> <ol style="list-style-type: none"> 1. Revitalisation has happened in some areas this year. (ie new songs added) 2. Smaller groups this year have given more quality time for students to learn. 3. Kapa Haka may need a further review. Do we need to be more proactive as a school with our expectations? 4. Start of 2022 plan: Meeting as a board to workshop expectations/guide and delivery plan of what we want to achieve in Kapa Haka for 2022. Maybe various tutors could share the sessions to keep it fresh/interesting. 	RC
<p><u>OTHER REPORTS:</u></p> <p>Open discussions of details in the unit holders reports. SEE REPORTS INCLUDED IN BOT PAPERS.</p>	
<p><u>GENERAL BUSINESS:</u></p> <p>Thinking for 2022</p> <ol style="list-style-type: none"> 1. How can SMS build on the understanding and inclusion of Rainbow Diversity within the school community 2. PD for teachers – already doing some of this with Rose from InsideOUT.org.nz 3. The school has a staff member who facilitates open, relaxed conversation via drop-in lunchtime sessions. 4. 	
<p><u>IN COMMITTEE:</u></p> <p><i>The meeting moved into committee at 9.15pm</i></p> <p><i>Motion moved by the Chair that the public be excluded from the following proceedings of this meeting.</i></p> <p><i>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:</i></p> <p><i>General subject of each matter to be considered:</i></p> <p><i>Reason for passing this resolution in relation to each matter:</i></p> <p><i>Good reason to withhold exists under Section 7</i></p> <p><i>Grounds under Sections 48 (1) for the passing of this resolution:</i></p> <p><i>7 (2) (a) 48 (1) (a)</i></p> <p><i>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:</i></p> <p><i>To protect the privacy of natural persons. Carried.</i></p> <p><i>At 9.25pm the meeting resumed in open format. Motion: Moved by the Chair</i></p>	
<p>There being no further items the meeting ended at 9.25PM. The next full Board meeting will be on TUESDAY 22ND FEB AT 6.30PM.</p>	

_____ Approved _____ Date	
	All note