

**ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 25th July 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, Andrew Mouat, Mark Broughton, Tracey Taylor, Ranui Calman, Kate Thomson, Aaron Prince

ABSENT: Dan Levett, Helen Norcliffe

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

MATTERS ARISING FROM PREVIOUS MINUTES:

ACTIONED BY:

1. Some edits made to content as discussed by members

KT

RECEIVE & APPROVE MINUTES OF THE PREVIOUS MEETING

Received by Tracey Taylor. Approved by Ranui Calman

CORRESPONDENCE:

1. Discussed the various School Docs sites and what they are for
2. Matariki night thank you letter from Whānau Group; read to board by presiding member to thank all staff and the community for their part in a successful event
3. EOTC material; reminder from presiding member to members to read the documents emailed to them regarding the implications and importance of the board and EOTC planning.

PRESIDING MEMBER REPORT

EOTC Workshop

1. Presiding member reminded members of the importance of the EOTC process and the board's role in this. Members are encouraged to attend if possible.

Thankyou from the Presiding member - Matariki

1. Presiding member expressed thanks to all staff and the school community for their hard work and attendance at the Matariki hangi and performance night.
2. Feedback from the night has been positive and it was great to see so many of the school community / students enjoying the experience of hangi and performance.

JULY PRINCIPALS REPORT

Matariki

1. It was a great night with an impressive staff / community turnout. Positive feedback from all involved.
2. At the Staff meeting on Monday 24th, staff reflected on the matariki night and gave feedback to help with planning for next time
3. Staff thank Whānau Group for their hard work and expertise in helping with Matariki and the Marae sessions. Also thank you to the wider school community

EOTC

2023 Camps

1. Teaching staff have discussed the upcoming Navigators camp and the EOTC requirements
2. The 'activity by ability' option where students can choose their level of participation based on their own abilities, has been a huge success and has allowed all students to participate in camp activities in their own way.
3. The 2024 Highflyers camp will take place in Wainui

Westland Sports Exchange

1. Jarad has asked the board to consider the option of flying to this event rather than busing.
2. Flying gets students there faster which will allow for more game time.

Action:

- Board has approved the option to fly to Westland Sports Exchange, week 8 term 3 (7th & 8th September)
- Jarad to put together a contingency plan in the event of flight cancellations and the fact the students will be traveling on public transport.

JP

Term 2 Learning Conferences

1. Rollout of the HERO booking process was a success. A large number of families used the system and there was great turnout and positive feedback.
2. The ease and flexibility of booking and ability to phone in rather than attend in person was well received.

ERO 2023

1. A new ERO partner has been assigned to our school, we have not been advised of who this is at this time.

Staffing

1. We are currently at around \$7k overuse. This is largely due to staff illness resulting in a lot of reliever cost.
2. It is understood that the winter terms are normally higher in staffing costs due to the amount of illness

Line Marking Project

1. Management has been in discussions with the PTA regarding a donation towards the Line Marking Project.
2. Management has requested and the Board has approved the use of \$3.5k of board funds towards the Line Marking Project.
3. Funding has also been submitted by Kim the fundraiser towards this project, we are waiting to hear if this has been granted.

Shelter in Place/Fire Drill

1. The school practiced a Shelter in Place at the end of term 2. This was successful.
2. Board discussed the importance of also running emergency drills during 'inconvenient times' such as during lunch breaks and inclement weather. This is to ensure the school is prepared for any event regardless of the context.
3. Management will relay feedback to Alice Denley/Health & Safety coordinator for consideration

AM

Adventure Playground Report

1. Board discussed the safety audit report submitted by Adrian (caretaker) which details the current level safety of the adventure playground/fort.
2. Board asked for clarity on the level of current safety of the area.
3. At the last health & safety meeting discussion was around the structural integrity of the main poles of the fort.
4. Andrew will be meeting with Adrian to discuss the first steps in repair/restoration based on which is more urgent around health & safety. The structural poles will be among the first things to be assessed.
5. Priority will be given to the options that don't involve having to gain council consents. This may mean parts of the fort are removed or just made safe rather than completely rebuilt.
6. Bottom sandpit / old long jump pit; could this be repurposed into a play area
7. Gardens; the surrounding planting needs revitalization. Phillipa Curtis (school gardener) can advise on the best options for planting
8. Drainage; this area is historically very waterlogged. Adrian is currently implementing a drainage plan to feed excess water away from the area to hopefully dry it out.
9. Community consultation will need to be gained for any large scale plans that involve permanent changes.

AM

Fundraising/Grants

1. Working with Kim the fundraiser on submissions to Kiwi Gaming for funding for camp costs totalling \$16386.98. Board motions to apply for this grant.

Values Refresh Discussion

Why are we looking at refreshing the St Martins School Values

<p>It is agreed that the existing school values have done us well, but we feel it is now time to reassess our values as part of a five year cycle, the upcoming implementation of the PB4L, student and staff wellbeing feedback and a changing cultural focus.</p> <ol style="list-style-type: none"> 1. The aim is for the update to our values to be implemented as part of the 2024 strategic plan. <p>Focus questions for the board going forward;</p> <ul style="list-style-type: none"> • How can we better reflect the school's cultural environment in our values? • How can the school give agency and encourage 'buy in' from our school community? • How can we consolidate the current values to encompass the essence of our school? <p>Some ideas to consider in the refresh are;</p> <ol style="list-style-type: none"> 1. Cut down existing values to 4 core values with a whakatauki under each one 2. Manakitanga to encompass a mix of our existing values into one 3. Should the value of 'learning' go - we are a school / this is our core business 4. Approach the community with a framework (maybe students first) Offer a consultative discussion process. <p>Possible survey / think tank questions;</p> <ul style="list-style-type: none"> • What are the top two/ three values you identify with the most? • What do you like / dislike about our current values? • What are your family's values, how could these fit with our school values? • Provide a number of descriptive / emotive words and ask groups to circle their top 4. Include te reo words. • Brainstorm meeting / think tank: Representatives from PTA / Whānau Group / board / staff areas across the school groups meet to discuss our individual values and how te reo encompass those ideas <p>Actions for late August/September:</p> <ol style="list-style-type: none"> 1. Ranui to ask Solly when he's available - possibly a Monday night 2. Ranui, Andrew and Solly meet to discuss a starting point. Find the 'why' to pitch 3. Groups Meeting / brainstorm with Solly facilitating. 3 top values and consolidating 	RC/AM
<p><u>JUNE FINANCIAL REPORTS</u></p> <ol style="list-style-type: none"> 1. Current surplus of \$115k = we are sitting at 50% of projected budget 2. Income numbers look inflated due to some costs being consolidated to correct accounts. But NET is still correct 3. Board have discussed the possible ways of using surplus 	
<p><u>POLICY REVIEW - TERM 3</u></p> <p>Inclusive Education Policy: Rated 3/5 Cultural diversity</p>	

<p>1. Keep - <i>'We respect the place of Ngā Tangata o Moana-Nui-a-Kiwa/Pasifika peoples and cultures, and acknowledge the diversity of Pasifika learners and their families. At St Martins School, we support engagement and excellent outcomes for Pacific learners by engaging with the Ministry of Education's Action Plan for Pacific Education, and integrating diverse Pacific cultural values, histories, experiences, customs, and languages into curriculum areas, where appropriate.'</i></p> <p>2. Delete - <i>'We foster Pacific culture by supporting our Pasifika culture group, marking Pacific language weeks, and holding fono evenings. Fono evenings are an opportunity to engage with our school community and local Pacific families and communities to discuss educational needs and opportunities.'</i></p> <p>LGBTQ diversity</p> <p>3. Board discussed; As part of student pastoral care, team leaders have experience in checking in and managing students wellbeing around LGBTQ diversity. This includes team meetings where we monitor students who need support in this (and other) areas of wellbeing</p> <p>Maori Educational Success Policy</p> <p>1. to be reviewed in August meeting</p> <p>Learning Support Coordination / Identify Learning Support / Gifted Learners / Learning Support Policies</p> <p>1. Board has requested management (Andrew & Leanne/SENCO) meet to discuss the details of the learning support policies. Board will come back to review these policies after reviewing feedback from school management.</p> <p>2. Possible edit to the Learning Support policy: - should the phase <i>'Special Needs Management Committee'</i> be changed to better represent the system we have in place at our school.</p>	<p>KT</p> <p>AM/LP</p>
<p><u>OTHER REPORTS</u></p> <p><u>Behaviour Report</u></p> <p>4. Board discussed details of the behavior report (see board meeting documents on file)</p> <p>5. Board offered assistance if required by management.</p> <p>6. Staff meeting discussion has been had around the behaviour expectations of students and how these vary within the classroom and playground settings</p> <p>7. It has been discussed whether there is sufficient activity available to students in the playground to keep them occupied</p> <p>8. Staff are employing various ways / tools to work through issues that arise</p> <p>9. PB4L will also focus on consistent behaviour aspects across the school</p> <p><u>Adventure Playground safety Audit</u></p> <p>Members discussed report submitted by Adrian (school caretaker)</p> <p>1. It is a general report and suggests any repairs are not urgent</p> <p>2. Members asked whether it's clear that the fort is safe for use right now. Fort is ok, esp lower areas</p> <p>3. Andrew will be meeting with Adrian to discuss the first steps / most urgent jobs for repair</p>	

<p>4. At the H&S meeting the structural integrity of the fort poles were discussed. Adrian will be assessing this first to see if the fort can remain. If the poles are not sound it will mean a</p> <p>5. Consideration needs to be given to the type of repairs (ie structural vs cosmetic) - we don't want to have to re consent anything</p> <p>6. St Peters and Spreydon school - good examples of forts</p> <p>7. Bottom sandpit - could this be redesigned into a play area (ie low balance beams)</p> <p>8. Gardens - need restoration. Phillipa (school gardener) could give advice on planting options</p> <p>9. Community consultation to be considered for permanent/large scale changes</p> <p>10. Drainage - large scale historical issue, Adrian is working on repairing by way of new piping</p> <p>11. The conditions of this area may mean astro turf is not viable</p> <p><u>Junior Playground project</u></p> <p>1. Mark Broughton (member) has received lots of positive feedback from the school parent community with 8 individuals offering help towards the project</p> <p>2. Mark is keeping communicating with the project group via regular email updates and has spoken to Ruth Richardson and Tom Norman for advice on how to best move the project forward</p> <p>3. Mark will meet with the group in week 3 to discuss an initial plan. Discussion will include, what, where and why.</p> <p>4. Funding opportunity through Kim can be explored once a plan is in place</p> <p>5. After the initial group meeting the next step would be to gain feedback from the students/school staff and community</p> <p>Actions for Mark:</p> <p>1. Send google image to Andrew so he can mark up a location for the project</p> <p>2. Discuss with Ruth Richardson</p> <p>3. Tom Norman for any consenting needed</p> <p>4. Make contact with Katie Chilton (parent) for some ideas/advice on the design</p> <p><u>Whānau Group</u></p> <p>10. Discussed at last meeting the option of running the Matariki hangi biannually</p> <p>11. Every second year could we incorporate a different activity instead of the hangi (ie fried bread/weaving/food van or BYO fish & chips) Anton from 'Fush' interested in participating</p>	<p>AM/AM</p> <p>MB</p>
<p><u>NEWSLETTER/COMMUNITY COMMUNICATION</u></p> <p>None</p>	
<p><u>IN COMMITTEE:</u></p> <p>None</p>	
<p><u>June MOTIONS PASSED</u></p> <ul style="list-style-type: none"> ● Board has approved the use of \$3.5k of board funds towards the Line Marking Project ● Board has approved the motion to request funding through Kiwi Gaming via Kim the fundraiser 	

There being no further items the meeting ended at ____ 8.40pm _____. The next full Board meeting will be held on **22nd August 2023** at 6.30pm

_____ Approved _____ Date

All Note