

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 21 June 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 (via google meet), Tracy Taylor, Helen Norcliffe, Mark Broughton, Kate Thomson. Absent: Becky Ellis, Ranui Calman, Solly Turner</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 Tracy/ seconded Mark ● 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 update: <ul style="list-style-type: none"> - Parent & staff roll has been submitted to CES. - Staff nomination information will be going to staff from July 1st - Caregiver nomination information has been advertised in the school newsletter. Caregivers will receive voting papers via email (or post) in due course. - Promotion of BoT Election will be going out in week 9/Term 2. This includes posters around the school, website and Facebook posts ● Various documents given to Board Chair to sign off: <ul style="list-style-type: none"> - Previous meeting minutes - School credit card statements 	
<p><u>ERO REVIEW:</u></p> <ul style="list-style-type: none"> ● Open discussion - all members had a question and answer session working through their respective sections of the ERO assurances checklist (see the May minute actions for list of which member was responsible for each section) Clarification was sought and gained on a number of the questions in the checklist. All members were satisfied with the progress so far on completing the ERO checklist. ● Rules of Restraint Policy - discussed the introduction of a yearly review by management to ensure it is clearly understood, fit for purpose and being implemented around the school correctly. <p><u>ERO Review actions:</u></p> <ol style="list-style-type: none"> 1. BoT Induction process - requires clarification and implementation, especially as we have a BoT election coming up in September. 2. Annual Report - added to the school website 3. Rules of Restraint Policy - Board discussed the continued yearly review by SLT management to ensure this policy is clearly understood by all staff, fit for purpose and being implemented correctly. Teaching staff are authorised staff members to restrain. Learning Assistants may fall into this group if it is identified on a behaviour plan. Preference for the Senior Leadership Team to undertake restraint if needed. 	<p>Kate H/Andrew</p>

<p><u>COMPLIANCE REPORT:</u></p> <p>Fire drill was completed on Friday 20th June</p> <ul style="list-style-type: none"> ● Good response from staff and students. Averaged 3.33, an improvement on Term 1's time. ● The school was split into four areas due to the lack of space in our designated Assembly Area by the sports shed. These are the areas we will use during Covid Alert Level Red. ● Acknowledgement that it took a bit longer for the High Flyers students to get to their area without access to the stairs to the top court. ● If a fire emergency takes place during a break time it was confirmed that the fire warden would check indoor areas. 	
<p><u>FINANCE:</u></p> <p>Monthly:</p> <ul style="list-style-type: none"> ● In surplus of 67k, more income less expenditure. ● The additional income is from Additional Relief Teacher funding it is partly the timing of this coming in that shows income as high. ● May bank staffing is looking spot on. ● Cleaning contract price increase has contributed to us being at 50% of our budgeted spend already. ● Security services spend has increased. ● Kim Brady, the fundraiser we work with, is applying for soccer goals, chromebooks, sports uniforms and some camp costs. See attached resolutions (motions) for more detail. ● We are applying to Kiwi Gaming Foundation independently for funding for our Year 5 and 6 school camp 	
<p><u>BDO AUDIT REPORT:</u></p> <ul style="list-style-type: none"> ● The focus areas of the report is generalised to all schools. No significant findings on any areas where St Martins School is concerned. ● Internal controls that were mentioned: Payroll - no advisory proof shown for additional hours for Learning assistants. This has been rectified by way of email confirmation from DP to payroll advisor so we have a clear paper trail. ● Tracy has asked Solutions and Services if we need to be submitting a Budgeted cash flow sheet. Email correspondence has been added to the BOT papers for this meeting confirming this has been completed. <p>BoT Chair, Kate Hodgins has moved to accept the findings of the BDO Audit Report as true and correct. All matters relating to this report that needed rectifying have now been completed. Secoded by BoT member Tracy Taylor</p>	
<p><u>PRINCIPAL'S REPORT:</u></p> <p>Confirmation that the school will close at 12.30 on Friday 8th July (last day of term 2) for the school conferences</p> <p>Structured Literacy:</p> <ul style="list-style-type: none"> ● Teams have reported on how the structured Literacy programme is going in each syndicate. We are doing well and it has been well received by students and staff. ● Teachers have visited other schools (Redcliffs Primary) who are using the programme to give another perspective on learnings. All staff have attained training meetings to learn more about Structured Literacy and how to deliver it to students. 	

- The MOE trial IDEal programme; targeted delivery of reading recovery via Structured Literacy is underway. Led by Leanne Parnham and Tamara Saxon. We are looking forward to seeing the results of this.
- Communicating Structured Literacy to caregivers so they can support their children with their learning, some ideas are:
 - Parent information evenings
 - A 'Learning in action' day - caregivers visit classrooms
 - Introduce SL during the New Entrant week 6 'Smart Start' meetings

EOTC/Events

- Matariki Celebrations in week 8 were a success. Caregivers enjoyed being in the hall again to see their children perform.
- Assemblies are also back in the hall and we are beginning to welcome families back on site as covid cases within the school currently remain low.
- Learning conferences - information is being pushed out to families on Wednesday 22nd June. These will be held in week 10. We are offering online and face to face and caregivers will have the option to choose if they wish to have their child present.

Staffing:

- Staffing changes to initial roll growth plan:
 - Nic Geesink is now covering two days per week in the Explorers.
 - Annmarie is now the teacher for room 8/Explorers
- Jo Easterbrook has resigned her position of Learning assistant to take on a role with the Christchurch City Council planning team. The Board acknowledges the wonderful work Jo did in her short time working for St Martins School and wishes her all the best for her next stage in her career.
- Ben Irvine will be taking on the Maternity Leave role for Alice Perry in Room 11/Highfliers, full time from the start of term 3. Jarad Pateman will be his Support teacher with Alice Denley his CRT cover teacher.

Bank Staffing:

- PP05 was up slightly while PP06 was down. Some significant illness this term and covid still around.

MOE Funding/grants:

- Andrew has contacted the MoE to see if there are any new funding avenues available to the school in the area of Te Reo; they have responded by suggesting contacting NZSTA.

Bring your own devices (BYOD):

Discussion opened by the Principal - Is it time we as a school introduce BYOD? Initial discussion had and agreed the board will discuss further during the August meeting.

- We currently have 90 'student use' lease chromebooks at a cost of \$10 000 per year.
- It has been established that the schools in the adjoining school zones use BYOD (bring your own devices) successfully.
- It is agreed that devices should be made available to all and no student should miss out on tech and its learning capabilities. Also it's important for our school to stay up to date with technological requirements for the transition to highschool.
- Teachers surveyed said their preference of device would be chromebooks as they can be used to cover a wider area of the curriculum.
- Considerations are needed for cost to families and possible supply issues due to technology shortages worldwide.

<p>Discussion on how to introduce BYOD to our school community:</p> <ul style="list-style-type: none"> - Suggest 'BYO optional device' for 2023 to give families time - Possible discuss and plan this year, begin implementing in 2023 - Optional start or phased introduction going into 2023 - Starting with the Year 5&6 syndicate - Option to hire - Funding options could include from Pub Charity or can the board set aside some separate funding for this - Questionnaire to families <p>BYOD Actions:</p> <ol style="list-style-type: none"> 1. Continue discussion at August 23rd meeting <p>Property</p> <ul style="list-style-type: none"> ● Hall curtains are to be installed on Monday 27th June ● Hall roof - the builders are working on a plan to replace the top iron pieces and cleaning the tray pieces which are able to be reused. ● Landscaping - Andrew to follow up access to plans <p>Health and Safety</p> <ul style="list-style-type: none"> ● Airflow in classrooms <ul style="list-style-type: none"> - How are we managing the wellbeing of teachers and staff as the winter cold sets in: Heat Pumps are on. Refreshing air by opening windows / doors to clear stagnant air while students are outside. - seven air purifiers are in place - where possible rooms with 'top' windows are having these ajar - Management is always looking at new ways to make classrooms more comfortable during winter. More air purifiers will be ordered from MOE as required. <p>Health and Safety Actions:</p> <ol style="list-style-type: none"> 1. Communication will be sent out via email or newsletter to families to give tips on 'layering up' their children to keep warm. (Ie long sleeved thermal layers under uniform) 	<p>ALL</p> <p>Alice D/Andrew</p>
<p><u>YEAR 5&6 CAMP PROPOSAL</u></p> <ul style="list-style-type: none"> ● Discussed the EOTC proposal document put forward by Deputy Principal, Alice Denley (see papers for document details) ● Contact details on page 8 have been corrected <p>A motion by Board Chair Kate Hodgins to pass the Year 5&6 Camp 2022 EOTC proposal was seconded by all board members.</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 <ul style="list-style-type: none"> - Add 'and confidentiality' to bullet point 4 ie <i>We consistently apply our relationship management plan in all cases of unacceptable behaviour, and try to maintain the dignity and confidentiality of the student at all times.</i> <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>Clarifying discussion held by the board around the behaviour management policy. All policies rated 4 out of 5.</p>	
<p><u>CHAIRPERSON REPORT:</u></p> <p>Governance Workshop</p> <ul style="list-style-type: none"> ● Reminder that this workshop for BoT members is coming up that supports the content of our Hāutu Review. ● Good opportunity to network with other schools ● See Kate H for more information if as a BoT member you are interested in attending. <p>NZSTA Conference</p> <ul style="list-style-type: none"> ● In October this year if anyone from the board would like to attend. Cost is \$805 per/person <p>Travel plan CCC meeting update:</p> <ul style="list-style-type: none"> ● The Board Chair has emailed the finalised travel plan to the BOT members for review. ● Public consultation will be completed by 14th June for a meeting at the end of July to start on actioning the Travel plan ● The Cashmere community board was meeting in August to approve the roundabout improvements 	
<p><u>WHANAU REPORT:</u></p> <ul style="list-style-type: none"> ● Ranui Calman absent - no Whanau Group update for this meeting 	
<p><u>GENERAL BUSINESS:</u></p> <p>No general business to add</p> <p>Add to the next newsletter:</p> <ul style="list-style-type: none"> ● Update & link to the website for the community about the Travel plan 	KT
<p><u>IN COMMITTEE:</u></p> <p><i>The meeting moved into committee at 8.17pm</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 8.40pm the meeting resumed in open format. Motion: Moved by the Chair</i></p>	
<p>EMAIL CORRESPONDENCE: (post meeting)</p> <p>Nothing to add</p>	
<p>There being no further items the meeting ended at 8.45PM. The next full Board meeting will be held on August 22nd 2022 at 6.30pm (no meeting during the Term 2 holidays)</p> <p>_____ Approved _____ Date</p>	
	All Note