# 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.

Present:			
Andrew Mouat, Mark Broughton, Ranui Calman, Tracy Taylor, Dan Levett, Helen Norcliffe, Kate			
Thomson.			
Absent:			
Kate Hodgins			
Meeting opened by Ranui Calman at 6.39pm with a Karakia with a focus on collective wellbeing.			
MATTERS ARISING FROM PREVIOUS MINUTES:			
Members went through and updated the September actions for October.			
RECEIVE & APPROVE MINUTES OF THE PREVIOUS MEETING			
All aspects of the August 2022 meeting minutes approved as true and accurate by Tracy			
Taylor/Seconded by Dan Levett.			
CORRESPONDENCE:			
1. Casual Vacancy advert has been submitted to The Star newspaper and will feature in the			
issue going out on Thursday 22nd September.			
2. Dan to provide a New BoT member blurb for the school newsletter			
3. Board members have signed the BOT code of conduct, to be kept on permanent file.			
4. Kate Hodgins signed paper copy of previous minutes			
COMPLIANCE REPORT:			
1. No questions from the board, report taken as read			
HAUTŪ COMMUNITY ENGAGEMENT UPDATE:			
Board Discussed the community engagement document.			
1. Noted that engagement has been lighter this year than previous years and this is likely			
because of the constraints posed by covid			
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			
FINANCE:			
1. General discussion about school finances.			
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.			
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			

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

### STUDENT WELLBEING SURVEY:

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. Discussion points:

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

Outcome and followup of results:

- 1. Include information around the context of when/how the survey was completed will be very important if results are shared with the community
- 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):
  - a. Teenagers and sleep
  - b. Netsafe (Term 4 2022)
  - c. Talking with your teens
- 3. Focus will be on the year 8 girls group which showed up as being the most 'at risk' in certain areas
- 4. Staff training sessions could be beneficial
- 5. Can our already existing positive reinforcement plan be made more specific to the individual student/year group

## PRINCIPAL'S REPORT:

No questions from the board, report taken as read

#### **Keeping ourselves safe programme (KOS)**

- 1. How can we refine the programme for each syndicate and the students level of understanding
- 2. Term 4 we will be reviewing the health & 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

#### **POLICY SELF REVIEW:**

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

#### **Child Protection Policy**: Rated 3/5

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

2.	It was noted by the board that policy around 'permission to publish' images and names of students is a separate policy for review at a later date.	HN/KT	
Harassment Policy: Rated 4/5			
	No additions or changes to policy		
2.	Board discussed the difference between policy and procedure regarding the detail around		
	the use of the word 'support' in this policy		
Sun	Protection Policy: rated 4/5		
	Under the 'timing of the Policy' edit to say 'between school hours and during school events'		
	rather than the time of day.		
2.	A note to be added to the classroom notices home to families about events where sunscreen $% \left( x\right) =\left( x\right) +\left( x\right) +$		
	is required to be carried and applied by students - Kate Thomson has discussed with Alice		
	Denley.	KT	
Cam	era Surveillance and School Security (model school policy)	KT	
	Board discussed these policies and have decided to add them to our School Docs website		
	Query raised on who the public call after hours in the case of a security breach		
3.	Query raised on how we manage the video security footage. Kate T is asking the caretaker		
	how long we keep this material on file.	KT	
CHAIR	PERSON REPORT:		
•	No report provided as the Presiding member is absent		
WHAN	<u>āU REPORT:</u> Presented by Ranui Calman Whanāu Group/board member		
1.	Really enjoyed the te reo assemblies during Te wiki o te reo māori (Māori Language week)		
	Thanks to the teachers for their hard work on putting these together and running of other		
2	Māori language events during this week.		
۷.	Very proud to see Susie Keenan do her mihi to the assembly, her pronunciation was incredible		
3.	The students level of understanding and speaking of maori was very high and great to see		
0.	how proud they were of their achievements during the mihi competition		
4.	Henare is coming to bless the new build on Tuesday 27th September.		
GENEF	RAL BUSINESS:		
Board	l training night		
	The board will attend a training night on Tuesday 29th November. Time to be confirmed.		
	Andrew will contact Tom Scollard who will be running the session.		
	of Conduct		
	Board discussed and signed the St Martins School Board of Trustees Code of Conduct. To be filed by board secretary		
Governance discussion			
1.	Board discussed and clarified the role of a board and the teams within the board that		
	oversee areas of governance:		
	i. Finance: Tracy/Andrew		
	ii. Hautū Review: Andrew/Ranui		
	iii. Health & Safety: Kate H/Tracy/Andrew		

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iv. Property: To be confirmed	AM
2. Andrew to provide some information from NZSTA to members about role of the Board	
Deputy Board Chair	
1. Board discussed the Deputy Board Chair position. Andrew Mouat nominated Mark	KH/AM
Broughton, seconded by Ranui Calman. Mark Broughton has been declared Deputy Board	,
Chair.	
Hautū Review update	
1. Hautū review summary is currently being put together to share with the BOT in October	
meeting then Whānau group at November meeting	
infeeting then whallau group at November meeting	
Community Transl Dlan	
Community Travel Plan	
1. Board has engaged with the community information around travel plans	
BYOD update	
1. Andrew is writing up a letter of proposal for the families of the year 4&5s	
2. Term 4 management will have a face-to-face with families to discuss the proposal and how	
we will implement it	
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Add to the next newsletter:	
1. Reminder of Term 4 being a hat wearing term - reference that we are a sunsmart school	
IN COMMITTEE:	
No 'In Committee'	
CLOSING EVALUATION	
1. The short concise agenda was good	
2. Q&A doc is proving very successful in facilitating an organized and efficient meetings	
EMAIL CORRESPONDENCE: (post meeting)	
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Not applicable	
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	
neid on october 20th 2022 at 0.50pm	
Approved	
Approved Date	
	All Nr.
	All Note
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