

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 25 October 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.

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| <p><u>PRESENT AND APOLOGIES:</u> <i>Present:</i> Kate Hodgins, Andrew Mouat, Mark Broughton, Ranui Calman, Tracy Taylor, Helen Norcliffe, Dan Levett, Kate Thomson, Aaron Prince (visiting)</p> | |
| <p><u>ADDITIONS TO AGENDA:</u> No additions to Agenda</p> | |
| <p><u>MATTERS ARISING FROM PREVIOUS MINUTES:</u></p> <ol style="list-style-type: none"> 1. A letter has gone home in week 10, Term 3 to caregivers to explain the detail around the BYOD (bring your own devices) plan 2. Confirmed we keep our school surveillance video for 60 days before it is deleted/overwritten 3. Board Governance Training night has been confirmed for 29th November. To be run by Tom Scollard, 6.30pm in the staffroom. 4. Student wellbeing survey - Kate H asked for the information to be shared with her | |
| <p><u>RECEIVE & APPROVE MINUTES OF THE PREVIOUS MEETING</u></p> <p>All other aspects of the September 2022 meeting minutes approved as true and accurate. Moved by Ranui Calman and seconded by Tracy Taylor</p> | |
| <p><u>CORRESPONDENCE:</u></p> <ol style="list-style-type: none"> 1. School Docs Policy/Term 3 wrapup: Schooldocs have asked that the board discusses and understands the following policies that they have updated at the end of Term 3, and that this is minuted. Secretary will email this information and policies to the members to view and these will be discussed at the November board meeting | KT |
| <p><u>ERO IMPROVEMENT FRAMEWORK: Stewardship</u></p> <p>Starting with the statements highlighted in green, moving down the 5 rows, the board discussed where the school currently sits in response to our implementation of the ERO Stewardship framework. The scale ranged between 'Foundation for improvement' at one end and 'Continuous improvement' at the other end. The steps along the scale are: Establishes/Taking Steps/Strengthening/Established</p> <p>Decision made by board:</p> <ol style="list-style-type: none"> 1. Row 1 = currently at stage 2 2. Row 2 = currently at stage 2 3. Row 3 = currently at stage 2 / 3 4. Row 4 = currently at stage 3 / 4 | |

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| <p>5. Row 5 = currently at stage 3</p> <p><u>ANZHC - Aotearoa New Zealand Histories Curriculum</u></p> <p>Members discussed the progress of the ANZHC rollout.</p> <ol style="list-style-type: none"> 1. Teachers and students are really enjoying the delivery, especially via storytelling. 2. Board and staff are impressed with the high level of resourcing that has been made available for this curriculum area. | |
| <p><u>STRATEGIC AIMS - Culture and Identity</u></p> <ol style="list-style-type: none"> 1. Document presented to members to show what the school is doing towards meeting our strategic aims around culture & Identity. The plan will be delivered in two parts split over the year. 2. Members discussed how the concept of success can be quantified in our school values not just in academics / curriculum areas. | |
| <p><u>COMPLIANCE REPORT:</u></p> <ol style="list-style-type: none"> 1. No questions from members regarding the Compliance Report 2. Board recognises that the MOE has chosen BDO as our auditor for the 2023 Financial year: Moved by Andrew Mouat and seconded by Tracy Taylor | |
| <p><u>FINANCE:</u></p> <ol style="list-style-type: none"> 1. Expenditure is the same as it was this time last year 2. Surplus figure appears high because it includes funding that has yet to be distributed and expected budget was lower 3. Once some items go across to the balance sheet the numbers will be more accurate and reflective of the actual budget 4. 2023 MOE allocation has been released. A draft budget is being developed. 5. MOE will provide a slightly larger amount of funding in 2023 as we will have higher student numbers than we did in 2022 6. Our current staffing is over budget, so 2 staff members have been moved across to the Bulk Grant until pay period 17 (around 16 November) | |
| <p><u>PRINCIPAL'S REPORT:</u></p> <p>Members discussed Staffing for 2023.</p> <ol style="list-style-type: none"> 1. A Permanent Full time, Scale A Teacher position has been advertised in the Education Gazette on 26 October. Applications close 12.30pm Thursday 3 Nov 2022. The interview panel will be Kate H, Ranui and Andrew. 2. Garden to Table role: Phillipa Curtis who is currently employed as the school gardener will be taking over the Garden to Table role from Howard Keene who had his last day with us on 12th October. Phillipa will be on a Fixed Term contract until the end of 2022 and this will be reviewed for 2023. 3. Kapa Haka: Willie and Tania have indicated they will be on a sabbatical in 2023. They will refer us to other Kapa Haka tutors we could work with. It will also be a time to look further | |

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| <p>afield. Ranui Calman will ask around the Whanau Group and teacher Alice Barakat has also mentioned she may know of a suitable replacement.</p> <p>Navigators (Year 5 & 6) Staffing</p> <ol style="list-style-type: none"> 1. Various options are being discussed to fill a Fixed Term Team Leader roll for 2023. Fixed term rather than permanent because there is a curriculum refresh coming that may change the layout of the year group Teams going into 2024. 2. Current Year 5&6 Fixed Term Teacher, Hamish Annear has taken up a role within our Kahui Ako for 2023 and will be leaving us at the end of 2022. The St Martins School Board, Staff and Students wish him well and thank him for the wonderful work he has put into our school in his time with us. <p>Property</p> <ol style="list-style-type: none"> 1. The hall roof repairs/replace has been completed | |
| <p><u>POLICY SELF REVIEW:</u></p> <p>Term 4 Policy review for the Board are:</p> <ul style="list-style-type: none"> ● Alcohol, Drugs and other Harmful Substances ● Digital Tech & Cyber Safety ● Health Safety & Welfare - Board Responsibilities ● Swimming while offsite <p>Term 4 Policy review for the Community are:</p> <ul style="list-style-type: none"> ● Digital Tech & Cyber Safety- to be shared out to the community in the School Newsletter on Thursday 10th November <p>Policies reviewed at this meeting are Health, Safety & Welfare and Swimming offsite.</p> <p>Review: Health Safety & Welfare - Board Responsibilities Rated: 3/5</p> <p>It was noted that In 2022 Alice Denley and the Health and Safety Team have been doing an in depth review of all the Health & Safety supporting policies and procedures. This particular document is the Board level Policy that oversees all those supporting Health & Safety Policies/Procedures.</p> <p>Updates discussed by members for board secretary to make to this document are:</p> <ol style="list-style-type: none"> 1. Add more detail around the emotional/mental health side of Health & Safety at our school 2. Add a link to the bullying policy to the first bullet point under 'board responsibilities' 3. Reference the EOTC guidelines and link the 'Crisis Management' Policies under the 'Implementation' section 4. Add link to the 'workplace stress' Policy to the 'Implementation section 5. Chair & Principal to follow up with Alice Denley and the H&S Team on progress of the review and when this will be completed. <p>Review: Swimming while offsite Rated 3/5</p> <p>It was noted that student swimming lessons and water safety are part of the school curriculum and run on a cyclical basis.</p> <p>Updates discussed by members for board secretary to make to this document are:</p> <ol style="list-style-type: none"> 1. Add a second sentence: <i>Offsite Swimming lessons and Water safety activities are part of the school curriculum</i> 2. Add: <i>'and/or water safety'</i> after <i>'Basic aquatic skills'</i> 3. Edit the sentence about absence from participation due to Illness to include that parents are requested to provide justification for this and advise when their child will be back to school. | <p>KT</p> <p>AM/KH</p> <p>KT</p> |

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| <ul style="list-style-type: none"> Alcohol, Drugs and other Harmful Substances and Digital Tech & Cyber Safety Policies to be reviewed in the November/December meetings | |
| <p><u>CHAIRPERSON REPORT:</u></p> <p>Thank you to members Ranui Calman and Mark Broughton for running a successful September meeting when Board Chair Kate was absent. This illustrated the importance of a strong succession plan for the board.</p> <p>Casual Vacancy position</p> <ol style="list-style-type: none"> The timeline has been met with no community input or requests to go to a by-election. The Board can now go ahead and appoint a member via the Casual Vacancy position and must do so by the December Meeting. Aaron Prince (school parent) was present at this meeting as a potential candidate for the Casual Vacancy Position and the Board Chair will be in touch with Aaron after this meeting to confirm if he wishes to join. Members are also encouraged to approach anyone they think may be interested in joining Board Governance Training. <p>Board Governance training</p> <ol style="list-style-type: none"> Confirmed for November 29th at 6.30pm in the staffroom. The Board Chair thanks members for their enthusiasm in attending this training. <p>Board Christmas Dinner</p> <ol style="list-style-type: none"> Date to be arranged via email correspondence to members: most probably December 6th after the last meeting for the year <p>CCC Albert Tce/Waltham Road Roundabout update</p> <ol style="list-style-type: none"> The Board Chair will be asking the Council for an update on when and how the roundabout changes will be taking place. There is also a CCC consultation around the speed limits around schools and provide information about it for the newsletter and/or community email. | <p>KH</p> |
| <p><u>WHANAU REPORT:</u></p> <p>Apology from member Ranui Calman for not yet having the Hautu sub committee organised yet. This will be arranged as soon as possible.</p> | <p>RC</p> |
| <p><u>GENERAL BUSINESS:</u></p> <p>Add to the next newsletter:</p> <ul style="list-style-type: none"> Term 4 Community Policies for review CCC Speed limits around schools community consultation information | <p>KH/KT</p> |
| <p><u>IN COMMITTEE:</u></p> <p><i>The meeting moved into committee at _____ 7.55pm _____</i></p> | |

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| <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 ___8.05pm_____ the meeting resumed in open format. Motion: Moved by the Chair</i></p> | |
| <p><u>CLOSING EVALUATION</u></p> <ul style="list-style-type: none"> • The short concise agenda/meeting was good | |
| <p><u>EMAIL CORRESPONDENCE:</u> (post meeting)</p> <p>Board confirmed the date for the Christmas Dinner: Dec 6th at Tony's Teppanyaki 7pm. The last meeting for 2022 is also on December 6th and will start at 6pm.</p> | |
| <p>There being no further items the meeting ended at 8.10PM. The next full Board meeting will be held on November 22nd 2022 at 6.30pm</p> <p>_____ Approved _____ Date</p> | |
| | All Note |