

**ST MARTINS SCHOOL BOARD OF TRUSTEES**  
**MINUTES OF MEETING HELD 23 May 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><b><u>PRESENT AND APOLOGIES</u></b>  Present: Kate Hodgins, Andrew Mouat, Helen Norcliffe, Aaron Prince, Ranui Calman, Kate Thomson, Dan Levett  Absent: Tracey Taylor, Mark Broughton</p> <p>Guests present:  Stephen McPaikie - interested school parent  Leanne Parnham - presenting Learning Support Mid year Report</p> <p>Meeting started: 6.30pm with a karakia from Ranui Calman followed by member introductions to welcome guests</p>	
<p><b><u>MATTERS ARISING FROM PREVIOUS MINUTES:</u></b></p> <p>From March Minutes:</p> <ol style="list-style-type: none"> <li>1. Privacy Policy Term 1 review delay - Board had discussed whether there was a need to consider the levels of privacy ie direct or indirect, therefore chose to postpone rating until next meeting. This policy will be discussed in the June meeting, if required edits can be made to the policy at any time.</li> <li>2. Edit: correct start and finish times for the 'in committee' section included into minutes</li> </ol>	<p>ACTIONED BY:  KT</p>
<p><b><u>RECEIVE &amp; APPROVE MINUTES OF THE PREVIOUS MEETING</u></b></p> <ol style="list-style-type: none"> <li>1. March board minutes received by member Dan Levett, approved by member Aaron Prince</li> </ol>	
<p><b><u>LEARNING SUPPORT MIDYEAR REPORT</u></b>  Presented By Leanne Parnham - DP/SENCO for St Martins School</p> <p>Introduction</p> <ol style="list-style-type: none"> <li>1. iDeal Student Learning platform has been going really well, with lots of positive feedback throughout the school.</li> <li>2. The programme is working in conjunction with teacher professional development opportunities to upskill staff</li> <li>3. Ministry funding has been provided to cover the costs of additional staff training and resources</li> <li>4. Term 1 was used to upskill staff about the iDeal framework. Term 2 is about the implementation of this into the classroom learning.</li> <li>5. Very positive feedback from staff. The writing component is proving to be very successful so far. The formulaic and cumulative process is a style students and teachers are embracing.</li> </ol> <p><u>Individual student data page</u></p> <ol style="list-style-type: none"> <li>1. At the beginning of their iDeal journey, each student is set up with an individual data page by the teacher that records various aspects of their learning style, strengths and areas to work on.</li> </ol>	

<p>2. This helps staff to begin the student in the correct tier for their ability.</p> <p>3. There are 3 Tiers of learning, see the Learning Support report on the May board Agenda links for numbers across the school in each tier.</p> <p><u>Results/Data collecting</u></p> <p>1. The board discussed the iDeal data so far collected from students learning, looking promising. By the end of the term we should have some students progressing to the next level/tier of learning.</p> <p><u>Learning Support (LS) hours/Funding (ie staffing)</u></p> <p>1. Board discussed the division of school funding and how this impacts our ability to deliver Learning support</p> <p>2. The hours available across the school for Learning Support staff come from various avenues of funding. Some from the Ministry (bulk grant), some to provide for specific students' individual needs.</p> <p>3. Teams/teachers work closely with the management team to decide where the support is needed the most, based on a variety of criteria.</p> <p><u>School Survey</u></p> <p>1. Board posed the question - could a survey asking staff/school community of where they would like to see more/less funding go into.</p> <p><u>IEPs (Individual Education Programme)</u></p> <p>1. An IEP is sometimes required as support for a student.</p> <p>2. IEP meetings include the family of the student, appropriate school management &amp; teaching staff and any external agencies required.</p> <p>3. All parties are kept aware of the process of the IEP for that student. Individual funding is sometimes available as a result of an IEP, due to an external diagnosis being made if a student is deemed to have a recognised learning difficulty.</p> <p><u>Gifted &amp; Talented (G&amp;T)</u></p> <p>1. An essence statement is being worked on by the team to construct what Gifted Education means to St Martins School. Beginning with some feedback from staff and the community (via survey) to create a pathway for students to be acknowledged.</p> <p><u>G&amp;T implementation timeline</u></p> <p>1. T2 / Week 6-10: Gifted &amp; Talented community survey to gauge ideas will be released</p> <p>2. T2 / Week 9-10: Staff visit to St Mark's School to see how they run their G&amp;T programme</p> <p>3. T3 / Week 1: Staff PD to take place</p> <p>4. The hope is that the Gifted &amp; Talented programme will be ready to put in place for the beginning of 2024</p>	LP/AM
<p><b><u>CORRESPONDENCE:</u></b></p> <p><u>Fundraising Application - Playground line marking project</u></p> <p>1. Kim the fundraiser is submitting a new application for funding to cover the costs of concrete markings for the school playground. The board has agreed at this St Martins School Board meeting held on the 23rd May 2023 to apply to 'One Foundation' for a Funding Donation valued at \$6,872.00 + gst.</p> <p>2. Presiding Member Kate Hodgins and Principal Andrew Mouat passed this resolution at this meeting on behalf of the Board.</p>	

<p><b><u>PRESIDING MEMBER REPORT</u></b></p> <p><u>Acknowledgements from the Board</u></p> <ol style="list-style-type: none"> <li>1. Welcome to Stephen McPaikie, a guest parent. Thank you for attending tonight's meeting.</li> <li>2. Many thanks from the Board on behalf of the school to Jamie Billings, who has recently stepped down from the PTA Chair role. The school appreciates the time you have dedicated to the school over the years, especially given the challenges posed by covid.</li> <li>3. The board/School welcomes Emma Riley as the incoming PTA President. We look forward to working with you and your team Emma.</li> </ol> <p><u>School Whānau Hui</u></p> <ol style="list-style-type: none"> <li>1. Held on Monday 15th May in the school Hall. This hui brought together representatives of all of the school groups (Board, PTA, staff, Whānau Group and families) to meet and discuss topics related to the school culture/community. There has been very positive feedback and the board has decided to make this an annual event. Dates to be confirmed.</li> </ol>	
<p><b><u>FINANCE</u></b></p> <p><u>March and April financial reports</u></p> <ol style="list-style-type: none"> <li>1. Board discussed and clarified - teaching staff are advised monthly of their balance of budget towards learning resources</li> <li>2. Camp is costing 35 - 40k this year</li> <li>3. Board asked the Principal for clarification on what the landscaping project by SSL was for, Andrew to check with Megan/Rachel from Solutions and Services.</li> </ol> <p><u>2022 Draft Financial Report</u></p> <ol style="list-style-type: none"> <li>1. Edit to page 5 (Board member details) <ul style="list-style-type: none"> <li>• Tracey taylor to have 2 lines: co-opted and elected</li> </ul> </li> </ol> <p>Draft Financial Report resolution has been passed by the Board (pending edits) Board Secretary to advise Megan of edits and ensure the report is forwarded to S&amp;S.</p>	KT
<p><b><u>MAY PRINCIPALS REPORT</u></b></p> <p>Ran through the Q&amp;A questions</p> <p><u>Staff wellbeing survey</u></p> <ol style="list-style-type: none"> <li>1. The purpose of this survey is to gather information from all staff about their overall levels of wellbeing. The aim is for the SLT and School Board to utilise the information gathered to help implement specific plans to improve on any areas that show need improvement.</li> <li>2. Areas of focus in the survey are: individual and team communication / job satisfaction / workload levels &amp; how individuals manage this</li> <li>3. Board discussed and finalised some details of the survey: <ul style="list-style-type: none"> <li>• Confirmation the survey will take place in start of term 3</li> <li>• The number of questions in the survey</li> <li>• Add a budgeting/funding question/section</li> <li>• Cut workload questions down from 4 to 2</li> </ul> </li> </ol>	

<ul style="list-style-type: none"> <li>● Make the questions more universal to suit all the different areas of staffing</li> <li>● Discussed 'Vision'; What is the Board's vision? Should this question be about the School vision?</li> </ul> <p><u>Adventure playground/Health &amp; safety meeting</u></p> <ol style="list-style-type: none"> <li>1. Kate to finalise next date for the H&amp;S meeting and include the Adventure Playground injury data for discussion</li> <li>2. More work is being done on the adventure playground base; extra bark is to be added to create a softer base. Suggestion raised to approach M10 Ferrymead 'helping hands' could help with a working bee - Andrew to ask Adrian to talk to Stephen McPaik</li> <li>3. Board discussed the safety of the Fort and future plans for it. Full or altered use.</li> <li>4. Andrew will talk to Adrian about providing a short report/audit of the fort to the Board including recommendations of repair to help the Board make decisions going forward</li> </ol> <p><u>Room names in Te reo</u></p> <ol style="list-style-type: none"> <li>1. Board discussed the importance of normalising these names in te reo (while room numbers are kept for H&amp;S purposes).</li> </ol> <p><u>Maths reporting data</u></p> <ol style="list-style-type: none"> <li>1. Confirmation this will be presented to the Board in early Term 3. Board did not request any specific questions or area of focus.</li> </ol> <p><u>Staff Professional learning</u></p> <ol style="list-style-type: none"> <li>1. We have been able to offer PD across the school</li> <li>2. We are unable to use Ara as our provider for Te reo training so another provider has been found at a cost of \$5.5k.</li> </ol> <p><u>NZEI</u></p> <ol style="list-style-type: none"> <li>1. NZEI has not taken up the latest offer, but agreed to no strike action this week. However teachers may strike on 31st May as well as some other action against meetings</li> <li>2. The school may receive very late notice for the strike on Sunday night so the decision has been made by the Board to advise the school community via email to prepare for any possible upcoming action next week</li> </ol>	<p>KH</p> <p>AM</p> <p>AM</p>
<p><b><u>COMPLIANCE REPORT</u></b></p> <p><u>Payroll Reports (SUES) signoff</u></p> <ol style="list-style-type: none"> <li>1. The BDO Audit had confirmed that the Presiding member must sign the Edpay payroll SUE reports along with the Principal after being checked for errors by the authorised payroll advisor</li> </ol> <p><u>Changes to Physical Restraint Policy</u></p> <ol style="list-style-type: none"> <li>1. A teaching staff meeting was held on Monday 22nd May to discuss and educate staff on the changes to the policy and how it will be implemented. This included discussing scenarios to give context</li> <li>2. Staff will receive more training and complete the online module in term 3 and look at this policy in regards to new and existing individual behaviour plans as required</li> </ol>	
<p><b><u>2023 CHARTER Wellbeing &amp; Pathways</u></b>        (Each meeting a part of the Charter will be discussed by members to cover all the Charter by the end of the year)</p> <p>Some of tonight's topic was covered in Leanne's Learning Support Report (see above)</p>	

<p><u>Resilience Project</u></p> <ol style="list-style-type: none"> <li>1. Students have already been asked about their experiences regarding wellbeing via the Resilience Project survey in 2022. The second round survey will be released in Term 3 to gauge some perspective and any possible changes to the initial data.</li> </ol> <p><u>School Values Review/PB4L</u></p> <ol style="list-style-type: none"> <li>1. Board discussed the MacFarlanes Educultural Wheel (PB4L training material - see board documentation) and how it fits into our school's values.</li> <li>2. It has been established that the school Values need to be reviewed before the PB4L programme can progress any further.</li> <li>3. PB4L Team will be asked to set up a Values Workshop for members of staff, PTA, Board &amp; Whānau Group members to attend. The hope is to have this facilitated by Richard from PB4L and Solly Turner, to link to Hāutu (Turangawaewae).</li> </ol>	
<p><b><u>ANALYSIS OF VARIANCE 2023</u></b></p> <p>Board discussed:</p> <ol style="list-style-type: none"> <li>1. The purpose of the report is to summarize the targets from the previous school year. The current report is the data from the previous year.</li> <li>2. Page 7: Future implications of AI/piracy issues to keep in mind. No policy needed at this time.</li> <li>3. The status of the year 7&amp;8 writing data. The hope is that with the new Structured Literacy programme we will see improvement over 2023.</li> <li>4. Some edits were made: <ul style="list-style-type: none"> <li>● Heading: The word 'Trustees' was removed.</li> <li>● Page 5: year 3&amp;4 table - added table</li> </ul> </li> </ol> <p><u>Compliance with Employment Policies Report. (page 13-)</u></p> <ol style="list-style-type: none"> <li>1. As part of the BDO Audit the board have been asked to include in the Annual Report, questions around employer responsibility criteria EEO (Equal Employment Opportunities) with targets/guidelines to meet. This is now included in the Variance Report</li> </ol> <p>On completion of the above edits The Board Resolves the 2023 Variance report and motions for it to be sent to BDO to complete the 2022 Audit process.</p>	
<p><b><u>POLICY REVIEW - TERM 2</u></b></p> <p>Board members have been asked by the Presiding member to go onto school docs and individually rate/comment on the following policies. An average will be taken for the overall rating for this term. Members discussed the following points of policies;</p> <p><u>Education Outside the Classroom (EOTC) Policy: Rated 3</u></p> <ol style="list-style-type: none"> <li>1. Board discussed understanding the EOTC paperwork/RAMS</li> <li>2. Police vetting for events - Parents attending camp or other overnight/long term events are Police vetted in line with policy. Board requested details around police vetting be included on EOTC documentation.</li> </ol> <p><u>EOTC Planning and Review Policy: Rated 3</u></p>	KT/AM/KH

<ol style="list-style-type: none"> <li>1. Could the crisis management plan be shared with the caregivers going on camp/overnight or high risk events to ensure they are well prepared for any event</li> <li>2. The board have decided to add EOTC review to the Principal's report at the end of each term.</li> </ol> <p><u>EOTC Risk Management Policy: Rated 3</u></p> <ol style="list-style-type: none"> <li>1. Board discussed how the format of the EOTC proposal template covers well all aspects of all known risk management.</li> <li>2. Board requested the name of the bus company be added to RAMS.</li> </ol> <p><u>EOTC Coordinator Policy: Rated 4</u></p> <ol style="list-style-type: none"> <li>1. Alice Denley is our school EOTC coordinator</li> </ol> <p><u>EOTC Communicating with Parents Policy: Rated 4</u></p> <ol style="list-style-type: none"> <li>1. Board discussed guidelines for messaging caregivers in the event of an incident during an EOTC activity. The crisis management plan covers this criteria.</li> </ol> <p>The following policies have been carried through to the June meeting for review:</p> <ul style="list-style-type: none"> <li>● EOTC Staff Competence</li> <li>● EOTC Event Categories</li> </ul>	
<p><b><u>Year 7&amp;8 Camp - EOTC Proposal</u></b></p> <p>Board discussed:</p> <ol style="list-style-type: none"> <li>1. The importance of EOTC, especially in light of the recent caving accident at Whangarei Boys High</li> <li>2. Consideration of weather conditions prior to an outdoor activity - safety is paramount</li> <li>3. Emergency &amp; Crisis Plan: When and how do we use this criteria</li> <li>4. If in doubt leave it out: Giving agency to the school/staff to make the decision against the RAMS if an event appears unsafe in the moment</li> <li>5. How do we categorize events; who has authority to accept them: <ul style="list-style-type: none"> <li>● Overnight events need board permission</li> <li>● High risk events need H and S permission</li> <li>● Low risk need EOTC permission</li> </ul> </li> </ol>	
<p><b><u>OTHER REPORTS</u></b></p> <p><b><u>PTA</u></b></p> <p>Kate Hodgins (presiding member) attended the PTA AGM on 8th May. There have been lots of new, proactive things happening within the PTA for the school. See PTA minutes for more details.</p> <ol style="list-style-type: none"> <li>1. A recent name change has taken place, changing the name back to St Martins School PTA from the former 'S'Mart' Community'.</li> <li>2. Fundraising has been released to various areas of the school based on the staff 'wishlist' results of a survey completed at the end of 2023.</li> <li>3. PTA is currently looking at funding some new furniture/resources for the school library now that it is set up in the new space</li> <li>4. Funding will be going toward the Garden to Table Program</li> </ol> <p><b><u>Whānau Group</u></b></p> <ol style="list-style-type: none"> <li>1. No meeting this term so far as we had the School Whānau Hui on that night, the next meeting is Monday 12th June.</li> <li>2. Whānau Group extends a thankyou to those who attended the School Whānau Hui</li> </ol>	

<p>Community Hangi/Matariki celebration</p> <ol style="list-style-type: none"> <li>1. Alice Barakat (Tikanga Maori lead) met with our Kapa Haka tutors, Willie and Tania to plan the hangi for Matariki celebrations. They are keen to get some volunteers from the PTA to help on the night</li> <li>2. Our recent teaching staff meeting discussed Matariki and how we are building activities into the school environment. Classes will be doing some weaving in class and there will be 2 performances learnt to share at the Matariki Celebration</li> </ol> <p>Hāutu</p> <ol style="list-style-type: none"> <li>1. Next step was the School Whānau hui (done) and now we move into the discussion about our School values</li> </ol>	RC
<p><b><u>NEWSLETTER/COMMUNITY COMMUNICATION</u></b></p> <ol style="list-style-type: none"> <li>1. Presiding member to include in Board message on newsletter about what SchoolDocs are</li> </ol>	KH
<p><b><u>IN COMMITTEE:</u></b></p> <p><i>The meeting moved into committee at ____ 8.45pm____</i></p> <p><i>Motion moved by the Presiding member 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 ____ 9.11pm____ the meeting resumed in open format. Motion: Moved by the Chair</i></p>	
<p><b><u>May MOTIONS PASSED</u></b></p> <ul style="list-style-type: none"> <li>● <i>As requested by SchoolDocs advisory: It is minuted that the Physical restraint policy updates comply with requirements set out by the Education and Training Act 2020.</i></li> <li>● <i>Resolution passed for Kim the fundraiser to proceed with a funding application to 'One Foundation' for funding valued at \$6,872.00 + gst to cover the cost of playground marking project (games painted on concrete)</i></li> <li>● <i>Board motioned to make the School Whānau Hui an annual event. Dates to be confirmed.</i></li> <li>● <i>The Board resolves the 2023 Variance Report and motions for it to be sent to BDO to complete the 2022 Audit process.</i></li> <li>● <i>The Board resolves The 2022 Draft Financial Report and motions for it to be sent to Solutions and Services subject to edits (see above)</i></li> </ul>	

There being no further items the meeting ended at ____9.30pm____. The next full Board meeting will be held on <b>June 20th</b> 2023 at 6.30pm	
____ Approved _____ Date	
	All Note