

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 20 June 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.

PRESENT AND APOLOGIES

PRESENT: Kate Hodgins, Mark Broughton, Dan Levett, Tracey Taylor, Ranui Calman, Helen Norcliffe, Kate Thomson, Aaron Prince

ABSENT: Andrew Mouat

Meeting opened by Ranui Calman with a karakia and members welcomed by Kate Hodgins with reading of a whakataukī

MATTERS ARISING FROM PREVIOUS MINUTES:

1. Privacy Policy - further discussion below in School Docs
2. Spelling error to edit - Page 6 of May minutes; Turangawaewae

ACTIONED BY:

KT

RECEIVE & APPROVE MINUTES OF THE PREVIOUS MEETING

Received by Ranui Calman. Approved by Helen Norcliffe

CORRESPONDENCE:

None

PRESIDING MEMBER REPORT

Code of Conduct

1. Board discussed the details of the new School Board Code of Conduct document from the MOE. This Code must be implemented by all state school boards, additional points can be added to suit your school.
2. Discussed meeting etiquette in relation to the code points ie. correct process to submit absences. It was agreed that No. 4 in the new code covers etiquette.
3. Board has decided that the new code is sufficient as it stands and no extra points need to be added at this time.

Board moved to a general conversation about how members manage queries/concerns suggestions from the parent community, and the process to follow:

1. Establish if the query is a school management or governance issue
2. Refer parents to email the school management if required
3. If it is a governance issue ask the parent to email their concerns/queries/suggestions to the presiding member and Principal (email contact details can be found on school website)
4. Presiding member can then discuss these items with management and decide whether to add to the next meeting agenda

MAY PRINCIPALS REPORT

1. Board motions and moves for the school to close early (12.30pm) on Friday the 30th June for teacher/parent conferences to take place in the afternoon

Board Workplan

1. Read. postponing curriculum discussion for NZHC

Compliance Report

1. Read. No questions from board

Implementing Te Whakangārahu Ngātahi - Planning and Reporting

1. Read. Board discussed the new MOE document Implementing Te Whakangārahu Ngātahi which provides an outline of the changes to schools' planning and reporting. It is designed to help us prepare to implement the changes when regulations are finalised in July 2023.
 2. Board discussed whether to setup a workshop to help walk the board through the process of implementation
- Board will revisit this in 2024

Strategic Planning - Vision/Values Review

Board discussed how we will start the School Values review process and consultation with the community. Moved for further discussion at the July board meeting.

Points of discussion were:

1. A possible timeline to review the Values might look like:

August:

- Workshop/brainstorm meeting with Solly Turner (Hāutu) and Richard from PB4L facilitating.
- Helen to contact Richard from PB4L Ranui to contact Solly Turner to confirm a suitable date in August
- Staff and representatives from Whānau Group/PTA present to gain across the school feedback

September:

- Put out for Community consultation

October:

- Second facilitated meeting/workshop with Tom Scollard to help consolidate the information/feedback gathered from across the school community
- consider a smaller group of representatives present for this

<p>November:</p> <ul style="list-style-type: none"> ● First draft of revised School Values ready to present <p>2. Some of the information gathering strategies discussed are:</p> <ul style="list-style-type: none"> ● Consult with other schools about how they have refreshed their values ● Community survey; Consider a wider school meeting/workshop to formulate questions ● Individual questionnaires/discussion at PTA and Whanau Group meeting prior to group meetings ● Important to consider the current Strategic Plan format for Hāutu when structuring the questionnaires <p><u>Adventure playground Fort - Health & Safety Audit</u></p> <p>Board member Mark Broughton has received feedback from a member of the parent community querying the safety of the fort.</p> <p>1. Andrew/Adrian will be providing the Board with a Health & Safety audit report on the fort for the July meeting</p> <p><u>Junior playground proposal</u></p> <p>Mark Broughton (board member) has proposed a community initiative to create a junior play space on the lower part of the school near the junior block.</p> <p>1. Board discussed options, such as the possibility of moving the existing junior playground or building a new junior play area in the vacant space and agreed further discussion about the details and logistics is needed with school management.</p> <p>2. Board would be happy to support anyone in the community who could spearhead a possible project</p> <p>3. Mark to email Kate T a blurb seeking expressions of community interest, to put in the school newsletter</p> <p>4. Funding/logistics; PTA fundraising? Community working bee and/or volunteering of those in the school community who may have related expertise they can offer</p> <p><u>Student toilets - separating use between junior and senior students</u></p> <p>1. Management is dealing with this internally</p>	MB
<p><u>MAY FINANCIAL REPORTS</u></p> <p>1. Annual report for 2022 FINANCIAL YEAR has been completed and signed off by the board.</p> <p>2. BDO Audit completion report; some new items to implement are:</p> <ul style="list-style-type: none"> ● Edpay Transaction Report to be included with the SUE reports for management/governance sign off ● PTA to report financial statements in line with incorporated society standards 	AM/KH

<ul style="list-style-type: none"> ● Appendix 3 - suggestion from board that management implement PD on phishing for staff. Kate to have a discussion with Andrew about this. ● Board requested feedback on cyber security framework - Andrew to see Dan/IT and report to board <p><u>May Monthly Reports</u></p> <ol style="list-style-type: none"> 1. running at a good surplus 2. camp expenditure vs payments show incorrect numbers 3. we have received a lot of funding this year (grants etc) 4. Great work from Megan/Kim and the PTA fundraising 5. There will be a lot of sick leave coming up <p><u>Conversation moved for July meeting: Is the budget correct, queries for management</u></p> <ol style="list-style-type: none"> 1. Is the budget correct/surplus correct? 2. Are we spending in the right areas? What are we spending surplus on? Could we be spending the money somewhere? 3. What are our budget projections 	AM/KH
<p><u>POLICY REVIEW - TERM 2</u></p> <ol style="list-style-type: none"> 1. Board members have discussed and rated the EOTC policies for the Term 2 review as below. 2. Board Secretary to add the rating and comments/edits to the schoolDocs review page. <ul style="list-style-type: none"> ● Education Outside the Classroom (EOTC) Policy: 3 out of 5 ● EOTC Planning and Review Policy: 3 out of 5 ● EOTC Risk Management Policy: 3 out of 5 ● EOTC Coordinator Policy: 3 out of 5 ● EOTC Communicating with Parents Policy: 4 out of 5 ● EOTC Staff Competence: 3 out of 5 ● EOTC Event Categories: 3 out of 5 <ul style="list-style-type: none"> - Comments: Specifically add the words 'Water Activities' 3. Board rated the Privacy Policy 3 out of 5. Board discussed the question raised in a previous meeting around the wider subject of accessibility of information and ensuring we are not unintentionally creating cultural barriers. Who was requesting the information, especially if Whānau are requesting it (ie. Family members not parents but with equal importance in the eyes of their community). 4. It was agreed that the current policy covers this by way of the wording 'guardian'. And the discretion school management maintains when giving out private information under the Privacy Act. 	KT
<p><u>OTHER REPORTS</u></p> <p>EOTC Proposals - Year 5/6 Navigators Camp & Westland Sports Exchange</p> <ol style="list-style-type: none"> 1. Board discussed supplied EOTC documents provided by Alice Denley 	

<p>2. H&S team are looking at these reports closer on Monday 26th June, members were asked to give any feedback they have to Kate Hodgins.</p> <p>Whānau Group</p> <ol style="list-style-type: none"> 1. Whānau Group had a meeting on Monday June 12th 2. Discussion was had about the Matariki hangi, ticket sales going well. Looking forward to a fun community event. 	
<p><u>NEWSLETTER/COMMUNITY COMMUNICATION</u></p> <ol style="list-style-type: none"> 1. Junior Playground community project - Mark Broughton to provide a blurb for Kate T to put in the newsletter 2. Presiding member end of term message in newsletter on Thursday 29th June 	<p>MB / KT</p> <p>KH</p>
<p><u>IN COMMITTEE:</u></p> <p><i>The meeting moved into committee at ___ 7.52pm _____</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 ___ 8.10pm _____ the meeting resumed in open format. Motion: Moved by the Presiding member</i></p>	
<p><u>June MOTIONS PASSED</u></p> <ul style="list-style-type: none"> • <i>Board motions and moves for the school to close early (12.30pm) on Friday the 30th June for teacher/parent conferences to take place in the afternoon</i> 	
<p>There being no further items the meeting ended at ___ 8.35pm _____. The next full Board meeting will be held on _____ TBC ___ 2023 at 6.30pm</p> <p>_____ Approved _____ Date</p>	

	All Note
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