

**ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 23 August 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:</u></p> <p>Present: Kate Hodgins, Andrew Mouat, Mark Broughton, Ranui Calman, Becky Ellis, Tracy Turner, Helen Norcliffe, Kate Thomson, Dan Levett (first meeting) Literacy Data Analysis Team: Nicky Pateman, Charlotte Bates, Chris Sumer, Tamara Saxon Maths Data Analysis Team: Paige Hampton, Susie Keenan, Chantal Ward, Alice Denley,</p> <ul style="list-style-type: none"> ● Meeting opened with a karakia by Ranui Calman, at the earlier time of 6pm to allow time for the Data analysis teams to present to the board. ● Introductions were made to welcome Dan Levett, our new Parent Representative to the board. 	
<p><u>ADDITIONS TO AGENDA:</u></p> <p>Chair re-elect - post BOT election</p> <ul style="list-style-type: none"> ● Kate Hodgins has been nominated by Becky Ellis. Seconded by all members. Kate Hodgins declared BOT Chair for the remainder of 2022. <p>Introduction of the Board Q&A document</p> <ul style="list-style-type: none"> ● School Management has implemented a Board Q&A doc to go out with the board papers. This is for members to complete prior to each meeting. Questions relating to the materials / documents in the meeting papers will be presented as discussion points to help facilitate a constructive meeting process 	
<p><u>RECEIVE & APPROVE MINUTES OF THE PREVIOUS MEETING</u></p> <ul style="list-style-type: none"> ● Edit made to previous minutes: Chair Report; wording in the travel plan section, change 'travel plan to 'roundabout' <p>All other aspects of the August 2022 meeting minutes approved as true and accurate. Approved by Kate Hodgins/seconded by Ranui Calman</p>	KT
<p><u>MATTERS ARISING FROM PREVIOUS MINUTES:</u></p> <ul style="list-style-type: none"> ● Edit to June minutes (see above) 	KT
<p><u>CORRESPONDENCE:</u></p> <ul style="list-style-type: none"> ● 2022 Budget - Board sign-off is subject to Tracy's confirmation, corresponding with Megan/school accounts 	

<p><u>MID YEAR DATA ANALYSIS PRESENTATION - 6PM-7PM</u></p> <ul style="list-style-type: none"> Members broke into 2 groups to discuss the Maths and Literacy Data Analysis reports (see meeting documentation) presented by the following teaching teams: <p><u>Maths Group</u> Teaching team: Paige Hampton, Susie Keenan, Chantal Ward, Alice Denley Members: Ranui Calman, Mark Broughton, Tracy Taylor</p> <p><u>Literacy Group</u> Teaching Team: Nicky Pateman, Charlotte Bates, Chris Sumer, Tamara Saxon Members: Kate Hodgins, Becky Ellis, Solly Turner, Helen Norcliffe, Andrew Mouat</p> <p>The board extends thanks to the Literacy and Maths Data Analysis Teams for the hard work and dedication they have invested in presenting and implementing the Maths and Literacy curriculum at St Martins School</p>	
<p><u>BYOD Proposal - (Bring your own device)</u></p> <p>BYOD document (see meeting papers) presented by Andrew Mouat (Principal). Presented as a proposal for the board's consideration.</p> <p><u>Key points made in presentation:</u></p> <ul style="list-style-type: none"> Current teacher feedback: we would like more devices to enable the school to deliver the New Zealand curriculum at a level that will create digitally literate learners Mandy Dempsey has modeled use of devices in our school and how they are will be a useful tool in enhancing students learning experiences MOE Funding, community grants and/or school leased devices alone will not cover the costs BYOD would free up funds for other areas of resourcing in the school in the future Damage to devices: Taken from other schools' experience, damage to student owned devices is lower than damages currently. <p><u>Questions posed by members/discussion:</u></p> <p><u>Implementation:</u> What are the board's options in introducing BYOD?</p> <ul style="list-style-type: none"> Optional BYOD (student owned) Use a school owned device Hire one from the school Mix of all of above <p>What are the existing Policies available around BYOD, especially to support damage liability, ownership/equity, safe use & equality?</p> <ul style="list-style-type: none"> Will need to look into this, starting with schooldocs models <p><u>Cost:</u> How will the school/community fund BYOD? If the school owns the devices, what happens when they need replacing/updating?</p> <ul style="list-style-type: none"> Outside funding is neither available or unsustainable long term. 	<p>KT/AM</p>

<ul style="list-style-type: none"> • School bulk buy all or a percentage - existing funds would need to be found for this • Caregiver donation towards cost <p>Damage/replacement liability: What are the consequences to the Board for accidental damages within school hours for personally owned devices?</p> <ul style="list-style-type: none"> • Find BOT (schooldocs) policy on device use/ achievement/BYOD/damage liability to schools <p>Community consultation discussion:</p> <ul style="list-style-type: none"> • BYOD Info sheet /Q&A with parents of the year 4 & 5 with the aim to educate and guide • Narrative/messaging is important - BYOD user/teacher stories could be used to communicate real world use of the BYOD programme <p>Board decisions on BYOD:</p> <ol style="list-style-type: none"> 1. Community consultation with the aim of introducing optional and/or blended BYOD in 2023 for the Y5/6 syndicate 2. Introduce a clear stepped process over a 12-18 month period 3. May need to continue with leasing in 2023 for a three year period to bridge the gap 	
<p><u>HAUTŪ REVIEW - Employer role</u></p> <p>Members discussed existing and future goals for implementing cultural responsiveness. With focus on the Employer role, staff performance and recruitment processes at St Martins School</p> <ul style="list-style-type: none"> • Outgoing board member Solly Turner has offered his expertise in helping move the Hautū Review forward and implement the cultural change required. • What does it look like to be a culturally responsive school/community/workplace - members discussed <p>Staff Performance</p> <ul style="list-style-type: none"> • We are in the emerging stage. Some staff have been attending te reo classes in 2022 <p>Staff recruitment</p> <ul style="list-style-type: none"> • We are in the emerging stage. Outside input may be required to meet the requirements of cultural responsiveness. This could be the Whānau Group or BoT representative attending the interview process <p>Employer requirements</p> <ul style="list-style-type: none"> • Teachers regularly meet to discuss how they are implementing te reo into their classrooms • SENCO is currently looking into outside assistance, from a cultural perspective for families who are needing extra support around attendance and cultural barriers that may be hindering their attendance at St Martins School. <p>Hautū Review timeline within the 2022 BOT workplan</p> <ul style="list-style-type: none"> • October 2022 - draft action plan to be written up • November 2022 - Ranui to present the Draft action plan (Hautū review section) to the Whānau Group • December 2022 - Decisions from the draft action plan/Hautū review to be tabled 	
<p><u>FINANCE:</u></p> <p>Monthly Reports</p> <ul style="list-style-type: none"> • Good surplus - 95k. Timing of the funding coming in to consider in looking at the numbers. • A year-to-date report has been requested by members-Tracy to request this from Solutions & Services 	<p>TT</p> <p>AM/MM</p>

<ul style="list-style-type: none"> • The 10% fee the school pays for fundraising services cannot be taken from the fundraising allocation. This will be a new ledger in 2023. • The Board approves the 2022 Budgeted statement of Financial Position and 2022 Budgeted Statement of Cashflows, which are both derived from the Boards 2022 Operating and Capital Budget. 	
<p><u>PRINCIPAL'S REPORT:</u></p> <p>The Board wishes to thank the staff and community for their participation in the Parent/teacher interviews held in Term 2. The option for families to choose whether they have their child in attendance was well received and appreciated as it gave flexibility to discussions.</p> <p>Health & Safety Team</p> <ul style="list-style-type: none"> • Board member Tracy Taylor has been appointed to replace outgoing member Becky Ellis on the Health & safety Team and will be joined by Kate Hodgins and Alice Denley (Deputy Principal) <p>Police vetting - School Camp</p> <ul style="list-style-type: none"> • The year 5&6 Camp is being held in week 8/Term 3 (from 12th September) Police vetting of individuals for camp caregiver help has been slow to come back from the vetting service. • We are currently waiting for clearance of: 3 reports for Navigators 1 camp. And 2 reports for Navigators 2. • Police Vetting clearance is not an MOE or legal prerequisite for caregivers to attend camp. The Board was asked to consider other options in case we don't get vetting back in time for the 5 still pending • After discussion the Board decision is that caregivers must be Police vetted and cleared to attend school camp. Teachers may need to be called upon to fill the gaps or other parents who have had vetting may be happy to attend. <p>MOE Funding/grants:</p> <ul style="list-style-type: none"> • Relievers budget: MOE not providing any additional support except for Additional Relief teacher Funding (ARTF) which management request as needed • Extra teacher time funding is coming in soon for roll growth. <p>Strategic Plan - Wellbeing & Pathways</p> <ul style="list-style-type: none"> • Taken as read 	AM
<p><u>POLICY SELF REVIEW:</u></p> <ul style="list-style-type: none"> • Term 3 Policy review/CCTV policy review deferred to the September meeting 	
<p><u>CHAIRPERSON REPORT:</u></p> <p>Kate Hodgins/board chair leave of absence - September meeting</p> <ul style="list-style-type: none"> • Kate will not be present at the September meeting as she is traveling overseas. • Ranui Calman has offered to sit in as Chair for the September meeting. <p>2022 BOT Election</p> <ul style="list-style-type: none"> • The Board welcomes Dan Levett as the new Parent Representative. We look forward to working with you Dan. 	

<ul style="list-style-type: none"> Members discussed the results of the recently completed BOT Election. Low numbers for the nomination round, highlights the need for more work to be done by members to promote and increase interest and visibility of the role of the board to the community Members are encouraged to approach others when there is an election, to generate interest in running for the board Discussion around a 'gate meeting' or Q&A held by the Chair with the community for the next election <p>Messages of Thanks from the Board</p> <ul style="list-style-type: none"> Thank-you Smart Community and Student Council for the brilliant and very successful School Disco held on 12th August. The students and community had a wonderful night and it was great to be able to hold a community event again after all the covid disruptions. Farewell to Hamish Lancaster-Whillis, who is leaving for Westlake Highschool after nearly 4 years with St Martins School as the Year 5&6 Syndicate leader. Thank you for all your hard work and commitment to our school. Best wishes Hamish for the next step on your teaching journey. We acknowledge the great work Hamish did to promote conversations around diversity in our Kura and hope we can continue to support this as a board. Thank-you to outgoing members Solly Turner and Becky Ellis for their many years of valued support and contributions to the Board and St Martins School, we wish you both well for the future. 	
<p><u>WHANAŪ REPORT:</u></p> <ul style="list-style-type: none"> The Whanaū Group meeting was held in week 4. Discussion included: <ul style="list-style-type: none"> Possible dates for the completion of the tuku tuku panels for the hall Details of the naming & blessing of the new classroom block Ranui read out some positive parent feedback about the Matariki celebrations Kapa Haka and Te reo classes are going well Te wiki o te reo - Maori language Month is in September, Manu Kōrero Hato Mātene speech competition will be held during week 8 as part of these celebrations Andrew has been discussing with Matt Calman about the naming of the new school build. Ranui is to talk with Henare and/or Heperi about being available for the blessing in mid September. 	RC
<p><u>GENERAL BUSINESS:</u></p> <p>Add to the next newsletter/calendar</p> <ul style="list-style-type: none"> Add to calendar Manu Kōrero Hato Mātene dates Add to Newsletter Incoming board member introduction 	KT KT
<p><u>IN COMMITTEE:</u></p> <p><i>The meeting moved into committee at _9.20pm_____</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 _____ 9.30pm _____ the meeting resumed in open format. Motion: Moved by the Chair</i></p>	
<p>EMAIL CORRESPONDENCE: (post meeting)</p> <ul style="list-style-type: none"> • Tracy Taylor (member) on behalf of the Board has given approval and sign-off of the 2022 Budget via email to Kate Thomson (secretary) See above in 'Finances' 	
<p>There being no further items the meeting ended at 9.35PM. The next full Board meeting will be held on September 20th 2022 at 6.30pm</p> <p>_____ Approved _____ Date</p>	
	All Note