

**ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 6 December 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, Mark Broughton, Ranui Calman, Tracy Taylor, Helen Norcliffe, Aaron Prince, Dan Levett Absent: Kate Thomson Meeting started: 6pm</p>	
<p><u>ADDITIONS TO AGENDA</u> none</p>	
<p><u>RECEIVE & APPROVE MINUTES OF THE PREVIOUS MEETING</u> 1. Received/Approved by: Tracy Taylor 2. Amendments previous minutes: Aaron Prince</p>	
<p><u>MATTERS ARISING FROM PREVIOUS MINUTES:</u> See actions from previous minutes for February 2023 meeting: 1. Wording around 'Drugs & Alcohol Schooldocs policy referring to e-cigarettes was to be reworded. 2. Kate H to contact NZSTA for advice re: Schooldocs policy 'Drugs & Alcohol/staff coming to school intoxicated. 3. Schooldocs Demo site: discuss the 'External and Private Tutors' policy for possible inclusion to our school policies</p>	
<p><u>CORRESPONDENCE:</u> None</p>	
<p><u>COMPLIANCE REPORT</u> 1. Clarification given to members around days open is calculated in half days not full days.</p>	
<p><u>FINANCE</u> 1. Budgets have previously sat in the income line - Andrew has moved it to the board 2. Donation figure looks lower than the expense figure because ?? Just how much we are covering is not clear. 3. Principal appraisal heading to be renamed to leadership appraisal 4. Discussion around whether we should start sending paper statement/email communication around donations rather than just putting the info on Hero to encourage payment 5. 2023 Budget approved by Kate Hodgins Seconded: Mark Broughton</p>	AM/MM

PRINCIPAL'S REPORT

Unit Holders Reviews:

Cultural Responsiveness

1. Congratulations to staff that have completed te reo language courses. Great to see this learning being led by example from the top down.
2. It is encouraged that more teachers take on te reo learning next year.

Performing Arts

1. Discussion around how we can include more itinerant music to low income families. How can performing arts (music/learning to play an instrument) be subsidised? Who can we look to for support around this? Who could it be available to?

Maths

1. Good to see progress across the school with Mathematics. The format made it clear to see this.

Learning support

1. Positive to see that Learning Assistants are being used more for learning than behaviour at this time.
2. 80 hours of PD has been approved for Structured Literacy in 2023.

Thank you to all the staff who have put reviews together, they were very comprehensive

Syndicate Achievement Progress - Reflections for 2022 documents:

1. Andrew explained the format of the 'reflections sheets' from each syndicate and what they show from this year.
2. Are the results due to what has been tried?
3. Next year to add the forward progress information and band.

Highfliers

1. Questions around incremental progress of Learning support students so not reflected in the progress.
2. Orange question - What can we do re:gender disparities and for our Māori students? more clarification on what has been tried.
3. Maths - A lot of orange and red can this be explained? Not everything can be tried at once due to time constraints.
No questions for other areas of the school

ERO Profile Draft Report:

We are South Christchurch??

1. Very positive report and congratulations to Andrew for leading the school to such a positive report. The Board is happy with the draft.

CHAIRPERSON REPORT

1. The Board Chair met with Peter Mitchell around the Principals appraisal and shared the report with the Board. Congratulations Andrew for such a positive report.

GENERAL BUSINESS

No general business

<u>IN COMMITTEE:</u> None	
There being no further items the meeting ended at 7.15pm. The next full Board meeting will be held on February 21st 2023 at 6.30pm _____ Approved _____ Date	
	All Note