

**ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 28 February 2023**

Unless either the Presiding Member or Principal are notified of any concerns regarding these minutes by the next Board 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, Dan Levett, Kate Thomson Absent: Helen Norcliffe, Aaron Prince Meeting started: 6.30pm with a Karakia from Ranui Calman, followed by Kate Hodgins</p>	
<p><u>APPOINTMENT OF PRESIDING MEMBER FOR 2023</u> At the first Board meeting of every new year a Presiding Member needs to be appointed. Call for nominations: Kate Hodgins nominated as Presiding Member Dan Levett nominated as Deputy Presiding Member and to be co chair at some point through the year As these were the only nominations these members have been voted in as Presiding members</p>	
<p><u>MATTERS ARISING FROM PREVIOUS MINUTES:</u></p> <ol style="list-style-type: none"> 1. Amendments from previous minutes: corrected spelling of 'cigarettes' in 'Matters Arising' section of the December 2022 minutes 2. Delete 'additions to agenda' from Agenda 3. All references to 'BoT/Board of Trustees' is to be changed to 'The St Martins School Board' or 'Board' and 'The Board Chair' to the 'Presiding Member' 	KT
<p><u>PRESIDING MEMBER REPORT</u> Welcome back to members after a long holiday break. Back to School BBQ</p> <ol style="list-style-type: none"> 1. This event was a great success and well attended. In past years the board has donated \$500 towards the cost of running the BBQ , this was lost in communication on this occasion so member Dan Levett is going to let PTA members know this is an option for the next PTA event. Also vendors to pay towards future events 1. Open invitation to members to the NZSTA meeting being held in our school hall for all local school boards - March 9th 	DL
<p><u>RECEIVE & APPROVE MINUTES OF THE PREVIOUS MEETING</u></p> <ol style="list-style-type: none"> 1. Received/Approved by: Kate Hodgins/Ranui Calman 	

CORRESPONDENCE

Request for Sabbatical - Charlotte Bates

1. Charlotte Bates would like to take a teachers Sabbatical from 22nd July to 27th September 2024 to research learning through play for New Entrant students. Board has discussed and granted this request.

Midterm Elections

1. will take place later this year, waiting on information from CES regarding actual dates. Members are reminded to consider thinking now about how we can run a robust election campaign.

A starting family has asked the school to allow their child to attend classes four days per week, with 1 day home based schooling for Semester 1 2023.

1. Board discussed and has given permission for this to go ahead on the basis that the school will gain evidence of the family's homeschooling structure and timetable to ensure it is meeting curriculum guidelines. Principal will contact the family.

FINANCE

Overview:

1. School has a surplus of 170k in the Operational/bulk grant largely due to the addition of financial grants received combined with larger staffing entitlements (for running the iDeal programme) and closing internal budgets early. Balance sheet also rose in December when assets for settled for the year
2. Given the school has a surplus, do we need to review the 2023 budget? NO
3. Board discussed how the surplus could be used
 - Upgrades to playground - add equipment, paint wall murals & games on concrete
 - Principal to ask staff for their feedback of their needs
 - Supplement year 5-8 Camp costs

Admin Salaries - Pay Equity Agreement 2022

1. The large financial output in June 2022 was due to the Pay Equity back pay being processed. 1 year worth of backpay at the difference between the old and new rates (Aug 2021-Aug 2022)
2. This was followed soon after by another automatic rate increase (implemented by EdPay) to bring staff in-line with their annual pay increase.
3. These two payments were one-off bulk increases to align with the Admin Pay Equity Agreement

Interest Rates

1. Management will look at moving finances for periods of 3-6 months at a time to gain the most from rising interest rates. Delegation point 1:F has been removed from Board responsibility to management responsibility.

School costs and the increase to cost of living

1. Management has received some feedback from the school community indicating stress points around the costs of school events/camps and how this cost is being addressed by the school in recognition of the rising costs of living.

<ul style="list-style-type: none"> ● Should the school review how many camps we run and at what cost? ● Gauge community interest/feedback <p>2. Are there ways the school can support families to cover school costs</p> <ul style="list-style-type: none"> ● Earlier notification to the community of costs & any increases ● Clarification to community of difference between compulsory or donation costs ● Payment plans for families ● PTA fundraising towards events/camps ● Gear share initiatives for camps/ski trips ● Camp grants through Kim/external fundraising 	
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<p><u>PRINCIPALS REPORT</u></p> <p>staffing for 2023</p> <ol style="list-style-type: none"> 1. Discussed overuse and underuse 2. Wendy Hayford has resigned after 20 years service. Thank you from the School community and Board for everything you have given to our school over the years <p>Teacher Union Meeting 2 March</p> <ol style="list-style-type: none"> 1. School will close at 12.30pm on Thursday 2 March. With some teaching staff staying on to care for those students who are staying until 3pm 2. A survey was sent home in week 4 to gage numbers of those students who will be staying on site until 3pm <p>PB4L</p> <ol style="list-style-type: none"> 1. The leads met with the MOE in week 4 for professional development, meeting was successful. 2. On the 29th March members of the staff across the school will attend a second meeting to learn about PB4L as this will be a school wide program <p>Learning conferences 2023</p> <ol style="list-style-type: none"> 1. The Board agreed that the school can close early for learning conferences in term two. <p>Property</p> <ol style="list-style-type: none"> 1. The school has been experiencing some after hours vandalism of property in the past few weeks. Footage from CCTV has helped to identify some of the issues and young people involved. <p>BYOD</p> <ol style="list-style-type: none"> 2. We have had good pickup of the BYOD scheme. 3. BYOD has released funds that the school is now able to use elsewhere 4. Board has asked Principal to provide some stats around BYOD uptake for next meeting 	AM
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<p><u>COMPLIANCE REPORT</u></p> <p>Student Physical Restraint</p> <ol style="list-style-type: none"> 1. Updated 2023 guidelines will replace the 2017 guidelines and are due to be released to schools as a hard copy in March 2. All teachers and authorised staff will need to complete a new mandatory online module called 'Physical Restraint - Understanding the rules and guidelines by 7 February 2024. New staff will also need to complete as part of their induction. <i>See motion below.</i> 3. Management is hoping to get guidelines for Professional development in week 5/term 1 2023 for review 4. Mandatory Code of Conduct is also on its way soon. 	
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POLICY REVIEW - TERM 1

Official Information Requests Policy - *Rated 5 out of 5*

- No changes to make

Enrolments Policy - *Rated 4 out of 5*

- Edit - Add Charlotte Bates as the Key school leader/remove Jenny Woods name - no longer working at St Martins School
- Edit - Old wording: *If a parent wishes to enrol a child with physical disabilities, the school may need to apply for appropriate resources from the Ministry of Education to support the child.*
New wording: If a parent wishes to enrol a child with learning, behavioural or physical needs, the school may need to apply for appropriate resources from the Ministry of Education to support the child.

Uniform/Dresscode policy - *Rated 3 out of 5*

- Edit - Add sentence; *Shoes – must be suitable for outside play. No jandals, crocs etc*
- Edit - Old wording; *The school bucket hat is compulsory in terms 1 and 4 and must be worn whenever students are outside and involved in school activities.*
- **New wording;** The school bucket hat is compulsory in terms 1 and 4 and must be worn whenever students are outdoors during school hours.
- Edit - Remove; *Hair accessories (ties and clips) should be in the school colours - navy, blue, red, black, or white.*

Policy discussions carried over from 2022:

1. External & Private Tutors Policy (demo version)
 - Discussion has been moved to the March meeting. Board has some questions around curriculum / learning equity.
2. Drugs & Alcohol Policy edits
 - Wording around use of e-cigarettes to be discussed between the presiding member & secretary.
 - Intoxicated staff - presiding member has contacted NZSTA for guidance and is waiting to hear back

2023 CHARTER / (NELPS) The Statement of National Education and Learning Priorities (NELP) & Tertiary Education Strategy (TES)

1. The 2022 Charter can remain in place for 2023 as advised by the MOE.
2. Members discussed the plan for the 2023 Charter; Use the 2022 Strategic Plan goals (pg 8) as a base and add points from the ERO profile & NELPS that the Board would like as a focus in 2023.

Prioritize in the 2023 Charter the following areas:

From the ERO Review:

1. Curriculum refresh
2. Values Review
3. Hautu Review / strengthening te reo

From the NELPS document (For more detail see the document provided in the [February 28th meeting Agenda](#))

1. Objective 1 / priority 1 - PB4I / Resilience Project
2. Objective 1 / priority 2 - Values Feedback
3. Objective 2 / priority 3 - Strengthening Learning Support

KH & KT

<p>4. Objective 2 / priority 4 - Structured Literacy via the IDeal programme</p> <p>5. Objective 3 / priority 5 - Implementation of the outcomes of Hautu Review. For example; Te reo Professional development for teachers</p> <p>6. Objective 3 / priority 6 - Leadership Implementation of the Inter-Lead programme which Judith Price is running with teaching staff. Peter Mitchell will be gaining and giving feedback during the staff appraisals</p> <p>Edits/additions/changes for the 2023 Charter</p> <ol style="list-style-type: none"> 1. Property - 2023 will have less of a focus on this as most of the rebuild is now complete 2. Change the 'Board of Trustees' wording to 'St Martins School Board' 3. Board Self Review <p>Board has delegated the Principal to draft the changes to the Charter for 2023 based on discussions at this meeting. The revised Charter will be presented for further discussion at an upcoming meeting.</p>	AM
<p><u>2023 BOARD WORKPLAN</u></p> <p>Board discussed the top priorities for the 2023 Board Workplan based on the Principals 'to consider' list (see the 2023 Workplan document) Principal to make the edits to the Workplan document as follows:</p> <ol style="list-style-type: none"> 1. Staff wellbeing survey to be moved from August to June. Board discussed the structure of the survey. A version will be drafted by management based on the NZCER survey questions but more specific to our internal school culture/setting 2. Curriculum focus to be; NZ Histories, Science and PB4L 3. Student feedback Survey 4. Implementing the findings from the Hautu Review 5. Te Tiriti o Waitangi professional development for staff - dates to be confirmed 6. Board Review - Self review to be completed. This should be done before the midterm elections in October. 	AM
<p><u>WHĀNAU GROUP REPORT</u></p> <p>First meeting for 2023 was on 13th February. Future meetings will take place on the 2nd Monday of the month. An email list generated last year has been generating more interest in the group</p> <p>Whānau Connect</p> <ol style="list-style-type: none"> 1. Very positive feedback from this. Great to see the positive engagement with the school community, a great way to set up for the year. <p>Matariki Celebrations</p> <ol style="list-style-type: none"> 1. Discussed what type of event Whānau Group or PTA might run. Possibly a hāngi. Ranui will discuss with the group. Board could put funds towards this event <p>Mihi Whakatau</p> <ol style="list-style-type: none"> 1. Feedback from Whānau Group for management for 2024 regarding the messaging in the newsletter for this event to please make clear it is an expectation that new entrant families will attend. <p>Hāutu Review feedback</p> <ol style="list-style-type: none"> 1. Still pending. 	

<p><u>2023 SCHEDULE OF DELEGATIONS</u></p> <ol style="list-style-type: none"> 1. Board discussed and clarified the delegations of authority (areas of responsibility) for each Board member 2. All Delegation documents are to be updated with 'Board' removing the 'BoT/Board of Trustees' wording 3. Board decided to remove responsibility 1:F; <i>The transfer of money between any Board cheque and term deposit account in excess of \$10,000 and for a period longer than 6 months;</i> 	
<p><u>IN COMMITTEE:</u> None</p>	
<p><u>February MOTIONS PASSED</u></p> <ul style="list-style-type: none"> ● <i>Board Delegated Authorities have been decided and met by the Board for the 2023 school year</i> ● <i>St Martins School use Teacher Salaries for teachers pay inclusive of relievers and offset a fulltime teacher(s) at some point through the year to Bulk Grant, allowing the Principal to move teachers / relievers as appropriate</i> ● <i>Board approves early closing on days of Learning conferences in 2023</i> ● <i>Board has approved that all teaching staff and Learning Assistants attached to the individual students IEPs are authorised to restrain students as per the guidelines of the 2023 Student Physical restraint Policy</i> ● <i>Board has granted Charlotte Bates request for Teacher Sabbatical for July 22-27th September 2024</i> ● <i>Board approves the inclusion of a student who's family requested to attend classes four days per week, with 1 day home based schooling for Semester 1 2023</i> ● <i>Board has agreed to change date of March meeting to Tuesday 28th March</i> 	
<p>There being no further items the meeting ended at 8.37pm. The next full Board meeting will be held on March 28th 2023 at 6.30pm</p> <p>_____ Approved _____ Date</p>	
	All Note