

ST MARTINS SCHOOL BOARD OF TRUSTEES MINUTES OF  
MEETING HELD 22 March 2022

*Unless either Kate or Andrew are notified of any concerns regarding these minutes before the next BOT meeting 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, Solly Turner, Mark Broughton, Kate Thomson.</p>	
<p><b><u>MINUTES OF THE PREVIOUS MEETING (MATTERS ARISING):</u></b>  All aspects of the February 2022 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><b><u>ADDITIONS TO AGENDA</u></b>  None</p>	
<p><b><u>CORRESPONDENCE:</u></b>  Alice Denley (DP) leave request approved by Board for the start of Term 3 (10 days).</p>	
<p><b><u>Achieving Success as Maori - HUI REVIEW</u></b> A BOT Hui discussing Maori Achieving Success took place on Sunday 6th March.  Further Board discussion on the details of the 'Representation Section' of the 'Hautu' MOE Document.</p> <p><b>Ideas for engaging with St Martins School Maori community</b></p> <ul style="list-style-type: none"> <li>● Does the Whānau Group need a stronger community presence &amp; inclusivity?</li> <li>● Does the Whānau Group represent the Maori Community of our school?</li> <li>● Who are our Maori community? Combine numbers from enrolment forms</li> <li>● How do we strengthen the link between the BOT &amp; Whanau group ie. decision making at a BOT level being inclusive of Maori families.</li> <li>● Raising issues: increase community awareness they can go via Ranui as their rep, as a support person (not in a BOT rep)</li> <li>● On the enrolment information / website / Newsletter can we include information about what the Whanau Group is about and represents</li> <li>● Reconnect after covid delays.</li> <li>● School Docs process – clarify whether it's inclusive for all cultures: Does this work for everyone, Maori included?</li> <li>● One process for all, inclusive.</li> </ul> <p><b><u>Actions</u></b></p> <ol style="list-style-type: none"> <li>1. Ranui to add a section in the next School Newsletter about the Whanau Group.</li> <li>2. Andrew to look into numbers of children identified as Māori.</li> <li>3. Solly and Ranui to develop a culturally inclusive process for whānau when raising an issue or concern.</li> </ol>	<p style="text-align: center;">RC</p> <p style="text-align: center;">AM ST / RC</p>
<p><b><u>COMPLIANCE REPORT:</u></b></p> <ul style="list-style-type: none"> <li>● Taken as read, no questions.</li> </ul>	

<p><b><u>FINANCE:</u></b></p> <p><b>Monthly report</b></p> <ul style="list-style-type: none"> <li>• This is the first full operating month of the Financial Year.</li> <li>• Timing issue of funding impacts on how figures look</li> <li>• Slightly larger surplus than expected</li> <li>• No overspend as of end Feb on staffing</li> <li>• Will continue to monitor staff expenditure during increased sick days due to covid</li> </ul> <p><b>Annual Report (Draft)</b></p> <p>Some parts that are to be edited before sign-off:</p> <ul style="list-style-type: none"> <li>• Page 2: BOT Members Term Expiry dates aren't correct. Kate T to follow up with Solutions &amp; Services to have this corrected.</li> <li>• Tracy Taylor will contact Rachel from Solutions and Services to query and correct details of the following parts of the Draft: <ul style="list-style-type: none"> <li>- Page 15: Note 17 Hall renovations - MOE funds are not being held, are released</li> <li>- Page 17: Note 22(b) - edit wording and correct some figures</li> </ul> </li> </ul> <p>All other aspects of the 2021 Annual Financial Report being true and correct, Board Chair Kate Hodgins and Principal Andrew Mouat have approved and signed.</p>	<p>KT</p> <p>TT</p> <p>AM/KH</p>
<p><b><u>PRINCIPAL'S REPORT:</u></b></p> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• On advice from Andrew, Kate T moved 2 teachers to Bulk Fund for Pay Period 25 &amp; 26.</li> <li>• Staff shortages due to covid is having an effect on figures, however Additional Relief Funding (ARF) to come through soon.</li> </ul> <p><b>CovidUpdate</b></p> <p>Cases:</p> <ul style="list-style-type: none"> <li>• We have seen an increase in cases across the school.</li> <li>• Numbers have doubled from those on the report. 39 from yr 3 / 4 area. </li></ul> <p>Staffing:</p> <ul style="list-style-type: none"> <li>• Staff informed today - we are moving to stage 1.25 rather than stage 2.</li> <li>• Only change will be to merge classes in the same team instead of using relievers to cover staff shortages</li> <li>• Staffing is going ok at this stage, this could change quickly. </li></ul> <p>Resources:</p> <ul style="list-style-type: none"> <li>• Offering online and hard pack learning to those isolating</li> <li>• Teachers communicating with families at home. Relaxed approach appreciated by families as it is only a 7 day isolation or their children are unwell and needing to rest.</li> <li>• Communication with families is going well. Will be adding a reminder to the Newsletter (Thursday 24th) of the importance of day 3 &amp; 7 RAT tests before returning to school</li> </ul> <p><b>Property</b></p> <ul style="list-style-type: none"> <li>• Cameras being installed in areas around the school, mostly in the top court area due to some issues recently with people coming on site during weekends and causing damage to school property</li> <li>• Plastic safety panels on top court have been damaged and will be replaced</li> </ul> <p>No further questions from BOT members regarding the Principals Report (see papers)</p>	<p>KT/AM</p>
<p><b><u>CHARTER/STRATEGIC PLAN</u></b></p> <ul style="list-style-type: none"> <li>• BOT will be looking at this again soon as the Auditors originally needed it completed by the end of March. However MOE may give an extension due to the constraints and interruptions of covid</li> <li>• Andrew to provide a 'shared doc' Charter Plan (adding 3-6 year timeframe) for the BOT to review by next Wednesday 30th with a close off of the end of Term (14th April).</li> </ul>	<p>AM</p>

## **SCHOOLDOCS TERM 1 REVIEW**

- Board requested more information explaining how to implement the rating system for SchoolDoc reviews. Kate T to arrange and add to shared information.
- The School Swimming Pool Policy needs to be removed (no longer have a pool) - Kate T following this up
- Board members Kate H and Becky (H&S Rep) requested an online meeting with Alice Denley (Health and Safety Team) to discuss further some aspects of the Health and Safety review for 2022:
  - A H&S audit (SchoolDocs Hazard Register & Audit Policy)
  - Various subsections under the Emergency Disaster & Crisis Management Policy
  - Reverse Lockdown Procedure
  - Keeping contact records up to date in case of Emergencies (classroom & office)

KT

AD/KH/  
BE

The following SchoolDoc Policies were discussed and rated 1-5 by BOT members as part of the Term 1 2022 review. Kate T to update the SchoolDocs website with Board ratings on policies.

### **Visitors Policy**

This policy is being reviewed as part of the changes brought about by Covid RED

Board Comments:

- Happy with this policy
- rated 4/5

### **Emergency Planning and Preparation Policy**

Board Comments:

- Happy with this policy
- Organise a sheet to go home for parents to update contact details/medical requirements
- Rated 4/5

KT/AM

### **Emergency Evacuation Policy**

Board Comments:

- Happy with this policy
- Rated 4/5

### **Assembly areas Policy**

Board Comments:

- Currently different due to covid separations
- Add a section about principal defining the area
- Rated 4/5

### **School Closure Policy**

Board Comments:

- Happy with this policy
- Organise a sheet to go home for parents to update
- Rated 3/5

KT/AM

### **Disaster Management Policy**

Board Comments:

- Happy with this policy
- Rated 4/5

### **Earthquakes Policy**

Board Comments:

- Happy with this policy
- Would like to cut down some of the bulk and make it easier to read/bit confusing
- Rated 3/5

<p><b>Crisis Management</b> Board Comments:</p> <ul style="list-style-type: none"> <li>- Happy with this policy</li> <li>- Rated 4/5</li> </ul> <p>Note: The Crisis Management Plan is on the RAMS form</p> <ul style="list-style-type: none"> <li>- Each classroom has an evacuation folder that contains contacts for families</li> <li>- Rated 4/5</li> </ul> <p><b>COVID-19 info &amp; Covid 19 - Red</b> Board Comments:</p> <ul style="list-style-type: none"> <li>- Happy with this policy. As covid is ongoing and creating many changes to details of this policy it was agreed to leave it as it is for now and look at it again later in the year.</li> <li>- Rated 4/5</li> </ul>	
<p><b><u>CHAIRPERSON REPORT:</u></b></p> <p><b>Travel plan CCC meeting update</b></p> <ul style="list-style-type: none"> <li>● Good meeting had with the Christchurch City Council a few weeks ago</li> <li>● BOT concerns raised and issues recognised</li> <li>● Some changes to the roundabout should be made this year hopefully</li> <li>● Opportunity for future development in this area</li> <li>● CCC Should come back to BOT this month and start a community consultation process</li> </ul> <p><b>Changes discussed were</b></p> <ul style="list-style-type: none"> <li>● Improving the crossing point by Fava Cafe by making it wider</li> <li>● Putting in a crossing point by petrol station</li> <li>● Raising both cross points up was discussed, although drainage costs would be high so this may not happen.</li> <li>● Adding humps as you enter the roundabout to slow traffic</li> <li>● Adding more painted marking by petrol station pavement</li> <li>● Visibility by petrol station discussed - possibly change layout in this area.</li> <li>● Discussed adding lighting at the cross points -however expensive, may happen at a later date</li> <li>● Discussion on speed limits (possibly down to 30kpm?)</li> </ul> <p><b>BOT Hui</b></p> <ul style="list-style-type: none"> <li>● Kate acknowledged this was really productive and hopes this is something we can build on for the school. Many thanks to Heperi for facilitating this Hui.</li> </ul>	
<p><b><u>WHANAU REPORT:</u></b></p> <p>Nothing to report</p>	
<p><b><u>GENERAL BUSINESS:</u></b></p> <p><b>Smart Community</b> Will be discussing fundraising options towards upgrading the Hall kitchen, in next meeting to be held 28th March</p> <p><b>Actions from Hui</b> Ranui shared the process for greeting visitors at the BoT meeting</p> <ul style="list-style-type: none"> <li>● Karakia</li> <li>● Mihi as introduction</li> <li>● Karakia for kai</li> </ul>	
<p><b><u>IN COMMITTEE:</u></b></p> <p>No 'In Committee' to report</p>	

<p><b><u>EMAIL CORRESPONDENCE (post meeting)</u></b></p> <p><b>Smart Community funding for hall kitchen renovations</b></p> <ul style="list-style-type: none"> <li>• Board have given written approval via email to proceed with hall kitchen renovations of \$7.2k (over \$5k required BoT approval)</li> </ul> <p>See papers for email correspondence.</p>	
<p>There being no further items the meeting ended at 8.16PM. The next full Board meeting will be held on May 24th 2022 at 6.30pm.</p> <p>_____Approved _____Date</p>	