

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 24 May 2022

Unless either Kate or Andrew are notified of any concerns regarding these minutes by the next BOT meeting they will be distributed to staff and committees, and be available for the school community to read in the school office and school website.

<p><u>PRESENT AND APOLOGIES:</u> Present: Kate Hodgins, Andrew Mouat, Ranui Calman, Tracy Taylor, Helen Norcliffe, Solly Turner, Mark Broughton, Kate Thomson. Absent: Becky Ellis</p>	
<p><u>ADDITIONS TO AGENDA:</u></p> <ul style="list-style-type: none"> ● No additions to agenda 	
<p><u>RECEIVE & APPROVE MINUTES OF THE PREVIOUS MEETING</u></p> <ul style="list-style-type: none"> ● Approved by Mark/ seconded Tracy ● No amendments to previous minutes 	
<p><u>MATTERS ARISING FROM PREVIOUS MINUTES:</u></p> <ul style="list-style-type: none"> ● No matters arising 	
<p><u>CORRESPONDENCE:</u></p> <ul style="list-style-type: none"> ● BOT elections timetable has been presented to the board for the September 7th election ● Various documents given to Board Chair to sign against: <ul style="list-style-type: none"> - Previous meeting minutes - Payroll SUE reports - 2021 Financial Audit statement of responsibility sheet 	
<p><u>LEARNING SUPPORT REPORT:</u> SENCO Leanne Parnham introduced and opened discussion on the Learning Support Report included in the meeting papers.</p> <ul style="list-style-type: none"> ● Tier criteria explained to the board: <ul style="list-style-type: none"> - Tier 1 = student is meeting expected level - Tier 2 = student is below expected level/monitoring required - Tier 3 = student is behind expected level/extra support required <p>Resourcing:</p> <ul style="list-style-type: none"> ● Outside (MOE) Funding is limited, the school budget is relied on for resourcing learning support. ● Learning assistants are skilled and enthusiastic and always open to upskilling. Leanne thanks the Learning assistants for their hard work and commitment, especially during a challenging first term ● Structured Literacy has helped bridge the gap in learning between year groups. ● Structured Literacy Report will be presented to the Board at the end of the year showing the results of the Structured Literacy programme and its success so far ● Reading Recovery continues to be offered to those students who show up as on Tier 1. This will always be made available as it is MOE funded ● Pastoral care a priority to assist/support with students learning, Special focus on pastoral support during 2021 and 2022 as covid disruptions continue to impact learning 	

Extension of learning via enquiry:

- The year 7 and 8s transition across classes on a Thursday
- The year 3&4s mix across their PODs
- The year 5 & 6s leads are in discussion on how extension can be given to those students who would benefit from transitioning into year 7&8 learning/curriculum
- Mindplus explained to the Board: Independent one day school for those students who show they would benefit from enquiry based learning with a one-on-one focus. Occasionally suggested to families, privately funded by parents

HAUTU SELF REVIEW:**Accountability:**

- Reporting outcomes and seeing results in review cycles is important to track progress
- Focus is on finding ways to engage the Maori community to participate and invest in positive outcomes.
- Discussed a more holistic approach to engaging with the culture and community by way of home visits. What would this look like for teachers and families?
- Adopt a personalised focus to advocate for the community by way of one-on-one conversations and connections to individuals/families culture
- Engage with at risk groups from the start of their school journey - early intervention
- Reach out instead of inviting in for those in need of extra support
- Utilise Whanau Group as stepping stone to the Maori community

Board members acknowledge that the school is at the beginning of the brainstorming/planning process. To implement change and improve Maori achievement and cultural integration we must start turning these ideas into actions.

Local curriculum:

- Important to ensure we integrate the Maori language/culture into the everyday narrative of the school
- Board acknowledged that progress is being made on this
- Mention was given to the success of a programme previously run at St Martins School that integrated Maori language/culture into the curriculum.
- Ranui has emailed those families who identify as Maori about the Whanau Group and how to get involved

School budgets:

- Monitoring school budgets to ensure funds are appropriately allocated to the Maori School community where required
- A budget review cycle has now been added. Monitoring and progress is ongoing

School Policy:

- Review existing school values, use them as a basis to build on and integrate Maori values, and a teaching staff meeting on 23 May discussed these points.
- Keep cultural perspective at front of mind when considering and reviewing all SMS policy

Hautu review actions:

1. Investigate if there is any MOE funding available to support extra teacher training/resources

<ol style="list-style-type: none"> 2. Develop a culturally inclusive process for whānau when raising an issue or concern. 3. Organise a BOT & staff training day at a Marae with a focus on learning about Maori Culture 4. Create an action plan timeline: why/who/what/when. Followed by consultation with the school community 	<p>AM ST/RC RC ALL</p>
<p><u>FINANCE:</u> As there was no April BOT meeting (school holidays) the April Financial Reports from Solutions & Services were included into this meeting's documentation. See papers.</p> <p>March Financials:</p> <ul style="list-style-type: none"> ● Numbers are looking good. Positive income relative to expenditure. <p>Fixed assets:</p> <ul style="list-style-type: none"> ● 10k IPADs grant - this amount shows in a separate part of the financial reports. Tobe offset, not an overspend. ● School donations - figure received lower than expected at this point in the year. However the Term 2 costs reminder is about to go out to families so the current figure should change. Consideration given to communication of the 'Tax rebate' option to families who pay the school donations. <p>Finance actions:</p> <ol style="list-style-type: none"> 1. Draft a term costs reminder for parents to go in the next newsletter include information on how to claim the School Donations Tax rebate 	<p>TT</p>
<p><u>PRINCIPAL'S REPORT:</u></p> <p>Learning/Wellbeing/values focus:</p> <ul style="list-style-type: none"> ● Many new wellbeing initiatives have been introduced for staff and students. (listed in report) These have full support of the BOT ● Anti-bullying week/31 minute challenge brought awareness to the issues of bullying and mental health issues. Age appropriate discussions took place with students in classrooms with students leading fundraising and production of schoolwide support videos. ● Student Mindfulness & Meditation programme: Board discussed the word 'Meditation' and its connotations of spirituality. Is this an appropriate use of wording within the class setting? Does this promote inclusivity among different belief systems students may have? <p>Structured Literacy:</p> <ul style="list-style-type: none"> ● A new programme (IDeal) has been introduced from week 2/Term 2. Leanne and Tamara will be attending training for this. <p>Implementation Team focus:</p> <ul style="list-style-type: none"> ● Clarity was given to members around school values ● Digital tech resourcing: discussing possibility of year 5-8 hiring or purchasing tech. What are the benefits for learning vs the budget <p>Compliance Report:</p> <ul style="list-style-type: none"> ● Teacher Performance Appraisal / Growth Cycles held over from Term 1 into Term 2 due to Term 1s focus on managing the school through the covid restrictions ie. no staff meetings in order to limit contact exposure ● The Annual Report is available for Community to read during normal school hours in the office and will be on the school website once we have the finalised copy. 	

<p>Variance Report:</p> <ul style="list-style-type: none"> Given the disruptions of covid in 2021/22 the report looks good. Looking to improve on Community engagement, while continuing to be mindful of the uncertainty around covid. Property delays were mostly due to external issues: covid related shortages, building staff/materials School logo to include Maori translations, Te Kura O Hato Mātene Achievement targets are showing good results. Mindful that students on the cusp will still require individual monitoring Curriculum going well. Mandy Dempsey has been using a stepped approach with teaching staff which is proving effective. Group training leading onto individualized training. <p>ERO Review:</p> <ul style="list-style-type: none"> ERO Process has changed from a short term visit to a more extended review period, with the MOE representative Juliette Hayes visiting and assessing regularly over a 3 year period. BOT members are to review the Board assurances and rate/give feedback. The SLT team and staff will review all assurances not reviewed by the board <p>Staffing:</p> <ul style="list-style-type: none"> Staffing changes <ul style="list-style-type: none"> Roll Growth - Annemarie Sherrett joins the NE team, 9 - 12.30 this term and then full time from term three. Ben Irvine has been appointed to Alice Perry's maternity leave position for terms three and four Howard Keene has resigned his Garden-to-table position after 7 years of service to St Martins School. The BOT acknowledges the valued contribution Howard has made to the school and thanks you for all you have given the school. We wish you well with your next endeavors. <p>Funding/grants:</p> <ul style="list-style-type: none"> Kim from 'Pub Charity' is working with Megan to complete a proposal for some sports funding (sports uniform and soccer goals) 	
<p>Principal reports actions:</p> <ol style="list-style-type: none"> Via email correspondence with members we will complete the sign-off required to move forward with Pub Charity funding for sports gear. As listed below members will review the following aspects of the ERO assurances. Reviews/ ratings/comments/questions will be discussed in the next BOT meeting (21st June) <ul style="list-style-type: none"> - Tracey: Finance/assets - Becky: assets/Health, safety & welfare - Kate H: BOT admin/Health, safety & welfare - Ranui: personnel - Andrew: curriculum - Helen: curriculum - Mark: BOT admin School logo - board agreed to have the Maori translations added below logo 	<p>ALL</p> <p>ALL</p> <p>AM/KH</p>

<p><u>POLICY SELF REVIEW:</u></p> <p>Board of Trustees review:</p> <ul style="list-style-type: none"> ● Reporting and Recording Accidents and Incidents ● Behaviour Management <p>Community/staff review:</p> <ul style="list-style-type: none"> ● Medicines ● Managing Serious Injury and Illness ● Infectious Diseases ● Managing Minor / Moderate Injury ● Bullying and Online Bullying <p>No reviewer comments or feedback to submit</p> <p>Policy review actions:</p> <ol style="list-style-type: none"> 1. BOT review of Term 2 policies has been carried over to the June 21st meeting to give the rest of the term to review. 2. BOT secretary will continue to add the community review information to all upcoming newsletters 	<p>ALL</p> <p>KT</p>
<p><u>CHARTER/STRATEGIC PLAN:</u></p> <p>N/A</p>	
<p><u>CHAIRPERSON REPORT:</u></p> <p>SMS Website update:</p> <ul style="list-style-type: none"> ● Discussed updating parts of the school website.. Specifically the BOT page, before the election starts. <p>Health & Safety meeting:</p> <ul style="list-style-type: none"> ● Discussion on a timeframe for this Alice Denley is working on updating the contact details of school families by way of a letter sent home/newsletter reminder <p>Travel plan CCC meeting update:</p> <ul style="list-style-type: none"> ● Planning group have come to an agreement on the travel plan profile ● The Board Chair has emailed the finalised travel plan to the BOT members for review. ● Andrew Mouat and Kate Hodgins will sign-off on the plan by the end of the day Friday 26 May ● Public consultation will be completed by 14th June for a meeting at the end of July to start on actioning the plan in July <p>School security:</p> <ul style="list-style-type: none"> ● Security cameras have proved useful. Less activity showing outside of school hours probably due to it being darker earlier and colder weather. <p>Chairperson report actions:</p> <ol style="list-style-type: none"> 1. The Board chair has asked members to email the BOT secretary with a current member statement. To be added to the website before the next board meeting (21 June) 	<p>ALL</p>

<p>2. Council initiative 'Snap, send, solve' to be introduced to the school staff to utilize to assist with upholding Road Patrol safety requirements</p> <p>3. Information about the community consultation process to be added to next newsletter</p>	<p>AD</p> <p>KT</p>
<p>WHANAU REPORT:</p> <ul style="list-style-type: none"> • First meeting of 2022 will be taking place on Tuesday 31st May at 6pm in the staffroom. Notice has gone out via school email to the families and Ranui has emailed specific people to let them know. 	
<p>GENERAL BUSINESS:</p> <p>BOT Succession Plan: BOT elections & beyond:</p> <ul style="list-style-type: none"> • Becky Ellis will be stepping down at the upcoming election on September 7th • Ranui is to stay on until February 2023 • Kate Hodgins will be staying on until the end of 2023, however would like a co-chair to be elected/co-opted to assist with the transition later in 2023 • Discussed options for optimising the upcoming elections to promote and encourage the best experienced members to run/join the BOT. <p>Classroom rebuild:</p> <ul style="list-style-type: none"> • A walk around with the Re-Build Team took place on 23rd May to assess classroom building progress and to look at the landscaping possibilities • Also discussed during this walk was the logistics of decanting as required • Demolition of the three buildings at the top of the school has been delayed until end of July, so potential for these to be temporarily used for other extra curricular activities <p>General business actions:</p> <ol style="list-style-type: none"> 1. Add to the next school newsletter: <ul style="list-style-type: none"> - A reminder of the upcoming BOT elections. - Invite to the school community to the next BOT meeting to see what the Board of Trustees is all about 	
<p>IN COMMITTEE:</p> <p>No 'In Committee' to report</p>	
<p>EMAIL CORRESPONDENCE: (post meeting)</p> <p>Travel Plan</p> <ul style="list-style-type: none"> • All signed off by CCC and school. • Next stage is to communicate to parents via newsletter link to website & Facebook page. • Actions to be implemented in due course as per the travel plan document. <p>Pub Charity Funding - sports equipment</p> <ul style="list-style-type: none"> • It was agreed in this meeting (May 24th 2022) that St Martins School will apply to Pub Charity for the amount of \$11876 for the cost of new soccer nets for the school. • Application paperwork was signed off by the Board Chair and Principal on behalf of the BOT on Monday 6th June and submitted to the Pub Charity. At the end of July we will get the Pub Charity decision (if it's accepted) 	
<p>There being no further items the meeting ended at 8.45PM. The next full Board meeting will be held on June 21st 2022 at 6.30pm.</p> <p>_____ Approved _____ Date</p>	