

**ST MARTINS SCHOOL BOARD OF TRUSTEES**  
**MINUTES OF MEETING HELD 22 FEBRUARY 2022**

*Unless either Kate or Andrew are notified of any concerns regarding these minutes by 30 February 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, Andrew Mouat, Becky Ellis, Ranui Calman, Tracy Taylor, Helen Norcliffe, Mark Broughton.</p> <p><b><u>Absent with apologies:</u></b>  Kate Thomson, Solly Turner</p>	
<p><b><u>MINUTES OF THE PREVIOUS MEETING (MATTERS ARISING):</u></b></p> <ol style="list-style-type: none"> <li>1. 2021 final budget sign off.</li> <li>2. Hui date to be confirmed (either Sunday 6<sup>th</sup> or Tuesday 8<sup>th</sup> March)</li> </ol> <p>All aspects of the December 2021 meeting minutes approved as true and accurate.  Signed off by Kate Hodgins/seconded by Ranui Calman.</p>	<p><b><u>ACTION:</u></b></p> <p>RC</p>
<p><b><u>ADDITIONS TO AGENDA</u></b></p> <ol style="list-style-type: none"> <li>1. Code of Conduct read out by chair and briefly reviewed by members. It was agreed this was adequate.</li> <li>2. BoT Chair re-elect 2022: Kate Hodgins nominated by Ranui Calman, seconded by Mark Broughton. Uncontested.</li> </ol>	
<p><b><u>CORRESPONDENCE:</u></b></p> <p>Letters from staff for 'In committee'</p>	
<p><b><u>COMPLIANCE REPORT:</u></b></p> <ol style="list-style-type: none"> <li>1. Fire drill on Friday 18<sup>th</sup> February. Separated into three areas due to restrictions on numbers under covid. Worked well.</li> <li>2. Relief teachers are required to meet the MOE mandate for vaccinations</li> <li>3. SMS camp RAMS were reviewed by members. Discussion on how the current covid situation might affect the running of a camp.</li> <li>4. Teachers Salary (#31 on compliance report) Board has minuted all Banked Staffing decisions regarding the indexing of teachers' pay to the BG or TS.</li> </ol>	
<p><b><u>FINANCE:</u></b></p> <ol style="list-style-type: none"> <li>1. Net was positive at the end of the year which was higher than last year</li> <li>2. Extra money from the SMART COMMUNITY is driving this</li> <li>3. Noted that the cleaning contract is more expensive than last year</li> <li>4. Gardener not in the 2022 budget</li> <li>5. Teaching and relievers were higher than budgeted in 2021</li> <li>6. Year 7/8 spend was higher than expected.</li> <li>7. IPAD purchase; \$10k from Pub Charity, \$10k from BOT funds and hopefully \$5k top up from another Pub Charity. Andrew to get this under way.</li> </ol>	<p>AM</p>

<p>8. Motion by Andrew Mouat to pass Draft Budget for 2022. Draft Budget for 2022 passed by Kate Hodgins seconded by Becky Ellis.</p>	
<p><b><u>PRINCIPAL'S REPORT:</u></b></p> <p>1. MoE model for covid BAU</p> <p><b>Community engagement</b> Under Covid some changes have been made to the way of running the usual events</p> <ol style="list-style-type: none"> <li>1. The start of the year Mihi Whakatau was outside, and in a smaller groups. Class sized groups considered for other future indoor events.</li> <li>2. No 'back to school' BBQ due to the potential for group numbers being too large</li> <li>3. 'Meet the Teacher' largely went well. Some things learnt for next time.</li> <li>4. Parent/Teacher Conferences scheduled for the end of Term 1; Looking at holding these online. Early close approved for 1pm to allow for preparation.</li> <li>5. Teacher only day (TOD) scheduled for Friday 3<sup>rd</sup> June (is this confirmed)</li> </ol> <p><b>Policy Review</b></p> <ol style="list-style-type: none"> <li>1. Kate T to put relevant policies in the next school newsletter for review.</li> <li>2. BoT to discuss policies for review at final meeting for the term</li> <li>3. If commenting prior to this, it would be parent feedback</li> <li>4. Kate T to summarize BoT discussion and complete review on their behalf</li> </ol> <p><b>Staffing</b></p> <ol style="list-style-type: none"> <li>1. New caretaker Adrian Marr has been appointed. Mike Hutchinson submitted his resignation in January 2022.</li> <li>2. Staffing was high in the last sector, but this was balanced by a reduction in asset expenditure. Andrew will continue to manage the Teacher Salary budget.</li> </ol> <p><b>Property</b></p> <ol style="list-style-type: none"> <li>1. Property maintenance is underway.</li> <li>2. Role growth and classroom planning is in hand (removal of old classrooms etc)</li> <li>3. Build is on track for completion by the end of Term 2.</li> </ol> <p><b>Health &amp; Safety</b> Covid Response Plan:</p> <ol style="list-style-type: none"> <li>1. Ventilation; latest round of CO2 testing is looking good.</li> <li>2. Delegated play areas and pathways out of school gates to keep students separated into year groups as much as possible.</li> <li>3. Covid planning is well in hand, with scenarios discussed with staff. Receiving frequent updates from MOE and advice is changing regularly.</li> <li>4. The SMS Covid Response works in stages: <ul style="list-style-type: none"> <li>- Stage 1 and 2; timelines for isolation are shorter than previous with students coming back to school faster.</li> <li>- Stage 3; Supervision on site for children.</li> </ul> </li> </ol> <p>Andrew feels the school is well prepared. Helen noted the staff are appreciative of the huge effort that has gone into the planning and communication by SLT.</p> <p><b>Camp RAMS</b></p> <ol style="list-style-type: none"> <li>1. Camp RAMS provided by Alice Denley were reviewed and discussed.</li> <li>2. Further discussion around what SMS camps will look like under the current Covid conditions.</li> <li>3. BoT agreed to continue planning for Term 1 camps.</li> </ol>	<p>KT</p>

<p><b><u>CHAIRPERSON REPORT:</u></b></p> <ol style="list-style-type: none"> <li>1. Chair welcomed the BOT members back for 2022</li> <li>2. Hall is mostly complete with some minor finishing to be done.</li> <li>3. Special mention to Phillipa, our school gardener; the gardens are looking great and you are doing a great job.</li> <li>4. School role is as expected.</li> </ol>	
<p><b><u>WHANAU REPORT:</u></b></p> <ol style="list-style-type: none"> <li>1. Looking at a meeting for possibly Sunday 6<sup>th</sup> or Tuesday March at 1.30pm - TBC by Ranui.</li> <li>2. Discussing ways to encourage families to join the group post covid.</li> </ol>	RC
<p><b><u>GENERAL BUSINESS:</u></b></p> <ol style="list-style-type: none"> <li>1. Delegations: Ranui has reviewed this and has suggested some changes. She will send through new wording.</li> <li>2. School Travel Plan: CCC are coming back with a plan for the roundabout soon. CCC staff will present to the Community Board and Kate Hodgins next week and discuss further developments.</li> </ol>	RC  KH
<p><b><u>IN COMMITTEE:</u></b></p> <p><i>The meeting moved into committee at 6.50pm</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 8.16PM. The next full Board meeting will be on TUESDAY 22<sup>ND</sup> March AT 6.30PM.</p> <p>_____ Approved _____ Date</p>	
	All note