

**ST MARTINS SCHOOL BOARD OF TRUSTEES**  
**MINUTES OF MEETING HELD 20 September 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><b><u>PRESENT AND APOLOGIES:</u></b></p> <p><i>Present:</i> Andrew Mouat, Mark Broughton, Ranui Calman, Tracy Taylor, Dan Levett, Helen Norcliffe, Kate Thomson.</p> <p><i>Absent:</i> Kate Hodgins</p> <p>Meeting opened by Ranui Calman at 6.39pm with a Karakia with a focus on collective wellbeing.</p>	
<p><b><u>MATTERS ARISING FROM PREVIOUS MINUTES:</u></b></p> <p>1. Members went through and updated the September actions for October.</p>	
<p><b><u>RECEIVE &amp; APPROVE MINUTES OF THE PREVIOUS MEETING</u></b></p> <p>All aspects of the August 2022 meeting minutes approved as true and accurate by Tracy Taylor/Seconded by Dan Levett.</p>	
<p><b><u>CORRESPONDENCE:</u></b></p> <ol style="list-style-type: none"> <li>1. Casual Vacancy advert has been submitted to The Star newspaper and will feature in the issue going out on Thursday 22nd September.</li> <li>2. Dan to provide a New BoT member blurb for the school newsletter</li> <li>3. Board members have signed the BOT code of conduct, to be kept on permanent file.</li> <li>4. Kate Hodgins signed paper copy of previous minutes</li> </ol>	
<p><b><u>COMPLIANCE REPORT:</u></b></p> <p>1. No questions from the board, report taken as read</p>	
<p><b><u>HAUTŪ COMMUNITY ENGAGEMENT UPDATE:</u></b></p> <p>Board Discussed the community engagement document.</p> <ol style="list-style-type: none"> <li>1. Noted that engagement has been lighter this year than previous years and this is likely because of the constraints posed by covid</li> <li>2. Engagement team (Andrew Mouat, Ranui Calman, assist: Solly Turner) to create a draft plan to present to the October meeting for discussion on implementation</li> </ol>	
<p><b><u>FINANCE:</u></b></p> <ol style="list-style-type: none"> <li>1. General discussion about school finances.</li> <li>2. Healthy Surplus compared to this time last year, largely due to advanced income from things like school fee/camp donations that have come in that are yet to be invoiced for.</li> <li>3. School fee donations are slightly down on this time last year, however management is communicating with the community and following up with emails, phone and letter reminders for payment. Focus has been on recouping the cost from the community for the paid events students have attended</li> </ol>	

<p>4. Bank staffing: overuse is above \$42k. Management requested from MOE, additional funding for role growth, beginner teacher and ARTF. There have been delays in receiving this funding from the MOE, however we have been told we should see this come through in Term 4</p>	
<p><b><u>STUDENT WELLBEING SURVEY:</u></b></p> <p>Noted by board that this was the first time St Martins School has used this Student wellbeing survey. This was a trial to assess where our school sits post covid. We will run the survey again in 2023 to gauge any improvements/changes to the results of this year's survey.</p> <p>Discussion points:</p> <ol style="list-style-type: none"> <li>1. What does 'Normal' in context of a survey outcome, mean? It is based on the average percentage of the schools who have previously completed the survey</li> </ol> <p>Outcome and followup of results:</p> <ol style="list-style-type: none"> <li>1. Include information around the context of when/how the survey was completed will be very important if results are shared with the community</li> <li>2. Findings suggest the school community could benefit from the school offering some specific seminars run by experts to educate and inform on areas that were highlighted in the survey Subjects of interest include (but not confined to): <ol style="list-style-type: none"> <li>a. Teenagers and sleep</li> <li>b. Netsafe (Term 4 2022)</li> <li>c. Talking with your teens</li> </ol> </li> <li>3. Focus will be on the year 8 girls group which showed up as being the most 'at risk' in certain areas</li> <li>4. Staff training sessions could be beneficial</li> <li>5. Can our already existing positive reinforcement plan be made more specific to the individual student/year group</li> </ol>	
<p><b><u>PRINCIPAL'S REPORT:</u></b></p> <p>No questions from the board, report taken as read</p> <p><b>Keeping ourselves safe programme (KOS)</b></p> <ol style="list-style-type: none"> <li>1. How can we refine the programme for each syndicate and the students level of understanding</li> <li>2. Term 4 we will be reviewing the health &amp; safety programmes at the school and the KOS programme will be part of this review. It will include a community survey to gain feedback about what worked and what we could improve on</li> </ol>	
<p><b><u>POLICY SELF REVIEW:</u></b></p> <p>Board members discussed the policies up for review in term 3 and any potential rewording/additions required. Rated out of 5 these review rating will be added to the school docs website by the board secretary</p> <p><b>Child Protection Policy:</b> Rated 3/5</p> <ol style="list-style-type: none"> <li>1. Some changes will be made to the wording around "challenging poor practice and raising issues without fear". It will now say something along the lines of notifying the school delegated person which will be the senior leadership. Helen and Kate to work on this before the end of the term</li> </ol>	



<p>iv. Property: To be confirmed</p> <p>2. Andrew to provide some information from NZSTA to members about role of the Board</p> <p><b>Deputy Board Chair</b></p> <p>1. Board discussed the Deputy Board Chair position. Andrew Mouat nominated Mark Broughton, seconded by Ranui Calman. Mark Broughton has been declared Deputy Board Chair.</p> <p><b>Hautū Review update</b></p> <p>1. Hautū review summary is currently being put together to share with the BOT in October meeting then Whānau group at November meeting</p> <p><b>Community Travel Plan</b></p> <p>1. Board has engaged with the community information around travel plans</p> <p><b>BYOD update</b></p> <p>1. Andrew is writing up a letter of proposal for the families of the year 4&amp;5s</p> <p>2. Term 4 management will have a face-to-face with families to discuss the proposal and how we will implement it</p> <p><b>Add to the next newsletter:</b></p> <p>1. Reminder of Term 4 being a hat wearing term - reference that we are a sunsmart school</p>	<p>AM</p> <p>KH/AM</p>
<p><b><u>IN COMMITTEE:</u></b></p> <p>No 'In Committee'</p>	
<p><b><u>CLOSING EVALUATION</u></b></p> <p>1. The short concise agenda was good</p> <p>2. Q&amp;A doc is proving very successful in facilitating an organized and efficient meetings</p>	
<p><b><u>EMAIL CORRESPONDENCE:</u></b> (post meeting)</p> <p>Not applicable</p>	
<p>There being no further items the meeting ended at 8.10PM. The next full Board meeting will be held on October 25th 2022 at 6.30pm</p> <p>_____ Approved _____ Date</p>	
	<p>All Note</p>