

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 26TH OCTOBER 2021

Unless either Kate or Andrew are notified of any concerns regarding these minutes by the end of the week of 23 November they will be distributed to staff and committees, and be available for parents to read in the school office/school website.

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| <p><u>PRESENT:</u> Kate Hodgins (Chair), Andrew Mouat (Principal), Helen Norcliffe (Staff Rep), Ranui Calman (Whānau rep), Mark Broughton, Becky Ellis, Solly Turner, Tracy Taylor, and Kate Thomson (Secretary) Literacy Team: Alice Denley, Kate Keenan, Nicky Pateman, Charlotte Bates, Tamara Saxon. <u>ABSENT with apologies:</u> Mike Greenslade</p> | <p><u>ACTION:</u></p> |
| <p><u>RECEIVE AND APPROVE PREVIOUS MEETING:</u></p> <ul style="list-style-type: none"> Edit made to previous Sept 2021 minutes: Tracy Taylor was omitted from 'those present' - has been now been corrected. All other aspects of September 2021 minutes approved as true and accurate. Signed off by Kate Hodgins and Mark Broughton. | <p>KT</p> |
| <p><u>LITERACY TEAM PRESENTATION:</u></p> <p>For more in-depth detail see Literacy reports provided to board members in BoT papers.</p> <p>Presented by: Kate, Keenan, Nicky Pateman, Charlotte Bates, Tamara Saxon. Alice Denley introduced team and thanked them for their hard work and commitment to the literacy needs of the school. Discussion of reports and its outcomes followed.</p> <ol style="list-style-type: none"> Team says Structured Literacy is a common sense, systematic way of teaching and learning that starts with the basics and moves through to more in-depth reasoning behind how we learn (decoding). Older students get to explore the history of words and the English language. Conversation is had with students around how language and literacy is created and why. Learning together. <p>NE:</p> <ol style="list-style-type: none"> Using 'slow down to speed up' approach. Positive outcomes, levels being met by students. Mid year data may look a bit low as we have a lull period while we crossover. <p>Yr 2-4:</p> <ol style="list-style-type: none"> hardest part was deciding on where to start as students have mixed levels of understanding. Will see it in their writing. Taught why words are spelt a certain way. <p>Yr 5-6:</p> <ol style="list-style-type: none"> Started the Structured Literacy by aiming at those students not meeting the standard. Spelling is main focus with reading to learn rather than learning to read. Hearing sounds/decode accurately Structured Lit approach makes it easier to fill gaps in learning between year groups. <p>Yr 7-8:</p> <ol style="list-style-type: none"> Using the 'writing revolution' method decoding what they read and write. By this age, students have individual ideas and some level of life experience to draw from when writing/reading, therefore the focus is on making the learning exciting. Bringing back the joy in writing. | |

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| <p>Marking/assessment:</p> <ol style="list-style-type: none"> 1. Year 7&8 have given test examples to Cashmere Highschool to assess academic levels. 2. Reading data shows that across the year groups students have the potential to work above their year levels. 3. Writing data can be subjective. Based on what they can achieve independently without teacher input. From level 2, students need to meet the reading and writing criteria across all strands of the curriculum. 4. Team is working on targeting gaps in spelling/sentence structure <p>Boy in writing/gender bias:</p> <ol style="list-style-type: none"> 1. Studies show that boys rush/don't plan so a focus has been on getting them interested. Giving them agency and purpose in their writing by way of incentives such as Pizza lunch writing sessions, Boys writing club, male role models as parent help. <p>To discuss - based on report findings:</p> <ol style="list-style-type: none"> 1. More structured Literacy training/PD needed for Teacher aides and Year group teachers 2. Funding/resources needed for specific resources that match the Structured Lit teaching. Especially those aimed at getting boys interested in writing. 3. More work required on teaching parents how to implement Structured Literacy at home, maybe through 'Parent info evenings' (Caroline may be interested in running these) Literacy team to follow up. 4. Discussion around a 'parent reading group', possibly via Zoom. 5. For senior students in 2022 consider a 2hr block in the morning with no moving between classes to allow for less distraction/better concentration. <p>Literacy team left the meeting at 7.35pm</p> | |
| <p><u>MINUTES OF THE PREVIOUS MEETING (MATTERS ARISING):</u></p> <p>None</p> | |
| <p><u>CORRESPONDENCE:</u></p> <p>BDO Financial Audit:</p> <ol style="list-style-type: none"> 1. BDO Auditing have been in contact with costings for EOY Audit. Members given copies of correspondence in meeting papers. BOT members signed off on fees. Meeting with Megan Moore (Bursar) on 15th November. <p>BoT Elections 2022:</p> <ol style="list-style-type: none"> 2. Wayne from CES has been in contact with Kate T regarding the 2022 BoT election. 3. Correspondence given to members regarding quote/details for the election process. CES have run our elections for a number of years, taking place in March 2022. There will be 3 members/BoT spaces up for election in 2022: 4. BoT sign off was given for quote and to begin election process, which has been delayed until September 2022 now. 5. Kate T to contact Wayne and email Sign-up documentation. Waiting on Wayne to advise next step. <p>Pub Charity:</p> <ol style="list-style-type: none"> 1. Andrew advised members of the application for 50 IPADS for the school through the Pub Charity. 2. Kate T and Megan Moore have completed documentation for application. Final sign off was given by board chair and members to submit application. <p>It was agreed at the Board of Trustees (BOT) meeting held on the 26th of October 2021 at St Martins School to apply to Pub Charity Limited for a Donation to cover the costs of 50 I-Pads for our school and students, valued at \$23,639.50 + gst.</p> | <p>MM/KT</p> <p>KT</p> <p>KT/MM</p> |

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| I certify that this is a true and correct record of a resolution passed at that meeting. Kate Hodgins – Board Chair. | |
| <p><u>COMPLIANCE REPORT:</u></p> <p>1. As per BoT papers doc. All ok with BoT members.</p> | |
| <p><u>FINANCE:</u></p> <p>Overview: Positive news, not much change since September meeting. Revenue is up a little. Expenses are down a little. Discussion around funds for allocation of hall renovations. Andrew clarified numbers, see below:</p> <p>Operational grant: 1. Next drop of funds still to come in October financials.</p> <p>Syndicate Resources: 2. Currently running under budget, however there can be a boom just before Christmas for the next year. 3. Teacher aide budget: Possible over-spend of allowance needs to be considered. Holding out on some things to get us through to 2022. 4. Helen Norcliffe has purchased new IT/TECH resources. 5. Query on Teacher aides being paid via ACC. Clarified that this is specific & in this case, guaranteed for the student's entire school life. Separate from the Teacher Aide budget.</p> <p>2022 Budget: Cleaning & Gardening costs: 6. A reminder that the Cleaning and gardening costs are to go up in 2022. Depreciation fund spend: 7. 6k already spent on more shelving for resource storage in Whare Kukuwai. This is due to space being limited now that some classrooms are closed for demolition. 8. New curtains were to come out of this fund. Decision has been made not to purchase at this time.</p> <p>School Hall renovations/landscaping overview: Costs for hall/landscaping are running close to over budget. Contingency money has been spent, with some aspects still to be completed (roof and flooring): Discussion had around correct allocation of funds for hall renovation & surrounding landscaping costs: <ul style="list-style-type: none"> • Cost of hall renovation: 346k • Cost of landscaping total: 46k Allocation of funds to pay for costs as follows: <ul style="list-style-type: none"> • SIPS/MoE Fund - \$278k • SMarT Community - \$71,500 Board agreed that combined funds from S'mart community and BoT to cover costs presented that sit outside the contingency.</p> <p>Hall roof: A report found by Tracey Saunders dated the end of June 2021 recommends the hall roof has a lifespan of 0-1 years, is to be replaced. This can't happen before January 2022 due to shortage of supplies. Builders are putting in a larger ridge cap to try and protect the roof from leaks in the short term.</p> | T/T |

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| <ol style="list-style-type: none"> 1. A decision to be made on how and when to repair and pay for the roof replacement. Options are: <ul style="list-style-type: none"> • Submit to MOE as 'un-foreseen funding'- completed by Tracey Saunders. • Put into the 2022 budget • Add to the 5-10 year plan. <p>Hall flooring: Still to be completed, final cost yet to be confirmed. Decision made to add to 2022 budget.</p> <p>Hall Opening:</p> <ul style="list-style-type: none"> • It has been decided the official hall opening will take place in the new year, due to current L2 restrictions meaning only limited numbers can attend. • A blessing will need to take place before anyone uses the space. Ranui to arrange this for once consent comes through at the end of November. | RC |
| <p><u>PRINCIPAL'S REPORT:</u></p> <p>See Principals report included in BoT papers for further detail. Discussion by members as follows:</p> <p>Student Role funding: With a role of 509 we have reached the MOE next funding tier so Andrew will request extra funding from MOE.</p> <p>Covid update:</p> <ol style="list-style-type: none"> 1. Health and safety team in regular discussion around the changing covid regulations and how this affects schooling and events. H & S team discussion around schools and numbers allowed at school to school groups at sports and cultural events. 2. Year 8 graduation – still going ahead, discussions still being had with Syndicate leaders around how this will look at Level 2 3. Vaccination Mandates: Discussed the current MOE/GOVT updates on vaccinations within schools. Our school register will be available at the end of week 2, Andrew to advise board of results of this. 4. School community vaccination regulations: Waiting on MOE to update advice/guidance around this. Further discussion will be taking place on how to manage and work within MOE regulations as they come through. <p>Staffing:</p> <ol style="list-style-type: none"> 1. Down to 3k. This may go up as we have used most of the budget already for 2021. Banked staffing overuse. 2. The staff survey around 2022 budget spent requests got some good feedback. IPADS/tech came through as most important. 3. Catherine Dalley will be coming back to full time in 2022. 4. Lindsay Greene has accepted offer of employment as a part time LAT (Limited approval Teacher) in the New Entrant class. 5. 3 Fixed Term, Full time teacher positions for 2022 have been accepted by Chantal Ward, Susie Keenan and Paige Hampton. 6. Discussion of 2022 class structure and staffing allowances <p>Roll growth class rebuild:</p> <ol style="list-style-type: none"> 1. Consent has come through from Diane for new classroom builds. Andrew has meeting in week 3 to discuss details. Currently looking at mid to end of Term 2 (beginning of Term 3) for completion. 2. Discussion with implementation team and teachers about best place to have the High Fliers PODs in 2022. | <p>AM</p> <p>AM</p> |

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| <p><u>CHAIRPERSON REPORT:</u></p> <p>Lachies Garden opening:</p> <ol style="list-style-type: none"> 1. An Opening for 'Lachies Friendship Garden' planned for Saturday October 30th. Invites are out for under 60 people. Lachie's family and friends will be present. L2 restrictions, mask wearing/QR codes/contact tracing will be adhered to. Rob Callaghan to speak. <p>Travel Survey:</p> <ol style="list-style-type: none"> 1. First meeting had with Ashlee from CCC – Alice D filming with the students. Council may have a small amount of \$\$ to go into the roundabout. Moving forward on this. | <p>KH/AM</p> <p>KH/AD</p> |
| <p><u>WHANAU REPORT:</u></p> <p>Overview:</p> <ol style="list-style-type: none"> 2. Whanau Group meeting on Friday 29th October. Last one not well attended, so looking at ways to gather interest. 3. Hepari offering a Te Reo extension course to Whanau group members (senior students and parents) 4. Ranui has spoken with Stephanie who put a message out to the group asking for expressions of interest to take over her role- no interest as yet. For consideration of board – school narrative could be shared via recording/video with senior students to communicate to the school students. 5. Ranui to arrange the blessing for hall once completed (Henare or Hepari) Details TBC nearer hall completion at the end of November. | <p>RC</p> |
| <p><u>GENERAL BUSINESS:</u></p> <p>BOT Christmas Dinner:</p> <ol style="list-style-type: none"> 1. BoT Dinner is booked by Kate H for 23rd November at the Monday Room. <p>Open discussion:</p> <ol style="list-style-type: none"> 1. Conversation had around St Martins School patterns of record keeping in regards to incidences of bullying. Helen and Andrew explained the process the school has for any incidences. 2. This led to a further discussion about the school values and whether they could be combined to simplify so they are more easily understood by students and the school community. 3. Each Syndicate has a long term plan that focuses on teaching the values in class. In 2022 Team leaders will be planning the first unit of work around values and working together with a collaboration across the student year groups. 4. Manaakitanga suggested as an option to assist with the social wellbeing of students. | |
| <p>There being no further items the meeting ended at 8.57PM. The next full Board meeting will be on TUESDAY 23rd November AT 6.30PM.</p> <p>_____ Approved _____</p> <p>Date _____</p> | |