

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 22 November 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 Absent: Kate Thomson Aaron Prince - guest</p>	
<p><u>ADDITIONS TO AGENDA</u> none</p>	
<p><u>RECEIVE & APPROVE MINUTES OF THE PREVIOUS MEETING</u> 1. Received/Approved by: Kate Hodgins, approved Ranui Calman</p>	
<p><u>MATTERS ARISING FROM PREVIOUS MINUTES:</u> 1. Health and Safety committee is meeting in week 8. 2. The board agreed to accept Aaron Prince's nomination into the casual vacancy role, and welcomed him as a board member, having received no other nominations through the advertised vacancy process.</p>	
<p><u>CORRESPONDENCE:</u></p> <ol style="list-style-type: none"> 1. Board has signed off on the updated uniform embroidery logo that incorporates the Maori wording. Ranui as Whanau Rep has advised the 'o' must be smaller. Kate T to let the embroidery company know. 2. 2023 BOT meeting dates tbc 3. NZSTA regional executive – copy for each member - elections for their board. wanting more canterbury school contributing 4. Enrolment scheme for SMS - review - existing scheme has been signed off by the MoE 	
<p><u>STRATEGIC AIMS - Ako</u> 1. The Hautū team has been advised of a framework that could be helpful for professional learning in te reo/tikanga Māori. No other questions asked.</p>	
<p><u>HAUTU REVIEW</u></p> <ol style="list-style-type: none"> 1. Meeting was held on Monday with a sub committee Heperi, Solly, Andrew and Ranui to discuss the review. 2. Focus on <i>cultural responsiveness</i> - review values to be more inclusive, <i>te reo capacity</i> for staff (10 hours minimum to upskill staff for next year) <i>te reo</i> extension class to continue - whānau group to arrange providers, <i>te tiriti</i> training for board members. See Hautū Report linked to meeting papers for more information. 	

<p>3. Discussion around how we can acknowledge those that are putting in a number of hours in their own time.</p>	
<p><u>STAFF WELLBEING SURVEY</u></p> <p>1. Highlights</p> <ol style="list-style-type: none"> a. Supports efforts to help students learn b. Supportive and collegial team based environment c. Feel safe at school <p>2. staff feedback pointed to our physical environment need was the staffroom</p> <p>3. sharing of resources scored low - something to be worked on in the future</p> <p>4. time frame of completing wellbeing survey was in Term 4 which is very busy</p> <p>Board wellbeing review</p> <ol style="list-style-type: none"> 1. What does this mean? Kate to put some thought into this, contact NZSTA. 2. Andrew suggested using the NZCER wellbeing survey in 2023. 3. How are the board supporting the staff? 	<p>KH/AM</p>
<p><u>STUDENT WELLBEING SURVEY</u></p> <ol style="list-style-type: none"> 1. It would be responsible for the school to share the wellbeing results with families as families/Whanau are critical partners in ensuring the wellbeing of tamariki 2. Anxiety and sleep data were two areas of feedback that could be shared with whānau as they were outside of the norms for the Y8s. 3. In the future more data should be shared closer to the completion of the survey. This needs to be framed in a careful and meaningful way. 4. Does the survey include a question about 'Do you feel safe at school?' 	<p>KH AM AM</p>
<p><u>UNIT HOLDERS REPORTS</u></p> <p>Literacy:</p> <ol style="list-style-type: none"> 1. We are committed to continuing with the Structured Literacy programme. Picking up the iDeal platform across the school in 2023. <p>Behaviour:</p> <ol style="list-style-type: none"> 1. Restorative conversation was asked to be clarified. The parents of children involved in the incident will be notified. <p>Sports:</p> <ol style="list-style-type: none"> 1. Discussion around PE in the junior school, affirmed that specific learning programmes are in place. <p>Transition to school</p> <ol style="list-style-type: none"> 1. How are the NE working out in the whare kukuwai? We are going back to the original placement of NE because as the class has grown in numbers the space has not been as useful as hoped. 2. Ranui would like to come to Smart start days to talk about whanau group. <p>Thank you to all of the staff involved in leading the school in these areas.</p>	<p>RC</p>

<p><u>SCHOOLDocs REVIEW</u></p> <ol style="list-style-type: none"> 1. Board have reviewed and signed off on the updates Scooldocs made to the Covid-19 policy at the end of Term 3 2. Schooldocs have rolled out the term 2 scheduled review updates. Board have viewed these <p>No review feedback to report.</p> <p>Review: Alcohol/drugs Rated 3 out of 5</p> <ol style="list-style-type: none"> 3. Question raised: what do we do if a teacher comes to school under the influence of alcohol or drugs? Kate H to ask NZSTA and speak with Kate T about including e cigarettes into the policy. <p>Review: Digital tech Rated 4 out of 5</p> <ol style="list-style-type: none"> 4. No board member feedback. Currently happy with this policy 	<p>Kate H/Kate T</p>
<p><u>COMPLIANCE REPORT</u></p> <ol style="list-style-type: none"> 1. No question or discussion. 	
<p><u>FINANCE</u></p> <ol style="list-style-type: none"> 1. focus area for 2023 is to update the asset register 2. YTD looking positive 3. \$169 000 surplus (staff support bulk payment still to come out). 4. Draft budget presented and discussed, some minor changes to be added - sign off 	
<p><u>PRINCIPAL'S REPORT</u></p> <ol style="list-style-type: none"> 1. Discussion around Performing Arts . PA review will come next meeting. AM and HN shared the variety of topics that have been covered and the groups children can join. Confirmation of performing arts focus in 2023. 	
<p><u>CHAIRPERSON REPORT:</u></p> <ol style="list-style-type: none"> 1. Next Tuesday (29th) is Governance training starting at 6.30. 2. December meeting will begin at 6pm followed by the end of year board dinner at 7.30pm 3. 2023 meeting dates: an extra meeting is to be Included to make it 10 meetings rather than 9 4. Succession planning <ol style="list-style-type: none"> a. Ranui co-opted position will cease in February 2023, she is happy to continue if there is no other interest from the whānau group. b. Feb meeting discuss work groups and the make up of these 	
<p><u>GENERAL BUSINESS</u></p> <p>No general business</p>	
<p><u>IN COMMITTEE:</u></p> <p><i>The meeting moved into committee at ____ 9.00pm_____</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 ___9.15pm_____ the meeting resumed in open format. Motion: Moved by the Chair</i></p>	
<p>There being no further items the meeting ended at 9.15PM. The next full Board meeting will be held on December 6th at the earlier time of 6pm</p> <p>_____ Approved _____ Date</p>	
	All Note